

Dear Students and Parents:

Welcome to Winnsboro Elementary School! *“Be the best that you can be and look for the best in others”* is our school motto. WES is our school mascot.

We believe that all children can learn. Our staff is committed to promoting pride in learning and in personal growth. We wish to provide a safe and caring environment for learning to take place.

It is our wish that this handbook contribute to your understanding of our campus and to a productive and successful year. The information included is general in nature and addresses situations which occurred in the past. If you have questions concerning school procedures, please consult this student handbook. Policies are included in the District Student Code of Conduct given to every student. If your questions are not answered in the handbook or the Code of Conduct, please feel free to call our school office.

Parents are encouraged to provide input through communicating with teachers and staff. We urge all parents to get involved by volunteering at school. Each parent is asked to sign a Student/Parent/Teacher Compact.

We appreciate your support and encouragement in providing the highest standard for educating all of our students.

Sincerely,

Kristie Amason
Principal

Pam Gambrel
Assistant Principal

WINNSBORO ELEMENTARY SCHOOL STAFF
2017-2018

| | |
|----------------------------------|------------------|
| Principal | Kristie Amason |
| Assistant Principal | Pam Gambrel |
| Counselor | Lori Green |
| School Nurse | Erika Martin |
| Principal's Secretary | Jessica Birdsong |
| Attendance Secretary/PEIMS Clerk | Elaina Ragsdale |

Teacher by Assignment

| | |
|-----------------|------------------|
| Head Start: | |
| Four Year Old | Tanya Bridges |
| Prekindergarten | Sharon Forsyth |
| | Joanie Hamm |
| Kindergarten | Shiloh Brumley |
| | Joetta Duffer |
| | Misty Floyd |
| | Jana Keith |
| | Ruth Rohrbach |
| | Angela Watson |
| First Grade | Angela Beaver |
| | Stephanie Bright |
| | Randi Deas |
| | Meredith Dial |
| | Rachelle Harrell |
| Second Grade | Becky Anderson |
| | Summer Blair |
| | Jessica Crocker |
| | Sandra Kelly |
| | Donna Ray |
| | DeOnn Wallace |
| Third Grade | Laura Bruton |
| | Julie Conner |
| | Amanda Driver |
| | Jaime Ellison |
| | Shannon Pinnell |
| | Ashley Rogers |
| Fourth Grade | Gretchen Baber |
| | Crystal Chandler |
| | Linda Hollowell |
| | Julie Lewis |
| | Becky Morris |
| | Jamie Mullinax |

Resource Teacher
Life Skills/Behavior
PPCD
ESL
PE
Music
Reading Success
Reading Success/Dyslexia
Speech Therapist
Art Aide
Computer Lab Aide
ESL Aide
ESL Aide
ISS Aide
Library Aide
MTA Aide
Nurse/Workroom Aide
P. E. Aide
P. E. Aide
Pre-Kindergarten Aide
Pre-Kindergarten Aide
Special Education Aide
Title I Aide
Head Start Facilitator
Head Start Aide
Cafeteria Supervisor
Cafeteria Cashier

Tammy Meredith Cook
Debbie Warren
Laura Fulmer
Tonya Jones
Rena Wagner
David Ward
Frances Leddy
Connie Nichols
Brooke Wilson
Magan Bradford
Tricia Gilmore
Danny Cummings
Laura Aguinaga
Lily Aragon
Dale Cummings
Patti Little
Cindy Hightower
Monica Tedford
Kalynn Culverhouse
Alison Galloway
Schuyler Gilmore
Shaleigh McGlamery
Brandy Arrington
Kristin Hoffman
Morgan Johnson
Missa Nichols
Madyson Nolen
Tamara Spakes
Chasity Swanner
Allison Byrd
Misti Brown
Debbie Davis
Mary Lois Nittmo
Angie Robinson
Claudia Lobatos
Ann Underwood
Kisha Smith
Janice Jordan

Custodian
Custodian
Custodian
Custodian

Shelly Noe
Rachel Rosas
Amanda Russom

ARRIVAL/DEPARTURE

Students should arrive at school between 7:15 am and 7:45 am, but not before 7:15 am. Students should enter through the cafeteria doors and be seated at the grade level's assigned tables. At 7:30 am students are sent from the cafeteria to the classrooms. Students who arrive after 7:30 am should go directly to the classroom. Bus students enter through the front doors and go to the cafeteria.

Classes begin at 7:55 am and therefore children should be in their rooms by 7:50 am. Children who eat breakfast in the cafeteria should be in the cafeteria no later than 7:35 am to allow time to eat and get to class on time. School dismisses at 3:10 pm. You will be notified if there is to be a change in dismissal time. **Please be prompt in picking up your child.**

Teachers must have on file the afternoon mode of transportation for each student. **The parent must send a dated note to change this transportation.** Children must have a note to hand to the bus driver to ride a bus that is different from the one they regularly ride or to get off at any house other than their own. The transportation department may not allow changes due to overcrowding. There are no exceptions to this rule.

Parents who call the office to change the afternoon transportation of students must call before **2:30 pm**. **Please try to limit the number of calls to the office for this purpose. Bear in mind that frequent changes can cause a child to be confused which then leads to the child making errors in transportation mode.**

Always furnish the office with any changes in address or phone number and clear directions to the house.

The safety of children is a constant concern of our staff. Therefore, car traffic must adhere to our strict guidelines.

Parents who bring and/or pick up their children by car should use the drive on Post Oak Street: in the morning form one line next to the curb at the school's entrance; in the afternoon form two lines in the drive. Under no circumstances should a child be put out of the car in the parking lot and have to cross in front of cars. Morning traffic may exit on Post Oak or Coke Road. Any student may be dropped off in the front drive after 7:35 am. **From 7:00 till 7:35 am and from 2:45 till 3:30 pm** the drive at the front of the building is for **BUSES** only. Never block this drive or park on this curb next to the building during this time.

Teachers will assist in getting children to the cars in the afternoon. Eight cars are loaded at a time. Please stress to your child the importance of following the directions of the teachers on duty. It is safer to pick up very young children in the lane next to the curb.

On those rare occasions when a parent is late picking a child up, the child will be waiting in the cafeteria and the parent must come in to get them. During the day children can only be picked up at school through the office. If you must pick your child up during the day, please come to the office, sign the child out and the child will be sent to meet you there. Do not go to the classroom. **Please limit the number of times you pick your child up early from school.**

ATTENDANCE/ILLNESS

1. When children are in class every day of the school year, they benefit from their attendance through increased skill acquisition and greater achievement levels. We encourage you to send your child to school every day. However, if children are ill, they need to be cared for at home. If your child has a temperature or definite symptoms of illness, please keep him/her home. IT IS NOT NECESSARY TO CALL THE SCHOOL OFFICE TO REPORT ABSENCES UNTIL THE CHILD HAS MISSED 3 CONSECUTIVE DAYS. A SIGNED NOTE TO THE TEACHER THE DAY FOLLOWING THE ABSENCE IS REQUIRED.
2. Absence for reasons such as personal illness in the family, death in the family or disaster involