

# **Parent and Student Handbook and Student Code of Conduct**

**2008-2009**

## **Stafford Elementary Schools**

Stafford Primary School  
Stafford Elementary School  
Stafford Intermediate School



Where Children are Important

**Stafford Municipal School District**

1625 Staffordshire Road

Stafford, Texas 77477

281-261-9200

# **Mission Statements**

## **Stafford Municipal School District**

The mission of Stafford Municipal School District is to produce individuals armed with academic and technological proficiency and strong values who function as contributing members of society.

## **Stafford Primary School**

We believe that all students are important and can learn. Our mission is to provide a caring and safe environment where all students are given the opportunity to develop to their maximum capacity academically, emotionally, physically, and socially. Our school is committed to making a positive difference in the lives of our students.

## **Stafford Elementary School**

Stafford Elementary School is a safe community where everyone works cooperatively to build life-long learners and productive world citizens.

## **Stafford Intermediate School**

Stafford Intermediate exists with a belief that all students are important and can learn; therefore, our mission is to provide an environment where every student, regardless of his or her ability, is given the opportunity to develop to his or her maximum capacity academically, physically, and socially. We believe that our school can make a difference in the lives of our students.

## HANDBOOK DEFINITIONS

<u>As used in handbook</u>	<u>Refers to</u>
AEP	Alternative education program; alternative campus; alternative setting
ARD	Admissions Review and Dismissal
Board	School board; board of trustees; board of education
the Code	Student Code of Conduct
District Section 504 Coordinator	Dr. Alice Thompson
IEP	Individual Education Plan
ISS	In school suspension
Parents	As defined by Board Policy FO (LOCAL), the single parent, legal guardian, or person having lawful control of the child.
SAC	Stafford Alternative Campus; SMSD's AEP
SMSD <i>or</i> district	Stafford Municipal School District
Federal Programs Director	Dr. Alice Thompson
Title IX Coordinator	Robert Dwight, Assistant Superintendent
Trustees	Current members of the school board

# Parent and Student Handbook

## Stafford Elementary Schools

Stafford Primary School

Stafford Elementary School

Stafford Intermediate School



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2008-2009

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Parent and Student Handbook  
2008-2009**

**Table of Contents**

Stafford Municipal School District Information .....	1
Elementary Schools Information .....	2
Handbook Summary .....	3
Important Notices.....	4
Falsification of Information.....	4
Student Code of Conduct .....	4
Nondiscrimination.....	4
Child Abuse .....	4
Questioning by Governmental Authorities .....	5
Searches .....	5
Harassment.....	5
Sexual Harassment .....	6
Visitor Information .....	7
School Hours and Dates	
School Hours.....	8
Holidays.....	8
Report Card and Progress Report Dates.....	9
Weekly Folders .....	9
Testing Dates .....	9
Standardized Dress Code.....	10
Shirts .....	10
Pants and Shorts.....	10
Skirts and Jumpers.....	10
Shoes .....	11
Sweaters, Sweatshirts, Heavy Jackets, and Coats .....	11
Undershirts .....	11
Dress and Grooming Code.....	11
Gang-Related Clothing .....	12
Admissions	
Falsification of Information to Enroll.....	13
SMSD Admissions and Attendance Policy .....	13

## **Table of Contents (continued)**

Admission Requirements	
Proof of Residency .....	13
Other Documentation for Enrollment.....	13
Pre-K.....	14
Kindergarten .....	14
Grade 1 .....	14
Grades 2-12 .....	14
Student Educational Records .....	14
Special Education Records .....	16
Attendance	
Compulsory Attendance .....	17
Absences and Extenuating Circumstances .....	17
Perfect Attendance .....	18
Attendance Committee .....	19
Tardiness.....	19
Withdrawing from School.....	19
Truancy .....	19
Dismissals	
Daily Procedures.....	20
Student Release From School .....	20
Emergency Closing of School .....	21
Academics	
Academic Program .....	22
Homework .....	22
Academic Dishonesty .....	22
Textbooks.....	23
Testing.....	23
Report Cards and Progress Reports .....	24
Promotion/Retention.....	24
Credit by Examination .....	28
Summer School.....	29
Special Services and Programs.....	30
Assertive Discipline	
Class Rules .....	31
Behavioral Expectations .....	31
Student Expectations.....	31
Electronic Communication Devices .....	32

**Table of Contents (continued)**

Health and Safety	
Health	
Immunization Requirements .....	33
Vision and Hearing Screening.....	34
Communicable Diseases .....	34
Pediculosis (Head Lice) .....	36
Medication.....	36
Emergencies and Illnesses .....	36
Safety	
Emergency Drills .....	37
Accidents in School.....	37
Student Insurance .....	37
Chemical Information	
Integrated Pest Management .....	38
Asbestos Statement .....	38
Disruptions .....	38
Parent and Student Rights	
Parent Rights.....	39
Students' Right to Pray .....	39
Procedures for Complaints and Concerns.....	39
Communication Between Home and School.....	40
Parent Involvement and Responsibilities .....	40
Home Access to SMSD Libraries.....	41
SMSD Library Catalogs .....	41
e-Books .....	41
SMSD On-line Databases .....	41
Child Nutrition .....	43
Automated Meal Program.....	43
Meal Prices.....	43
Free and Reduced Meal Program .....	43
Transportation Department	
Bus Rules and Regulations .....	45
Bus Discipline Reports .....	46
Campus Miscellany	
School Supplies List .....	47
Announcements and Messages .....	49

***Table of Contents (continued)***

Directory Information .....	49
Distribution of Materials .....	49
Extra-curricular Activities .....	50
Fees .....	50
Field Trips and Travel .....	51
Fundraising.....	51
What If . . . ? .....	52

Student Code of Conduct

Signature Pages

- Parent-Student Handbook Receipt
- Student Directory Information
- Photography Release
- Videotaping and Audio Taping Release
- Texas Compulsory School Attendance Laws

**Stafford Municipal School District**  
**1625 Staffordshire Road**  
**Stafford, Texas 77477**  
**281-261-9200**

**2008-2009**

**Board of Trustees**

Greg Holsapple - President  
Cindy Hoelscher - Vice President  
Michael Cropper - Secretary  
Rose Berberian – Assistant Secretary  
Rodney Butler - Trustee  
Mike Guerra - Trustee  
Ettienne Zak - Trustee

**Board Meetings**

The Board of Trustees of the Stafford Municipal School District meets on the second Monday of each month in the SMSD Administration Building, 1625 Staffordshire Road, Stafford, Texas. Regular meeting begin at 6:30 pm and the public is invited to attend.

**Administration**

Mr. H. D. Chambers, Jr., Superintendent  
Rob Dwight, Assistant Superintendent  
Marva Rasberry, Assistant Superintendent

**Stafford Elementary Schools**  
**1625 Staffordshire Road**  
**Stafford, Texas 77477**

Campus Office Hours - 7:30 am - 4:30 pm

**Stafford Primary School**  
**Pre-K through First Grade**  
281-261-9203 - Fax: 281-261-9348

Principal.....Kim Vu..... 281-261-9203  
Counselor ..... Sara Dries ..... 281-261-9233  
Nurse .....Carol Vaughn..... 281-261-9243  
Secretary ..... Tonya Head..... 281-261-9203  
Attendance Clerk.....Erma Trevino..... 281-261-9242

**Stafford Elementary School**  
**Second, Third and Fourth Grades**  
281-261-9229 - Fax: 281-261-9262

Principal.....Walter L. Fenn..... 281-261-9229  
Assistant Principal .....Carlotta Jenkins..... 281-261-9237  
Counselor .....Carmen Clayton..... 281-261-9284  
Nurse ..... 281-261-9223  
Secretary .....Rosemary Garcia..... 281-261-9229  
Attendance Clerk..... Vickie Bunch ..... 281-208-6101

**Stafford Intermediate School**  
**Fifth and Sixth Grades**  
281-208-6100 - Fax: 281-208-6111

Principal..... Patricia Cantu ..... 281-208-6100  
Assistant Principal.....Latasha Jackson..... 281-208-6100  
Counselor.....Desiree James ..... 281-208-6104  
Nurse ..... Sally Garza ..... 281-208-6106  
Secretary ..... Bernadette Lockett ..... 281-208-6100  
Attendance Clerk.....Rhonda Tanguay..... 281-208-6103

**Federal Programs..... Fax: 281-261-6196**  
Director.....Dr. Alice Thompson..... 281-261-9279

**Student Support Services..... Fax: 281-261-6196**  
Director.....281-261-9270

**Child Nutrition Department ..... Fax: 281-208-6121**  
Director..... Jason Edwards ..... 281-261-9289

**Maintenance & Transportation Department ..... Fax: 281-499-5111**  
Director .....Daniel Muñoz..... 281-499-6792

## **HANDBOOK SUMMARY**

### **Automated Phone System**

Dial 281-261-9200 to switchboard; key in 555 for directory;  
key in first three letters of last name; dial extension.

### **Admission Requirements**

Original Birth Certificate - Social Security Card - Immunization Record  
Proof of Residency - Driver's License of Parent

### **Meal Prices**

Breakfast Tray - \$1.00 Lunch Tray - \$1.75 (Pre K – 4) Lunch Tray - \$2.00 ( 5 & 6 )  
Adult Lunch Tray - \$2.50  
Reduced Priced Breakfast - \$.30 Reduced Priced Lunch - \$.40

### **Important Dates**

First Day of School - August 25  
School Holiday - September 1  
School Holiday – September 26  
Early Release-Parent/Teacher Conferences – October 9  
Early Release – October 30  
Thanksgiving Holidays – November 26 - 28  
Winter Break - December 22-January 5  
School Holiday - January 19  
Early Release – January 29  
Early Release – February 26  
Spring Break - March 16 - 20  
Early Release – April 2  
Easter Holidays – April 10 - 13  
School Holiday – May 25  
Last Day of School – June 5

### **Testing Dates**

See page 9.

### **Send Notes to School**

After student has been absent; when student is arriving late or leaving early; when altering transportation arrangements for student.

### **Dress Code**

Tops should be red, white, or navy blue - only school insignias accepted.  
Bottoms should be navy or khaki slacks, skirts, shorts, or jumpers.

### **Visitors**

Must report to office at each campus to obtain a Visitor's Badge.

## **IMPORTANT NOTICES**

### **Falsification of Information**

Please refer to Page 14 for Texas Education Code regarding enrolling students while falsifying information. SMSD's admissions and attendance policy is also included.

### **Student Code of Conduct**

Students and parents need to be familiar with SMSD's Student Code of Conduct, which is found at the end of this handbook. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote learning and school safety.

### **Nondiscrimination**

SMSD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Dr. Alice Thompson, Director of Federal Programs, has been designated to coordinate compliance with these legal requirements.

SMSD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For further information regarding your rights, a review of these policies, or grievance procedures, contact H. D. Chambers, Superintendent of Schools, SMSD, 1625 Staffordshire Road, Stafford, Texas 77477.

### **Child Abuse**

State law governing child abuse shall be followed. Any teacher, administrator, or other employee of SMSD or any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as are required by law. These reports shall be directed to one of the following:

- The State Department of Human Resources;
- Any local or state law enforcement agency; or
- The agency designated by the court to be responsible for the protection of children.

Individuals who make reports in good faith are protected by law from liability, as well as those who provide information during an investigation.

### **Questioning By Governmental Authorities**

When law enforcement officers or other law authorities wish to question or interview students at school, administrators will follow SMSD procedures as outlined in Board Policy GRA (Legal) and (Local). According to state law, the students may be taken into custody following the guidelines as outlined in Board Policy GRA (Legal) and (Local). If the interview is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

### **Searches**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may conduct searches from time to time. Such searches are conducted without a warrant and as permitted by law. SMSD may use specially trained non-aggressive dogs to sniff out and alert officials to the presence of concealed, prohibited items and substances in accordance with Board Policy FNF (Local).

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. Parents will be notified if any prohibited items are found in students' desks or lockers.

Vehicles parked on school property are under the jurisdiction of the school.

### **Harassment**

Harassment will not be tolerated by SMSD. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

SMSD encourages parental and student support in its efforts to address and prevent harassment in any form in the schools. Students and parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

## **Sexual Harassment**

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

SMUSD will notify the parents of all students involved in sexual harassment by other students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual abuse by a staff member may be presented by a student or parent in a conference with the principal or designee or with the Title IX Coordinator. The parent or other advisor may accompany the student throughout the complaint process. Ordinarily, the first conference with the student will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days, of receipt of the complaint. The principal, designee, or Title IX Coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal, designee, or Title IX Coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the superintendent or designee. Prior to or at this conference, the student or parent must submit the complaint in writing and must include (1) a complete statement of the complaint; (2) any evidence supporting the complaint; (3) a statement about how the matter should be resolved; and (4) the student's or parent's signature, and the date of the conference with the principal, designee, or Title IX Coordinator.

If the resolution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the superintendent's office.

For more information about parent and student rights, you may request a copy of SMUSD's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in SMUSD's Policy Manual.

## **VISITOR INFORMATION**

You are welcomed and encouraged to visit the school. SMSD reserves the right to check identification of all visitors. For the safety of the school, all visitors must stop at each office, sign in, and obtain an official Visitor's Badge. All visitors will be required to show a valid driver's license or picture ID in order to receive a Visitor's badge. For safety reasons, Visitor's not listed on the student enrollment form will not be allowed access to the school. All visitors must wear the Visitor's Badge while on campus. The safety and security of our students is extremely important to us.

Parents may visit their children's classrooms but are requested to schedule and arrange a convenient time in advance with the teacher or principal to minimize disruptions to class instruction. Classroom visitations will be approved only if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Due to possible distractions, siblings and younger children will not be allowed to observe classes.

Since visitors may serve as role models to students, all visitors must adhere to the highest standard of courtesy and conduct.

## SCHOOL HOURS AND DATES

### School Hours

#### Primary

Pre-K morning session ..... 7:50 am - 11:00 am

Pre-K afternoon session..... 11:30 am - 2:30 pm

Kindergarten.....7:50 am - 2:30 pm

Grade 1.....7:50 am - 3:15 pm

**\*PLEASE NOTE** – Throughout the school year the district will have early release days. Pre-K students who attend P.M. classes, will be required to attend A.M. classes on early release days

#### Elementary

Second, Third and Fourth Grades..... 7:50 am - 3:15 pm

#### Intermediate

Fifth and Sixth Grades ..... 7:50 am - 3:30 pm

Our school buildings do not open until 7:30 am. Staff members are on morning duty no earlier than 7:30 am. Students will not be allowed inside until 7:30 am; therefore, students should be dropped off between 7:30 am and 7:50 am. The school will not assume responsibility for supervising students prior to 7:30 am. Student supervision prior to 7:30 am is the responsibility of the parent. The front office closes at 4:30 pm. Parents who repeatedly pick up their children late from school will be required to enroll their children in the YMCA after school program. Repeated late pickup of children may be viewed as neglect and may be reported.

Students are expected to attend school on a regular basis. When students who have been absent return to school, a written note must be sent to the teacher explaining the absence.

### Holidays

#### 2008- 2009 Student Holidays

School Holiday.....	Sept 1
School Holiday.....	Sept 26
Early Release .....	Oct 9
Early Release.....	Oct 30
Thanksgiving Holidays .....	Nov 26-28
Winter Break .....	Dec 22-Jan 5
School Holiday.....	Jan 19
Early Release.....	Jan 29
Early Release.....	Feb 26
Spring Break.....	Mar 16 - 20
Early Release.....	Apr 2
Early Release.....	May 1
Easter Holidays.....	Apr 10
School Holiday.....	May 25
Last Day of School.....	June 5

## Report Card and Progress Report Mailing Dates

	<u>Grading Periods</u>	<u>Progress Reports</u>	<u>Report Cards</u>
Aug 25 - Sept. 25	1 <sup>st</sup> Six Weeks	Sept 16	Oct 2
Sept 29 – Oct 31	2 <sup>nd</sup> Six Weeks	Oct 21	Nov 6
Nov 3 - Dec 19	3 <sup>rd</sup> Six Weeks	Nov 25	Jan 8
Jan 6 - Feb 20	4 <sup>th</sup> Six Weeks	Jan 27	Feb 26
Feb 23 - Apr 17	5 <sup>th</sup> Six Weeks	Mar 24	Apr 23
Apr 20 – June 5	6 <sup>th</sup> Six Weeks	May 12	June 5

### Weekly Folders

Valuable tools of communication between school and home are students' weekly/daily folders that contain graded papers, behavior cards, permission slips, important notices from teachers or principals, and other school updates. Parents should take time to review these weekly/daily folders with their children and sign any documents that should be returned to teachers.

### Testing Dates

		Pri/Elem Grade	Intermediate Grade
Mar 3	TAKS Reading (English & Spanish)	3	5
Mar 3	TAKS Writing (English & Spanish)	4	
Mar 3	TAKS-M Reading	3	5
Mar 16-Apr 10	TELPAS Reading, Listening, Speaking, Writing	K-4	5-6
April 6	LAT Math		5
Apr 7	TAKS Math (English & Spanish)		5
Apr 7	TAKS-M Math		5
Apr 27	LAT Math	3-4	6
Apr 28	LAT Reading	3-4	5-6
Apr 28	TAKS Math (English and Spanish)	3-4	6
Apr 28	TAKS-M Math	3-4	6
Apr 29	TAKS Reading (English and Spanish)	4	6
Apr 29	TAKS-M Reading	4	6
Apr 29	TAKS Reading Retest (English & Spanish)	3	5
Apr 30	TAKS Science (English and Spanish)		5
May 1	TAKS-M Science		5
May 1	LAT Science		5
May 19	TAKS Math Retest (English and Spanish)		5
June 30	TAKS Math Retest (English & Spanish)		5
July 1	TAKS Reading Retest (English & Spanish)	3	5

## STANDARDIZED DRESS CODE

The grooming and appearance of each student is the primary responsibility of students and parents. The school staff must ensure that students' appearances do not jeopardize individual health and safety nor the health and safety of others, and do not interfere with the teaching-learning process or create disorder and disruption in the school.

The provisions of the dress and grooming code shall be enforced equally with all students. Students who do not follow dress code will be asked to make appropriate corrections. Repeated offenses will result in disciplinary action as stated in the Student Code of Conduct.

Students are required to be in compliance with the following mode of dress on the first day of school, each year.

### Shirts

Two types of shirts will be allowed, solid color (red, white, or navy) collared polo-style or white only collared, button-front shirt or blouse. Insignias or logos, other than the SMSD Spartan logo, are not allowed.

Either short or long sleeves are acceptable. **Sleeveless shirts or blouses are not allowed.**

Shirts and blouses may be opened only as far as the first or second button.

All shirts and blouses must be long enough to completely cover the midriff at all times and must be tucked inside the student's pants, shorts, or skirts so that the top of the belt loops are visible. Shirts must be tucked into waistband before arrival and kept tucked in until off campus.

### Pants and Shorts

Pants, slacks, and shorts must be made of a cotton type material or official school uniform fabric and must be either navy or khaki in color. No denim, jean, or stretch material is allowed. No cargo pants or pants with large pockets, or wind suit pants are allowed. Sagging pants, shorts, and or skirts are not permitted. Tight fitting slacks, pants, or shorts are not allowed. Frayed or cut hems are not allowed. Shorts may be no shorter than 3" above the top of the knee, and no shorter than 4" above the crease at the back of the knee. Belts must be worn with all garments that have belt loops.

### Skirts and Jumpers

Girls may wear navy or khaki colored skirts or jumpers. Shorts should be worn underneath skirts and jumpers. No leggings are allowed. The fabric should be cotton or official school uniform fabric. No denim or jean material is allowed. Skirts and jumpers may be no shorter than 3" above the top of the knee and no shorter than 4" above the crease at the back of the knee. If

the skirt or jumper has belt loops, a belt must be worn. All skirts and jumpers must be worn with a red, white, or navy collared polo top or a white button-front collared blouse.

## **Shoes**

All students shall wear shoes and socks for safety and health reasons. Thongs, flip-flops, all backless shoes, and sandals are not appropriate for school. **No open-toed shoes will be allowed.** Shoes must be properly tied. Roller-skate conversion shoes are not allowed.

## **Sweaters, Sweatshirts, Heavy Jackets, and Coats**

With cool weather, students may wear cardigan sweaters, sweatshirts, heavy jackets, and coats. However, jackets and coats will remain in the classroom closet during regular school hours except during outside PE or recess time. Cardigans or sweatshirts may only be worn over a collared shirt, either the polo style in red, white, or navy, or the white button-front blouse or shirt. Collars must be visible. Cardigans or sweatshirts must be a solid color in red, white, or navy; only these may be worn in the classroom, however, they may not have hoods, be oversized or be pullovers. **Insignias or logos other than the SMSD Spartan logo are not allowed. No windbreakers, heavy jackets, or coats may be worn in the classroom.**

No vests are allowed.

## **Undershirts**

Undershirts may be worn, but must be solid white. No writing may appear on these undershirts either front or back.

## **Dress and Grooming Code**

Any student whose dress or grooming creates a disruption in the classroom shall be subject to removal from that classroom. Excessive jewelry is inappropriate. Due to safety hazard, dangling earrings (large hoop or chandelier), necklaces with large pendants or medallions are not allowed. All necklaces must be worn inside the dress code shirt.

Appropriate underclothing must be worn and must not be visible.

**Hats, caps, other head coverings and non-prescription dark glasses are not to be worn in the building. Bandannas are not to be worn or displayed on school property.**

Hairstyles must be socially acceptable and not distracting. Hair must be neat, clean, well-groomed, and generally kept in moderation. Outrageous hair colors and styles are not allowed. (i.e. manic-panic, Clairol neon colors, hair mascara)

Exposed tattoos or intentional pen or pencil marks on arms, hands, legs, face, etc. are inappropriate for school and must be covered at all times.

Backpacks and book bags also will be kept in storage closets during school hours. Due to safety concerns, Primary and Elementary students may not bring rolling backpacks and book bags to school. However students at the Intermediate School, are allowed to use them.

### **Gang-Related Clothing**

SMSD will not tolerate gang-related clothing. Attire or paraphernalia thought to signify gang membership or affiliation, is strictly prohibited. Gang-related clothing may be confiscated by the campus police and not returned. School administration will determine banning of articles of clothing, symbols, or emblems, etc. as deemed appropriate based on behavior of the individual student or group of students.

# ADMISSIONS

## Falsification of Information to Enroll

A person who knowingly falsifies information on a form required for student enrollment in SMSD is liable for the greater of the maximum tuition fee or the amount SMSD has budgeted for each student as maintenance and operating expenses if the student is not eligible for enrollment in SMSD but is enrolled on the basis of the false information.

SB326 (Educational Code 21.031 (g) and (h) added, Probate Code 114 (amended), effective September 1, 1983.

## SMSD Admissions and Attendance Policy

Resident students in early childhood and grades Pre-kindergarten through 11 who become nonresident during the course of a semester shall be withdrawn immediately upon verification by SMSD. Transportation shall not be provided for nonresident students. SMSD reserves the right to conduct a residency check for verification of resident status. Nonresident students or students who have moved during the school year may apply for Limited Open Enrollment. LOE packets are available at the front office of each campus and the Administration Building.

## Admission Requirements

### Proof of Residency

See above concerning falsification of information when enrolling students. Proof of residency for new students must be established. Acceptable proof may consist of, but is not limited to:

- Lease agreement with student and parent names listed
- Contract of sale
- Recent utility bill (electricity)

### Other Documentation for Enrollment

Parents (see Handbook Definitions) enrolling children in the school district must submit their driver's license, the child's original birth certificate, immunization record, and the child's social security card.

#### ***Be Sure To Bring:***

- ***Original birth certificate***
- ***Social security card***
- ***Immunization record***
- ***Proof of residency***
- ***Parent driver's license***
- ***Last report card***

If a child is enrolled under a name other than the name which appears in the identifying documents or records, SMSD shall notify the missing children and missing person's information clearinghouse of the child's name in which the child is enrolled.

No later than 30 days after a parent enrolls the child in an SMSD school, the parent or the school district in which the child most recently attended school, shall furnish SMSD both of the following:

- The child's birth certificate or another document suitable as proof of the child's identity.
- A copy of the child's records from the school the child most recently attended if he was previously enrolled in a school in Texas or in another state.

If the required identification is not furnished to SMSD within 30 days after enrollment, SMSD shall notify the Stafford police department or the Fort Bend County sheriff's department to determine if the child has been reported as missing.

### **Pre-K**

Students must be 4 years old on or before September 1 of the current school year and must qualify as limited English speaking or through the free and reduced lunch program in order to be enrolled for Pre-Kindergarten classes.

### **Kindergarten**

Students must be 5 years old on or before September 1 of the current school year.

### **Grade 1**

Students must be 6 years old on or before September 1 of the current school year in order to enroll in First Grade, unless they have enrolled in the First Grade in public schools of another state prior to transferring to this district.

### **Grades 2-12**

New resident students who are entering schools in Grades 2-12 shall provide evidence of prior schooling outside district. Initially they will be placed at the grade level reached elsewhere, pending observation by classroom teachers, guidance personnel, and the principals. On the basis of these observations, principals shall determine final grade placements.

## **Student Educational Records**

Records, as defined by Board Policy FL (Local) are confidential and protected from unauthorized inspection or use. Parents' or students' right of access to, and copies of student records, does not extend to all records. Records are maintained for each student from the time students enter SMSD until withdrawing or graduating. These records move with students from school to school.

By law, both parents, whether married, separated, or divorced, have access to records of students who are under 18 or dependents for tax purposes. 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.

Campus principals are custodians of all records for currently enrolled students at the assigned schools. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours within a reasonable amount of time following a written request. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

If circumstances prevent parents or eligible students from inspecting the records, SMSD will either provide a copy of the requested records or make other arrangements for review the requested records.

Parents of minors or students who are dependents for tax purposes, students 18 years old or older, and school officials with legitimate educational interests are the only people who have general access to student records. School officials with legitimate educational interests include employees, agents, or trustees of SMSD, cooperatives of which SMSD is a member, or facilities with which SMSD contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student; considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. SMSD forwards student records on request and without prior parental consent to a school in which students seek or intend to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, SMSD will make a reasonable effort to notify parents or eligible students in advance of compliance. Parental consent is required to release records to anyone else. Only students have the right to consent to release records when they reach 18 years of age.

Students over 18 and parents of minor students may inspect student records and request corrections if the records are inaccurate, misleading, or otherwise in violation of students' privacy or other rights. If SMSD refuses the request to amend records, requestors have the right to a hearing. If the records are not amended as a result of the hearing, requestors have 30 school days to exercise the right to place a statement commenting on the information in student records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest grades in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe SMSD is not in compliance with the law regarding student records.

Copies of student records are available at a specified fee. This fee is set by SMSD and payable in advance. Parents may be denied copies of student records (1) after students reach age 18

and are no longer dependents for tax purposes; (2) when students are attending an institution of post-secondary education; (3) if parents fail to follow proper procedures and pay copying charges; or (4) when SMSD is given a copy of a court order terminating parental rights. When students qualify for free or reduced-price meals and parents are unable to view records during regular school hours, upon written parental request one copy of records will be provided at no charge.

### **Special Education Records**

Parents of students with disabilities being provided special education services will be notified when any information specifically identifying students is no longer needed. If parents request destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

# ATTENDANCE

## Compulsory Attendance

Regular school attendance is essential for students to make the most of their education, to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as individuals. Absences from class may result in serious disruption of students' mastery of instructional materials; therefore, students and parents should make every effort to avoid unnecessary absences.

### ***It is the law in Texas that . . .***

Between a child's 6<sup>th</sup> and 18<sup>th</sup> birthdays, attendance is required each day during the instructional year unless otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and parents.

Compulsory attendance applies to all students once enrolled in a public school. Including Pre-K and Kindergarten.

**School begins at 7:50 am. Students reporting to school after 7:50 am are considered tardy.** Official state attendance is taken daily at 9:30 a.m. Parents should arrange doctor's appointments after that time if possible.

## Absences and Extenuating Circumstances

Parents should call the school by 8:30 am when children are going to be absent. Within three (3) days upon returning to school, students will bring written notes to their teachers, signed by a parent stating the reason and date of an excused absence. After the three days, the absence will be considered unexcused. Parents are responsible for notifying day-care centers when children are absent or have different means of transportation.

School designees will attempt to call the parents of children absent from school each day to determine the cause of absence, unless parents have notified the school of the reason for the absence or the school has knowledge of the reason. **Students returning to school who have been absent three or more consecutive days must submit a physician's note explaining the absence.**

Students absent for any reason must make up specific assignments missed. **Students who do not make up assigned work within the time allotted by the teacher may receive a zero according to Board Policy EIA (Local).**

- Students may be excused for temporary absence resulting from personal sickness, death in the family, or any other cause acceptable to the superintendent, teachers, or principals.
- Students may miss school for the purpose of observing religious holy days when it is a tenet of their faith that students must be absent from school during such time. A written parental request for the absence must be sent to the school district in advance. Students absent for this reason will be counted in attendance for FSP (Foundation School Program) purposes.
- Students may be excused for temporary absence resulting from appointments to health care professionals when they commence classes or return to school on the same day of the appointment. A written note signed by parents or doctors must be submitted.
- Students will not be excused to leave school grounds during school hours without principal approval. Except in an emergency, this may not be done without the written parental permission. Students will not be excused at recesses or lunch periods to go to nearby stores or cafes.
- To receive credit in a class, students must attend at least 90% of the days the class is offered. Students who attend fewer than 90% of the days cannot receive credit for the class unless the Attendance Committee (see following section) finds that the absences are the result of extenuating circumstances.

### **Perfect Attendance**

Students who have been at school all day from the beginning at 7:50 am until dismissal are candidates for perfect attendance. Those who have had a perfect attendance record for the year will be recognized at the end of the year. **Students must be enrolled the first day of the school year in order to qualify for perfect attendance. Transfer students may also qualify only if proof of perfect attendance can be verified with the previous district.** Students absent for documented and approved religious holidays or district approved co-curricular activities will be considered for perfect attendance awards.

## **Attendance Committee**

An Attendance Committee shall review all cases where students' attendance falls below 90% of the class days offered.

## **Tardiness**

Students who are tardy miss valuable classroom instruction and directions to begin their day. Therefore, it is vitally important that students report to class promptly. **Habitual tardiness will be considered a violation of compulsory attendance laws and may result in school administration taking appropriate action to resolve the situation. Tardies may affect students' perfect attendance records. Repeated tardies may result in students receiving disciplinary consequences.**

Students who come to school after 7:50 am must obtain a tardy slip from the front office before going to class.

## **Withdrawing from School**

Students will not be dropped or allowed to withdraw from school until parental approval has been obtained by the principal, all state textbooks have been returned to the school, and obligations to the school have been discharged. Students who leave school without notifying school officials and fail to complete withdrawal procedures, will be dropped from the attendance roster after an absence of 10 (ten) days. No records will be transferred to another school until appropriate withdrawal procedures are completed.

## **Truancy**

Truancy is unlawful absence from school. Parents are responsible for ensuring their children attend school. When students are truant, school officials shall provide parents with proper notice of the unlawful absence and request them to return the students to school. Parents who intentionally, knowingly, recklessly, or with criminal negligence fail to require children to attend school shall be subject to punishment as provided by law, unless the parents can prove inability to compel the children to attend school. In that case, the children shall be subject to action by the juvenile court.

## Dismissals

### Daily Procedures

Students will be dismissed from school under teacher supervision and escorted to one of the following areas:

- Bus loading zone
- Parent pick-up zone
  - Primary: In front of Primary School
  - Elementary: In front of Primary School
  - Intermediate: Circular drive in front of Intermediate School
- Day care pick-up zone
  - Primary: Circular drive in front of Elementary School
  - Elementary: Circular drive in front of Elementary School
  - Intermediate: Circular drive in front of Intermediate School
- YMCA After-School Care Program in Elementary cafeteria

Please note that due to their young age, Stafford Primary and Elementary students will not be allowed to walk home after school. Intermediate students may walk home when written notes are submitted to the principal. SMSD relinquishes all responsibility for children who walk home with parental permission once exiting the building. \*Transportation changes must be made in writing. Verbal changes will not be accepted.

### Student Release From School

Students will not be released from school other than at the end of the school day except with permission from the principal and according to the campus sign-out procedures. Unless an administrator has granted approval because of extenuating circumstances, students will not be regularly released before the end of the instructional day. Pulling students out of class between 2:30 PM and 3:15 PM disrupts student learning.

Students who need to leave school for a medical/dental appointment during the day must bring a parents' note to the office that morning. Elementary students will not be released to anyone under the age of 18. Students who become ill during the school day should report to the school nurse, with teachers' permission. The nurse will decide whether or not students should be sent home and will notify parents. Students will not be released to anyone who is not on their current emergency contact list.

**To ensure the safety of all our students, school dismissal procedures must be followed during the entire school year. Each campus will send a letter to parents describing their dismissal procedures. Parents/Guardians are expected to comply with campus procedures.**

## **Emergency Closing Of School**

The emergency closing of schools due to inclement weather or other emergency is determined by the superintendent. Announcements of such closings will be made through the following news media:

### **Television**

KPRC Channel 2  
KHOU Channel 11  
KTRK Channel 13  
KRIV Channel 26

### **Radio**

KILT 100.3 FM  
KTRH 740 AM

SMSD, as part of the Region IV Education Service Center, also posts school closings on the internet at [www.school-closings.net](http://www.school-closings.net).

## **ACADEMICS**

### **Academic Program**

Basic skills will be stressed with emphasis on mastery. Children will not advance to the next higher level of work until assessment reveals they have mastered the skills at the previous level. However, SMSD's academic program will be designed not only to achieve mastery of TEKS but also to move beyond these through district goals. Individualization will permit students who are ready to work on skills well in advance of their grade level to do so.

### **Homework**

SMSD endorses homework as a valued extension of learning beyond the classroom and an integral part of the instructional program. Depending on the course content, homework may be addressed in short-term or long-term assignments.

#### **Reasons For Homework**

- Complete work started in class.
- Expand and enrich regular class work.
- Build interest in reading and learning.
- Make up work missed due to absence.
- Encourage parents' awareness of student learning.
- Provide an opportunity to pursue special interest or ability areas.
- Increase learning time.
- Establish independent study skills.
- Teach students to be responsible.

### **Academic Dishonesty**

Copying another person's work, such as homework, class work, or test is a form of academic dishonesty. Plagiarism, which is using another person's original ideas or writings as one's own without giving credit to the true author, will also be considered dishonest. Students will be subject to academic disciplinary action that may include loss of credit for the work in question.

Teachers who have reason to believe that students have engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct. A grade of zero may be given for the assignment.

### **Textbooks**

State-approved textbooks are provided free of charge for each subject or class. Parents have the right to review all textbooks used in their children’s classrooms. Books must be covered by students, as directed by teachers, and treated with care. Students who are issued damaged books should report it to teachers. Students failing to return books or pay for damages to issued books lose the right to free textbooks until the books are returned or fees are paid. Lost book fees are used for the district to purchase replacement books from the state. However, students will be provided textbooks for use at school during the school day. These same procedures apply to library books.

### **Computer Resources**

Substantial district resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under teacher supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

Students and parents should be aware that electronic communications (e-mail) using district computers are not private and may be monitored by district staff.

### **Testing**

In addition to routine testing and other measurements of achievement, students at certain grade levels will take state assessment tests:

<b><u>Grades Affected</u></b>	<b><u>Test Administered</u></b>
Kindergarten and 1 <sup>st</sup> .....	TPRI - Texas Primary Reading Inventory DRA – Developmental Reading Assessment
2 <sup>nd</sup> .....	TPRI - Texas Primary Reading Inventory
Kindergarten-4 <sup>th</sup> .....	ITBS - Iowa Test of Basic Skills

<u>Grades Affected</u>	<u>Test Administered</u>
3 <sup>rd</sup> .....	TAKS Reading and Mathematics
4 <sup>th</sup> .....	TAKS Reading, Mathematics, and Writing
5 <sup>th</sup> .....	TAKS Reading, Mathematics, and Science
6 <sup>th</sup> .....	TAKS Reading and Mathematics

Test results will be reported to students and parents. Parents may review state assessments after they have been released by the state education agency. These are released in the fall after the spring administration. SMSD will offer an accelerated reading program to students who are in the 'Still Developing' stages of reading based on TPRI results.

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, other appropriate tests, special accommodations, or a deferment. For more information, see principals, counselors, or special services coordinator.

### **Report Cards and Progress Reports**

Report cards, including absences and grades or performance in each class or subject, are issued to parents every six weeks. Parent-teacher conferences and samples of work sent home will also be utilized to report student progress. Parents should review these reports and work sent home.

Additionally, progress reports will be sent home midway through each grading period. The purpose of progress reports is to communicate to parents their children's current grades and conduct so that improvement can be made by the end of that six weeks grading period. When students receive any unsatisfactory grade in any class or subject during a grading period, parents will be requested to schedule a teacher conference.

Children in Kindergarten and First Grade will not be given grades in the academic subject areas until the second six weeks report cards. The purpose of this is to allow these young children a full twelve weeks to develop their skills in academic areas before receiving grades. Pre-K and Kindergarten children are given check marks for mastery of subject area skills. See Page 10 for report card and progress report release dates.

### **Promotion and Retention**

Because SMSD is dedicated to the total and continuous development of each student enrolled, the professional staff is expected to place students at the achievement level best suited to them academically, socially, and emotionally. **Students must be in attendance for 90% of the school year in order to receive credit.**

Students will normally progress from skill level to skill level, remaining with the same age group. Parents, teachers, principals, students involved, and other concerned persons should be included in the discussions leading to a decision.

Students may be promoted only on the basis of academic achievement or demonstrated proficiency of the grade level subject matter. Students may also be required to attend summer school to be promoted. Those students must attend at least 90% of the summer school program days and meet the academic proficiency standards of the subject area in order to be promoted. Kindergarten promotions are granted using assessment methods other than numerical scores.

In Grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in reading and mathematics. As per board policy EIE(Local), a failing grade in reading or mathematics may be offset by meeting minimum passing standards on the appropriate state assessment (TAKS) test.

### **Grading Codes**

#### Academic

A - 90-100

B - 80-89

C - 75-79

D - 70-74

F - 50-69

#### Discipline

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

For promotion/retention purposes, previous school grades shall be averaged with the local 6 weeks grades to determine 6 weeks and semester averages. Letter grades for academic courses will be converted to numeric grades according to the following grading scale: E - 90, S - 80, N - 70, U - 60. Other grading scales (such as +/-;√/-) will be converted to numeric grades based on the all information provided.

### **Promotion Standards**

#### **Grade 1 to Grade 2:**

1. The student must have met current Texas course-average requirements:
  - a 70 overall average of all courses
  - a 70 or higher in reading
  - a 70 or higher in math
2. The student must meet the state attendance requirement of 90% for the school year.

#### **Grade 2 to Grade 3**

1. The student must have met current Texas course-average requirements:
  - a 70 overall average of all courses
  - a 70 or higher in reading
  - a 70 or higher in math
2. The student must meet the state attendance requirement of 90% for the school year.

**Grade 3 to Grade 4**

1. A passing score is earned on the reading section of the Texas Assessment of Knowledge and Skills (TAKS) beginning in the 2002-2003 school year and thereafter.
2. The student must have met current Texas course-average requirements:
  - a 70 overall average of all courses
  - a 70 or higher in reading
  - a 70 or higher in math
3. The student must meet the state attendance requirement of 90% for the school year.

**Grade 4 to Grade 5**

1. The student must have met current Texas course-average requirements:
  - a 70 overall average of all courses
  - a 70 or higher in reading
  - a 70 or higher in math
2. The student must meet the state attendance requirement of 90% for the school year.

**Grade 5 to Grade 6**

1. A passing score is earned on the reading and math section of the Texas Assessment of Knowledge and Skills (TAKS) beginning in the 2005-2006 school year and thereafter.
2. The student must have met current Texas course-average requirements:
  - a 70 overall average of all courses
  - a 70 or higher in reading
  - a 70 or higher in math
3. The student must meet the state attendance requirement of 90% for the school year.

**Grade 6 to Grade 7**

1. The student must have met current Texas course-average requirements:
  - a 70 overall average of all courses
  - a 70 or higher in reading
  - a 70 or higher in math
2. The student must meet the state attendance requirement of 90% for the school year.

## **Failure to Meet Standards for Promotion-**

### **Grade 1, Grade 2, Grade 4, and Grade 6**

1. Students who fail to meet the state course-average requirement will be retained. The student will be required to attend summer school. Summer school grades will be averaged with grades from the academic year. If the student meets the state course average requirements at the end of summer school the student will be promoted.
2. Students who do not meet the state attendance requirement shall be retained unless the **school attendance committee** determines that promotion should be granted due to extenuating circumstances or unless the student successfully completes summer school.

### **Grade 3**

1. **Students who fail to earn a passing score on the reading section of the TAKS test, but who meet the state course average requirement**, will be retained unless the student successfully completes an accelerated instruction program and passes the required section of the TAKS assessment. Third-grade students will have the opportunity to pass the reading TAKS requirements in the spring and summer. A student who fails to earn a passing score on the reading section during one of the three administrations of the TAKS test will be retained automatically. The Grade Placement Committee may hear appeals from the parent or guardian regarding the student's inability to pass the state required sections of the TAKS assessment in accordance with TEA guidelines. The decision of the Grade Placement Committee must be unanimous if the student is promoted.
2. **Students who fail to meet the state course-average requirement will be retained.** The student will be required to attend summer school. If the student meets the state course average requirements at the end of summer school and was successful on requirements of TAKS and attendance, the student will be promoted.
3. **Any student who does not meet the state attendance requirement shall be retained** unless the **school attendance committee** determines that promotion should be granted due to extenuating circumstances or unless the student successfully completes summer school.

### **Grade 5**

1. **Students who fail to earn a passing score on the reading and math sections of the TAKS test, but who meet the state course average requirement**, will be retained unless the student successfully completes an accelerated instruction program and passes the required section of the TAKS assessment. Fifth-grade students will have the opportunity to pass the reading and math TAKS requirements in the spring and summer. A student who fails to earn a passing score on the reading and math sections during one of the three administrations of the TAKS test will be retained automatically. The Grade Placement Committee may hear appeals from the parent or guardian regarding the student's inability to pass the state required sections

of the TAKS assessment in accordance with TEA guidelines. The decision of the Grade Placement Committee must be unanimous if the student is promoted.

**2. Students who fail to meet the state course-average requirement will be retained.** The student will be required to attend summer school. If the student meets the state course average requirements at the end of summer school and was successful on requirements of TAKS and attendance, the student will be promoted.

**3. Any student who does not meet the state attendance requirement shall be retained** unless the **school attendance committee** determines that promotion should be granted due to extenuating circumstances or unless the student successfully completes summer school.

Please be aware that new requirements effective for 2002-03 third graders, for 2004-05 fifth Graders, and for 2007-08 eighth graders will condition promotion on the students' satisfactory performance on the TAKS examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

#### **Guidelines for Grading**

Grades will not be reduced for disciplinary reasons except in the case of late assignments, academic dishonesty, or as otherwise permitted by local policy. Six-week grades will be derived from daily grades, homework, tests, and teacher observations. Grades will be equally weighted. No six-week or semester tests will be given. Transfer students will be given the opportunity to have their previous grades averaged in with the local six-week grades to determine semester grades. Make-up work after an unexcused absence will be issued a 20% penalty. An absence that does not fit one of the categories of extenuating circumstances as defined in policy FDD (LOCAL) nor any of the statutory reasons for an excused absence shall be designated unexcused for purposes of this policy.

#### **Credit By Examination - No Prior Instruction**

Credit by Examination - No Prior Instruction provides for grade level acceleration for currently enrolled SMSD students in Kindergarten through Fifth Grade and course credit in Sixth Grade and above for students with no prior formal instruction in the grade level or course. This program will be referred to as Credit by Examination.

SMSD will administer assessment tests in Kindergarten through Fifth Grade on scheduled testing dates. These examinations provide a way for students who have good command of the subject areas or course content to accelerate. Elementary students must still meet the age requirement to attend Kindergarten by being 5 years old on or before September 1 or to attend First Grade by being 6 years old on or before September 1.

Students or parents of students planning to take an examination for acceleration must register with principals no later than 30 days prior to the scheduled test dates. Test dates and registration deadlines will be released during the school year.

### **Summer School Program**

Education is a continuous process most effective when there is little interruption in its delivery. It is the intent of SMSD to provide a quality educational program for the youth of Stafford where the learning process continues through the summer months. School-age children in the City of Stafford may participate in academic and recreational activities during the summer months through Educational Summer Program, ESP. Registration forms will be available in the office in April or May.

## **SPECIAL SERVICES AND PROGRAMS**

A staff providing special services is available at the school to provide for special and unique needs. Comprehensive services are available in the following areas. If you feel your child needs to be further evaluated in any of these areas, contact the school Counselor for assistance.

### **Speech Therapy:**

provides assistance to qualifying students in areas such as articulation, vocabulary, speaking fluently.

### **Special Education:**

provides assistance to students who qualify as learning disabled, multiple - handicapped, autistic, or with other health or emotional impairments.

### **Bilingual Classes:**

enables Spanish speaking students to become more proficient in speaking, reading, and writing the English language; classes are taught in both English and Spanish; an all day program for students who qualify as non-English speaking.

### **English as a Second Language (ESL):**

provides assistance to students who qualify as limited English speaking; a partial day program to enable ESL students to become competent in English speaking, reading, and writing.

### **Gifted and Talented:**

is also called PEAK, Promoting the Enrichment and Advancement of Knowledge. Students may be nominated for testing to qualify for this program. Information is sent to all students and parents before the testing process begins.

### **Guidance Counseling:**

A certified school counselor is available on each campus. Individual and small group counseling is available to students referred by teachers or parents.

### **Reading Recovery:**

Reading Recovery is an intensive short-term intervention for students at risk of failing to learn to read in first grade. The program lasts for 12-20 weeks for each child served. The goal of the Reading Recovery program is to enable children to develop effective reading and writing strategies in order to work within an average group setting in the regular classroom.

### **Literacy Groups:**

Accelerated Reading Instruction (ARI) provides small group assistance to students who Score in the "Still Developing" range on the Texas Primary Reading Inventory. Groups Of 4 to 5 students are taught reading and writing strategies.

Accelerated Reading Instruction, required by the Texas Reading Initiative, is available to 2<sup>nd</sup> and 3<sup>rd</sup> grade students who are identified as being at risk for failure on the 3<sup>rd</sup> grade TAKS Reading.

## **ASSERTIVE DISCIPLINE**

### **Class Rules**

Classroom rules and consequences are posted in each classroom and thoroughly reviewed with students.

### **Behavioral Expectations**

All teachers use several methods of positive reinforcement and various motivational techniques to keep students on task and behaving appropriately during the school day.

Consequences usually include verbal or written warning, time out, detention, loss of privileges, isolation, parent contact, and referral to principals.

In order for parents to be aware of children's behavior, weekly behavior sheets are sent home for a parent signature. Students' behavior records as reflected on behavior cards will help determine the conduct grades given each six weeks.

It is expected that most disciplinary actions can and will be taken in a positive and constructive learning atmosphere. However, drastic action can and will be taken to insure the health, safety, and welfare of all students and staff members. Teaching and learning are the foremost objectives of our school. A school with minimum discipline problems provides an atmosphere for optimal learning.

For more specific information about behavior and consequences, please refer to the Student Code of Conduct.

### **Student Expectations**

Responsibilities for achieving a positive learning environment at school or school-related activities shall include but not limited to:

- Demonstrating courtesy – even when others do not.
- Following directions of all school personnel.

- Being prepared for each class with appropriate materials and assignments.
- Being properly dressed.
- Showing respect toward other students, teachers, and staff members.
- Behaving in a responsible manner, always exercising self-discipline.
- Paying required fees and fines, unless they are waived.
- Refraining from violations of the Student Code of Conduct.
- Obeying all school rules, including safety rules.
- Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
- Attending classes, daily and on time.

All students are expected to treat other students and District employees with courtesy and respect to avoid any offensive behaviors. A substantiated complaint against students will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct for information regarding disciplinary sanctions.

### **Electronic Communication Devices**

Students are not permitted to bring to school such items as MP3 players, iPods, PSP player, radios, CD players, tape recorders, camcorders, cameras, or electronic game devices. **Cell phones will be allowed, however; the use of any such device during established school hours is prohibited. In this regard, devices must be kept in lockers and powered off.** Teachers may collect these items and will turn them in to the principals' offices. Principals will determine whether to return items at the end of the day for students to take home or whether parents will be contacted to pick up the items. Cell phones will be returned to parents after payment of \$15.00 cash processing fee. Any disciplinary action will be in accordance with the Student Code of Conduct. The school will not be responsible for lost, stolen or confiscated devices, including cell phones. Please keep these devices at home so that teachers and students can focus on teaching and learning. For further information refer to the Student Code of Conduct.

# HEALTH AND SAFETY

## Health

### Immunization Requirements

Students must be fully immunized against certain diseases or must present a certificate or statement, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. For further information see policy FFAB. The following are immunization requirements:

- Three doses polio vaccine including one received on or after fourth birthday.
- Four doses DTP/DtaP or Td vaccine including one received on or after fourth birthday.
- Two doses of MMR vaccine for all students age 5 and older who are born on or after September 2, 1991.

Children born between September 1, 1978 and September 1, 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12<sup>th</sup> birthday (this dose may be received as part of a second MMR).

- Verification of Varicella disease (chickenpox) and approximate date is required to verify students' not needing the vaccine.

Effective August 1, 2002, students born on or after September 2, 1994, will be required to have the Varicella vaccine

- Effective August 1, 1998, children born on or after September 2, 1992, must have three doses Hepatitis B vaccine.
- One dose of Haemophilus Influenzae (Hib CV) vaccine on or after 15 months of age, unless a schedule for a primary series and a booster was completed before or at 15 months of age.

## Vision And Hearing Screening

Board Policy FFAA (LEGAL) requires all students enrolled in the district to be screened for vision and hearing and acanthosis nigricans in prekindergarten; and first, fifth, and seventh grades. In addition students in sixth and ninth will have a spinal screening during the school year. Parents will receive written notification before these screenings are administered with opportunities to waive and other options to meet these requirements.

Parents of students identified as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

## Communicable Diseases

Parents of students with a communicable or contagious disease or illness are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Convalescing students are not allowed to come to school until their disease is no longer contagious. These diseases are listed on the following pages.

The major criterion for exclusion from attendance is the probability of spread from person-to-person. Students may have a non-excludable disease yet require care at home or in a hospital. When returning to school following an absence of 3 or more consecutive days, students must submit a release from their physicians.

<u>Disease or Illness</u>	<u>Student May Return</u>
Amebiasis .....	When treatment is initiated.
Chickenpox .....	When all blisters have crusted over, but no longer than 1 week after onset of rash.
Common Cold .....	When fever subsides
Campylobacteriosis.....	After fever and diarrhea subsides.
Fever 100.4.....	When fever subsides.
Fifth Disease .....	When fever subsides.
Gastroenteritis Viral .....	When diarrhea subsides.
Giardiasis .....	When diarrhea subsides
Headlice, Pediculosis.....	When one medicated shampoo or lotion treatment has been given.

<u><b>Disease or Illness</b></u>	<u><b>Student May Return</b></u>
Hepatitis, Viral, Type A.....	After one week from onset of illness.
Impetigo .....	When treatment begins.
Infectious Mononucleosis .....	With written doctor statement
Influenza.....	When fever subsides.
Measles-Rubeola .....	After 4 days from appearance of rash. In an outbreak, children not immunized should also be excluded for at least 4 days after last case occurs.
German Measles, Rubella.....	After 5 days from appearance of rash.
Meningitis, Bacterial .....	Written doctor's statement or local health authority permit.
Meningitis, Viral.....	Written doctor's statement or local health authority permit.
Mumps .....	After 9 days from the onset of the swelling.
Pink Eye, Conjunctivitis.....	Written doctor's statement or local health authority permit.
Poliomyelitis (Polio).....	Written doctor's statement or local health authority permit.
Ringworm of Scalp .....	When treatment begins.
Salmonellosis .....	When diarrhea subsides.
Scabies .....	When treatment begins.
Shigellosis .....	When diarrhea subsides.
Streptococcal, Sore Throat and Scarlet Fever.....	After 24 hours from date antibiotic treatment begun.
Tuberculosis, Pulmonary.....	After antibiotic treatment begun and a physician's certificate or health authority permit is obtained.

Whooping Cough ..... After completion of 5 days of antibiotic therapy .

### **Pediculosis (Head Lice)**

Each year, the question of lice and how to treat it causes concern for those affected. School personnel are trained in detecting head lice and procedures used to control this pesky parasite. Upon detection, students are sent to nurses for verification. Once verified, parents are called to pick up their children and given literature on how to treat. The day following a thorough shampooing, parents will accompany their children to the clinic to be reinstated or sent home for further treatment.

### **Medication**

School nurses or designated substitutes will administer all medication to students with the following provisions:

- Authorized SMSD employees may administer over-the-counter medications provided by the parent under the same provisions as for prescription medications. Written parental permission with the medication is required for SMSD employees to administer medication. Written permissions shall require annual renewal.
- Medications, whether prescription or over-the-counter, must be in the original container and must be properly labeled.
- Medications may be transported to and from school by students if parents accept the responsibility for students' handling the medications. Upon arrival to school, students will take medications directly to the clinic. **Students shall not carry the medications with them or self-administer them, unless specified by a physician.**
- SMSD also requires a physician's written request to administer prescription medication to students when the medication must be administered for more than ten days. These forms are available from school nurses.
- Employees authorized to administer medication to students shall include nurses, principals, assistant principals, secretaries, attendance clerks, teachers and counselors. In the absence of nurses, principals will designate from the above the person to administer medication.

### **Emergencies and Illnesses**

School nurses will contact parents when students are ill and cannot remain at school, including when students have a fever of 100.4 or more. In cases of emergency, simple first aid will be administered and parents will be contacted. When school nurses feel additional assistance is necessary, emergency medical services will be contacted.

Parents should be sure to complete an emergency card each year. This should include consent for school officials to obtain emergency medical treatment for students, as permitted by law. Emergency information should be updated every time it changes.

## **Safety**

### **Emergency Drills - Fire, Tornado, and Other**

Students, teachers, and other district employees will participate in emergency drills. When alarms are sounded, students should follow directions of teachers or marshals quickly, quietly, and in an orderly manner.

### **Accidents in School**

Student safety on campus or at school-related events is a high priority of SMSD. With safety in mind, SMSD has implemented safety procedures. However, SMSD can address only part of the challenge. The remaining essential part is cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk.
- Following the Student Code of Conduct and any additional rules for behavior and safety set by principal or teachers.
- Remaining alert to promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.
- Following as quickly as possible the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Parents should contact the school nurse or attendance clerk to update any information. Having current emergency information will be of critical importance if an accident or injury occurs that requires medical attention.

### **Student Insurance**

Under state law, SMSD cannot pay for medical costs associated with students' injuries. SMSD does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. Parents who desire this coverage will be

responsible for paying insurance premiums and for submitting claims according to the insurance company. This information is sent home with students the first week of the new school year.

## **Chemical Information**

### **Integrated Pest Management School Program**

This school district periodically applies pesticides. Information concerning these applications may be obtained from Maintenance at 281-261-9360.

Any school personnel who routinely applies any pesticides, insecticides, or herbicides at a school or on school property must be either a licensed noncommercial applicator or a technician.

A pest control treatment notice will be posted at least 48 hours prior to treatment. Students may not re-enter a treated area for at least 12 hours following application. Outside application areas cannot be used by students for 12 hours following treatment. These reentry restrictions apply to normal academic and extracurricular activities.

### **Asbestos Statement**

"An Asbestos Management Plan for the Stafford Municipal School District was submitted to the United States Federal Government on May 9, 1989. This inspection revealed that our buildings were free of asbestos."

## **Disruptions**

In order to maintain student safety and sustain a disruption-free educational program, state law permits SMSD to take action against any person, whether students or not, who:

- Interferes with the movement of people in an exit, an entrance, or hallway of a district building or property without authorization from an administrator;
- Interferes with an authorized activity by seizing control of all or part of a building;
- Uses force, violence, or threats in an attempt to prevent participation or cause disruption in an authorized assembly;
- Disrupts classes while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice students away from, or to prevent students from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.;
- Interferes with the transportation of students in SMSD vehicles.

# PARENT AND STUDENT RIGHTS

## Parent Rights

If an instructional activity in which a child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

## Students' Right To Pray

Students have the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce students to engage in or refrain from such prayer or meditation during any school activity.

## Procedures for Complaints and Concerns

Students or parents who have concerns or complaints, should first bring the matter to appropriate teachers. If the outcome is not satisfactory, a conference with principals can be requested within ten calendar days of learning about the event or problem. If this outcome is not satisfactory, a conference with the superintendent or designee can then be requested within ten calendar days. After conferencing with teachers, principals, and superintendent, the final option is to direct the problem to the Board of Trustees in accordance with policy FNG (LOCAL).

### **Addressing Concerns**

- Step 1 - Teacher*
- Step 2 - Principal*
- Step 3 - Superintendent*
- Step 4 - Board*

Students or parents with a complaint regarding possible discrimination on the basis of gender, sexual abuse, or sexual harassment in any school program, should contact building principals or the district's Title IX Coordinator.

Concerns regarding placement of students with disabilities who are not eligible for special education, should be brought to the district's Section 504 Coordinator.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communication between home and school regarding a child's education is essential for students to make the most of the opportunities provided. School communication starts with documents such as this handbook, progress reports, report cards, student work for parents to review and sign. Communication continues into interaction - messages and phone calls from teachers, school open houses, and back-to-school nights, for instance. Communication might also include requests for conferences, initiated by the school or parents, to discuss student progress, to learn more about the curriculum and how parents can support learning, to head off or resolve problems, etc. Parents who want to schedule phone or in-person conferences with teachers, counselors, or principals should call for an appointment. Generally, teachers will meet with parents or return calls during conference periods, although other mutually convenient times might be arranged as well. To avoid interrupting instruction, parents should not engage teachers in conversation during class time.

### **Parent Involvement and Responsibilities**

Education succeeds when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board. Parents are urged to:

- Encourage children to put a high priority on education and commit to making most of the educational opportunities the school provides.
- Review the information in this handbook, including the Student Code of Conduct, with their children, sign, and return the acknowledgment forms.
- Attend parent-teacher conferences and request additional conferences as needed.
- Communicate with the teachers.
- Be sure their children attend school regularly.
- Insist that their children follow school rules.
- Provide time for children to prepare their work for the next day.
- Review their children's work daily.
- Become a school volunteer in their children's classrooms, offices, or parent organizations.

## HOME ACCESS TO SMSD LIBRARIES

All SMSD students and their parents have access to library catalogs and fee-based databases from any computer with an Internet connection. To access these resources, go to the Stafford homepage ([www.stafford.msdc4.net](http://www.stafford.msdc4.net)). From the black navigation bar at the top of the page, click on *Libraries*; this will take you to the homepage for SMSD Libraries. Scroll down until you find *Student Resources*. The catalog and databases are accessed from there. For additional help in using online resources, contact your campus librarian.

### SMSD Library Catalogs

To access the library catalog of any of the district's three libraries, click on *Stafford Online Catalog*. At the next screen, called SIRS Mandarin Web Gateway, click Enter. From the drop-down box, choose the library you wish to search - Elementary, Intermediate, or Secondary. You may now search that library's catalog by subject, title, or author.

### e-Books

SMSD has a collection of books in electronic format. These books include titles purchased by the district, as well as books in the public domain. Students must create a library account in their campus library before checking out and downloading books from any computer. When the loan period is up, the books are automatically checked in and removed from students' accounts.

### SMSD On-line Databases

Clicking on *Library Resources* accesses all online databases. The following are directions for use from home.

- SIRS and SIRS Discoverer  
Login: TX3272H  
Password: 77477
- Texas Library Connection - Secondary, Intermediate, or Elementary  
You may search all the school libraries in Texas from this site by clicking Texas Library Connection Secondary (*zbqa*), Intermediate (*zghn*), or Elementary (*zbpz*). Choose the radio button for Public Catalog and press Begin.  
If you wish to search just libraries at your level, note the code for your library and click. Choose the radio button for Public Catalog. Change the *txlc* code to the code for your library and press Begin. At the next screen, press Begin again. From the drop-down box, choose which library to search. You may search *All Libraries* (all school libraries

in Texas), *This Library*, *SMSD Libraries* (all the district's libraries), *Fort Bend ISD Libraries* at your grade level, or *Region IV Libraries* at your level. Many of these libraries participate in Interlibrary Loan. Ask your librarian if you need to borrow a book from another school.

- Gale Group – Secondary, Intermediate, or Elementary  
Choose the proper level – Secondary, Intermediate or Elementary. You will have access to 16 databases. Choose Home or Remote Access [Click Here](#). The password for all databases is *lonestar*.
- Grolier Databases  
Choose Grolier Databases Home Access. You will go into the Grolier Homepage and fill out the registration form. They will e-mail you back a login and password. You will then go to [www.go.grolier.com](http://www.go.grolier.com). At this site, you will type in the login and password you have been given. You will not have to type this in again. You can sign up from more than one computer. You will have access to 6 databases.
- Encyclopedia
- Britannica Online  
Login: [!@#StaffordSEC](#)  
Password: Ktwelve
- AP Multimedia Archive  
Login: SMSD  
Password: 77477

## Child Nutrition

The Stafford MSD Child Nutrition Department is committed to providing quality nutritious meals and excellent service to its customers, our students. All meals served meet national and state guidelines. Our menu reflects the recommendations of the Food Guide pyramid, emphasizing grains, fruits and vegetables as the foundation of a balanced, nutritious meal.

### Meal Payment Policy & Procedures

Our cafeterias operate with a computerized lunch program. Students are encouraged to pay for their meals in advance to reduce time spent standing in line during meal service. Payments are deposited into students' accounts; the students' school ID number serves as their personal accounts number.

Deposits to student accounts may be made at any time during regular cafeteria operation hours. Deposits can no longer be accepted in the Child Nutrition Office. Checks should be made payable to SMSD Child Nutrition Department or SMSD CN. Students' full names, address, and grade should appear on the check or money order. Cash payments should be sent in an envelope with students' names, teachers' names, and grade level written on the outside of the envelope.

If students forget their lunch money they will be allowed to "charge" up to a maximum of \$4.50. Once a student has reached their charge limit, they will receive a sandwich and a carton of milk for lunch up to three days. After three days if they have not brought money, the students will go to the office to call their parent to bring them money for their meals. Only meals may be charged to a students' account. If a child has no money they will not be allowed to charge snack items.

### 2007-2008 Meal Prices

#### Breakfast

Student.....\$1.00  
Reduced Student...\$.30  
Adult.....\$1.00

#### Lunch

Student.....\$1.75  
Reduced Student....\$.40  
Adult.....\$2.50

#### 5<sup>th</sup> & 6<sup>th</sup> grade

Student . . . . . \$2.00  
Deluxe Meal . . . \$2.00  
Reduced Student \$.40  
Adult . . . . . \$2.50

### Special Diets

Students with special dietary needs/and or allergies must have a doctor's note on file in the Child Nutrition Office. Federal regulations require an updated form submitted each year.

### Free and Reduced Meal Program

SMSD participates in the National School Lunch Program and offers free and reduced-price meals based on students' financial needs. Application forms for free or reduced meals are available at every school office and in the Child Nutrition office. Forms will be sent home with students the first week of school and will be available at time of enrollment. Students who were on the lunch program the previous school year at SMSD will have a 30-day grace period to submit a new application. During this time they will have the same program status as they did during the previous school year. New applications must be completed and sent to the Child Nutrition Office; applications will be processed as they are submitted. Failure to submit a new application within the first 30 days of the new school year will result in a loss of free or reduced

status and students will need to bring money to receive breakfast and lunch. Incomplete applications will not be processed until all information is submitted.

Questions regarding the school lunch program should be directed to the Child Nutrition department. Information about students' participation is confidential.

# TRANSPORTATION

## Bus Rules and Regulations

Bus service is provided to all Stafford students. We urge parents to encourage their children to obey all school bus rules. Nonresident students are responsible for transportation to either the school or to a school bus stop. Young children will not be left at street corners without an adult.

In order to ensure a safe bus riding environment for students, SMSD, with the help and cooperation of students and parents, will create safe and orderly student transportation. Video cameras may be used in district vehicles to promote compliance with the rules of conduct. Video tapes are protected student records subject to provisions in Board Policy. Rules have been designed to prevent dangerous situations while riding buses.

Proper student behavior is essential, therefore not observing rules will result in the actions outlined in the discipline procedures listed. Since riding the bus is a privilege and not a requirement, students must accept the following responsibilities:

- Arrive at the designated school bus stop 5 minutes before the scheduled bus arrival.
- Stay out of the street and stand quietly while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to board.
- Load and unload in an orderly manner.
- Upon entering the bus, be seated and remain seated until reaching the destination; keep books, feet, and other objects out of the aisle.
- Follow the driver's directions at all times.
- Do not put head, hands, arms, or legs out of the window, hold objects out of the bus, or throw objects inside or outside the bus.
- No smoking, fighting, vulgarity, defacement of bus, or horse play.
- Students should help to take care of the buses and keep them clean.
- No glass objects (bottles, jars, etc), balloons, or live animals.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

## **Bus Discipline Reports**

The school bus is an extension of the classroom; discipline will be administered by the principals. Bus drivers will attempt to correct the misbehavior of students. A misconduct discipline report will be completed on students who have not corrected their behavior or refuse to comply with driver's instructions. The report will be sent to the appropriate principal for further discipline. Severe or continuous misbehavior may result in the loss of bus privileges regardless of the number of previous reports.

# CAMPUS' MISCELLANEOUS

## School Supplies List

In order for our students to be successful, it is important they are equipped with the proper tools. They should report to school the first day with all their school supplies. However, during the year parents may be requested to replenish items that have been depleted. Following are school supplies lists for Pre-K through Fifth Grade.

### Primary School

#### **Pre-Kindergarten**

Glue sticks - .77 oz. .... 4  
Crayons - 12 ct. jumbo ..... 1 bx  
    12 ct. regular ..... 2 bxs  
Markers - 8 ct. washable ..... 1 bx  
Tissues 160 ct. .... 2 bxs  
Wet Wipes 80 ct. .... 1 bx  
Pocket Folders w/brads ..... 6  
    (2 Red, 2 Blue, 2 Yellow)  
Glue-Washable School Glue ..... 1  
Crayola Write Start Pencils 5 inch ..... 1 bx  
Freezer Bags – Quart Size ..... 1 bx  
Tub baby wipes 80 ct. .... 1 tub  
Crayola Washable Watercolors ..... 1 bx  
White Copy Paper ..... 1 ream  
Pack Manila drawing paper 12 x 18... 1pk.

#### **Kindergarten**

Glue - 4 oz. (Elmer's White) ..... 4  
Pencils - #2 ..... 1 dz  
Crayons - 8 ct. regular ..... 1 bx  
    24 ct. .... 6 bxs  
Folders - pockets/brad ..... 6  
    (2 blue, 2 red, 2 yellow)  
Spiral composition book - 3/4" ruled,  
    red baseline ..... 1  
Scissors - blunt Fiskar's ..... 1  
Rest mat, plastic ..... 1  
Tissues ..... 2 bxs  
Freezer bags – quart size ..... 1 bx  
Construction Paper assorted 9x12 50ct. .... 1  
Manila Drawing Paper 12x18 50 ct. .... 1  
Hand Sanitizer ..... 1  
White Copy Paper ..... 1 ream  
Baby wipes 80 ct. .... 1 pk.

#### **First Grade**

Glue - small bottle 4 oz. .... 3  
Pencils - #2 ..... 1 dz  
Erasers - Pencil cap ..... 1 dz  
Erasers - Pink bevel ..... 1  
Crayons - 24 ct. .... 5 bxs  
Spiral composition books - 1/2" ruled,  
    red baseline ..... 4  
Folders – pocket assorted colors ..... 6  
Scissors - blunt Fiskar's ..... 1  
School box - large plastic ..... 1  
Tissues ..... 2 bxs  
Freezer bags - gallon-sized ..... 1 bx  
Hand Sanitizer (waterless soap) .... 2 bottles  
Manila drawing paper 12x18 ..... 1 ream

#### **(No Rolling Backpacks)**

**\*\*\*All primary students are encouraged to keep a change of clothes in their backpacks.**

### Elementary School

#### **Second Grade**

Glue - small bottles 4 oz. .... 1  
Pencils - #2 ..... 48  
Pencil bag ..... 2  
Erasers - Pink bevel ..... 2  
    Pencil cap ..... 2 dz  
Pens - red medium stick ..... 2  
Crayons - 24 ct. .... 3 bxs  
Highlighters - yellow ..... 2  
Composition books - 1/2" ruled ..... 3  
Notebook paper - 200 ct. wide-ruled... 3pks  
Folders - pockets/brads ..... 6  
    (2 red, 2 yellow, 2 green)  
Ruler - 12" plastic (1/16" in./cm.) ..... 1  
Scissors - blunt Fiskars 5" ..... 1  
Freezer bags - quart-sized ..... 1 bx  
Tissues ..... 4 bxs  
Hand Sanitizer 8oz ..... 1  
Glue Stick (Large) ..... 3  
Binder 1" ..... 2  
1 qt. ziplock bags ..... 1bx  
Const. paper 9x12 assorted ..... 1pkg  
Washable Markers (10 ct.) ..... 1pkg  
Index Cards 3x5 ruled 100 ct. .... 3 pkgs  
1 gal. size bags ..... 1 pk.  
Baby wipes ..... 1 pk.

## Elementary School (Cont.)

### Third Grade

Glue Sticks - .77 oz.....	4
Pencils -	
#2 .....	6 dz
Map pencils - 12 ct. 7" .....	1 bx
Red checking w/erasers .....	2
Pencil bag fits in binder.....	1
Eraser - pink bevel .....	2
Crayons - 24 ct. ....	1 bx
Paper -	
Notebook - 200 ct. wide-ruled.....	4 pks
Construction - 50 ct 9x12 asst .....	1 pk
Spiral notebooks - 70 ct. ....	6
Folders - pockets/brads, assorted colors ..	8
Ruler - 12" plastic (1/16" in./cm.).....	1
Scissors - Fiskars 5" (blunt tip) .....	1
Tissues .....	6 bxs
Index Cards 3X5 100ct.....	2
Freezer Bags quart and gal. sizes.....	1 bx ea.
Pencil top erasers.....	1 pkg
Ream of white copy paper.....	1
Hand sanitizer.....	1
Construction paper 9x12 – assort.....	1
4 pk. Expo dry erase markers.....	1
Extra fine black sharpie.....	1

**\*Please note-No Trapper Keepers, No Mechanical Pencils and see-through or mesh backpacks are encouraged. No Rolling Backpacks allowed. Intermediate School**

### Fifth Grade

Glue - Sticks - .77 oz .....	3
Glue – Elmers Washable (4oz.) white.....	1
Pencils - #2 .....	24
Red checking with erasers .....	12
Pencil case, Vinyl with zipper 11x6 .....	1
Crayons – Tuck Box 24 ct. ....	1 bx
Markers - Crayola classic thick 8 ct .....	1 bx
Paper - Notebook - 200 ct. wide-ruled.....	8 pks
Construction - 50 ct. 9x12 asst.....	1 pk
Construction – 50 ct. 12x18 asst.....	1 pk
Folders - pockets/brads asst colors.....	8
Ruler - 12" wood (1/16" in./cm.) .....	1
Scissors – (pointed tip).....	1
Tissues - 160 ct.....	3 bxs
Storage bags – 1 gal. & 1 qt.....	1ea
Sharpener Pencil & Crayon w/canister.....	1
Spiral Notebooks.....	4
Manila Paper 12x18.....	1pk
Wedge Tip Highlighter (Pen Style) Yellow.....	4
Colored pencils (12 ct.).....	1

### Fourth Grade

Glue sticks - .77 oz .....	2
Pencils -	
#2 .....	6 dz,
Map pencils - 12 ct. 7" .....	1 bx
Pencil Case .....	1
Erasers - pink bevel .....	3
Pens - red medium stick .....	6
Crayons - 24 ct. ....	1 bx
Highlighters-Yellow .....	2
Paper	
Notebook - 200 ct. wide-rule.....	3 pks
College rule...3 pks	
Construction - 50 ct asst 9x12.....	1 pk
Construction – 50 ct. asst 12x18.....	1 pk
Folders - pockets/brads asst colors .....	7
Scissors - Fiskars 5" Pointed Tip.....	1
Ruler - 12" wood (1/8" in./cm.).....	1
Tissues .....	6 bxs
Ziploc Storage Bags gallon size.....	1bx
Sandwich Bags.....	1bx
Spiral Notebooks wide ruled.....	6
Binder Pencil Case.....	1
Dividers with Tabs.....	1 pkg
3 Ring Binder (any color).....	1
Webster's Dictionary & Thesaurus.....	1
Extra fine black sharpie.....	1
Pack index cards 3x5.....	1

### Sixth Grade

Glue sticks.....	2
Pencils #2 (regular or mechanical).....	24
Spiral notebooks 70 ct. (non-perforated).....	2
Colored folders/brads/pockets 7 pk.....	2
Notebook paper 600 sheets.....	3
Dividers 8 tabs.....	1
Pens .. black.....	6
red.....	2
Colored pencils (12 colors).....	1
12" metric ruler.....	1
Eraser (Pink Bevel).....	3
Scissors (pointed).....	1
Kleenex.....	4 boxes
Highlighters - yellow.....	2
Highlighters – orange.....	3
Pencil bag with holes.....	1
Markers – washable.....	1
Construction paper.....	1
Pocket Dictionary/Thesaurus.....	1
Protractor.....	1
Pencil Sharpener with lid.....	1
Roll On Deodorant.....	1
Assignment Book.....	1
DT Tray 12x24 – white w/red.....	1

**\*Please Note – See-through or mesh backpacks are encouraged. Rolling backpacks are allowed at the Intermediate Campus. No Trapper Keepers, Mechanical Pencils, Pens or Permanent Markers.**

## **Announcements and Messages**

General announcements are made each morning as part of opening exercises. State law limits interruption of classes for announcement purposes.

Parents should not call the school to give your child a message unless it is an emergency. We do not disturb our classes unless it is absolutely necessary.

## **Directory Information**

Certain information about students is considered to be directory information and will be released to anyone who follows procedures requesting it, unless parents object to the release of any or all directory information about their children. To object to this information release, parents should complete the appropriate form at the back of this handbook. If circumstances change, parents may contact campus principals to make the appropriate changes. Directory information includes students' names, addresses, telephone numbers, dates and places of birth, participation in officially recognized activities and sports, weights and heights of athletes, photographs, dates of attendance, awards received in school, and most recent previous school attended.

### **BE AWARE**

**Your child's directory information can be released unless you object. See the appropriate form in the last section of this handbook.**

## **Distribution Of Material**

All aspects of school-sponsored newspapers and yearbooks are completely under the supervision of teachers and campus principals.

Written materials, handbills, photographs, pictures, petitions, film, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of campus principals.

Students will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Dept. of Education in accordance with Board Policy EF (Legal).

Signs and posters that students, parents, or organizations wish to display must be approved first. Posters displayed without authorization will be removed. Students who post printed material without prior approval will be subject to disciplinary action.

All material intended for distribution to students that is not under SMSD's editorial control must be submitted to the campus principals for review and approval. If the material is not approved within 24 hours after it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent. Material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at the next regular meeting where a reasonable amount of time will be

available to present the viewpoints. Students who post material without prior approval will be subject to disciplinary action.

## **Extracurricular Activities, Clubs, and Organizations**

Participation in school and school-related activities is an excellent way for students to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. While many of the activities are governed by the UIL, University Interscholastic League, a statewide association of participating districts, eligibility for participation in many of these activities is governed by state law.

- Students who receive a grade below 70 at the end of any grading period in any academic class, may not participate in extracurricular activities for at least three weeks. However, they may practice or rehearse. Students regain eligibility when principals and teachers determine they have (1) earned a passing grade (70 or above) in all academic classes, and (2) completed the three weeks of ineligibility.
- Students with disabilities who fail to meet the standards in their IEP may not participate for at least three school weeks.
- Any restrictions of participation related to discipline are set out in the Student Code of Conduct.
- Students are allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. Students who miss a class because of participation in an unapproved activity will receive an unexcused absence.
- Students absent from school for a contagious illness or for any reason that is an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal will determine whether students may participate.

## **Fees**

Materials that are part of the basic educational program are provided at no charge to students with state and local funds. However, students are expected to provide their own pencils, paper, erasers, notebooks, and other items on the schools' supply list. Students may be required to pay certain other fees or deposits, including:

- Material costs for class projects that students keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Musical instruments.
- Voluntarily purchased student accident insurance.
- Personal apparel, used in extracurricular activities, that becomes student property.
- Fees for lost, damaged or overdue library books.
- Applicable summer school fees.

Certain fees or deposits may be waived when students or parents are unable to pay. Requests for such waivers may be made in writing to principals.

### **Field Trips and Travel**

Off-site classroom experiences are provided to all students in the form of field trips which are closely tied to the instructional curriculum.

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

Parents may be contacted by teachers to assist on field trips. Only parents designated as assistants and have been cleared with a background check are eligible to use district transportation. Students' siblings or other children will not be allowed to accompany parent volunteers on the field trip.

### **Fundraising**

Fundraising activities by student groups or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor. All fundraising projects shall be subject to the approval of the campus principals and superintendent. No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school.

## WHAT IF...?

### **... you want to volunteer in the school?**

GREAT! What a wonderful way to become involved in your child's education! We have a parent-teacher organization called SOPT, Stafford Organization of Parents and Teachers. The SOPT organizes our volunteer program each year. Be looking for information in your child's backpack or tell your child's teacher that you would like to help. All volunteers need to complete the volunteer application (see appendix) and submit to a background check. Should you wish to volunteer at the school, please submit your application to the front office at the beginning of the school year.

### **... your child is late for school?**

Bring your child into the office to sign-in. Do not send your child in alone.

### **... your child loses or forgets his lunch money?**

If students forget their lunch money they will be allowed to "charge" up to a maximum of 2 lunch meals and 2 breakfast meals. Once a student has reached their charge limit, they will receive toast and milk for breakfast and a sandwich and milk for lunch for up to three days. If they have not brought money after three days, the students will go to the office to call their parents to bring them money for their meals. Charging will not be allowed during the months of May and June. Only meals may be charged to a student's account. If a child has no money they will not be allowed to charge snack items.

Parents may access their student's account to check balances, view account history and make payments online. You will need your child's 6 digit ID number (found on report cards, registration papers or by contacting the school or child nutrition department), their date of birth and last name to access their account.

Account balances and history can be found at [www.mymealmoney.com](http://www.mymealmoney.com)

Payments may be made to their account at <http://staffordmsd.revtrak.net> or clicking on the "Pre Pay" button at MyMealMoney.com. Payments made on line before 2:00PM will be available the following morning. Payments made after 2:00 PM will be available on the second business day following payment.

### **... your child gets sick at school?**

We will contact you based on the severity of the illness. Make sure there are current phone numbers in the office and nurse files, with two emergency numbers listed so that an authorized person can be contacted to come pick up your child.

**... your child is having a problem in school?**

You will be contacted for a conference and, if necessary, your child will be referred to the principal or counselor. Also, you are encouraged to call and schedule a conference with the teacher to discuss any concerns you may have.

**... a conference is needed or you have a question?**

Send a note to the school or call and leave a message for your child's teacher. The teacher will get back to you to schedule a date and time for a conference. Please allow at least a 1 - 2 day notice for teachers to arrange a conference time.

**... you want to bring a treat to school for your child's birthday or special event?**

If you wish to bring a special treat for your child's birthday, it must be provided during lunch time, after lunch is consumed and trays are cleared. This should not interfere with the instructional day. **Contact the school or your child's teacher to be sure the treats meet new state standards.** The treat should be something that can be eaten with fingers, and something that can be passed out quickly and easily without having to be cut or sliced. You must contact your child's teacher for approval before passing out treats at lunch. Birthday parties will not be allowed during the school day. For more information about these state standards, you may go to [www.squaremeals.org](http://www.squaremeals.org).

There are only 2 designated parties during the school year, one right before Winter Break and one for end of year, and are specifically limited to the time determined by the campus administrator. SOPT Room Mothers work with classroom teachers to provide healthy refreshments and organized games during these parties.

**... you will be late at dismissal time?**

Call the front office as soon as possible. However, this should only be in case of emergency. We expect you to be prompt and not keep your child waiting more than 15-20 minutes. There are no provisions at the school for baby-sitting other than for those students enrolled in the after-school child care program.

Primary/Elementary children will not be dropped off without an adult to receive them. The student will be brought back to the school and parent will pick up in the office. Parent may waive by signing form available in school office.

**... you need someone else to pick up your child?**

You must send a written note in order for us to release your child to anyone other than the legal parents or guardians. We will release children only to their legal parents or guardians or persons designated on the Emergency section of the registration card. We reserve the right to

check for identification of any person picking up a student. We will not release youngsters to anyone under the age of 18.

**. . . you change dismissal or transportation plans for your child?**

Please do not simply tell your child. Always send the teacher a note containing the Stafford address of where your child needs to go. We will not let your child go home a different way unless we have a written note from you. For security reasons we will not be able to accept dismissal changes by phone.

It is your responsibility to notify the day care center if your child is absent or has a different means of transportation. Students will only be allowed to ride a different bus to go home with another student in exceptional cases and with prior approval from the Principal. Students cannot change to another bus for personal reasons (parties, scouts, etc.) Students will not be allowed to wait and ride a late dismissal bus.

**. . . your child is going to be out of town?**

Inform the teacher or the office ahead of time, if possible. Always send a written note explaining your child's absence. Students will be expected to make up any missed work and will be given adequate time for this. Teachers are not required to provide students with work prior to a trip, but may do so if it is already planned and prepared.

**. . . you will be withdrawing your child from school?**

Give the attendance clerk at least two-working days' notice to prepare withdrawal papers for you.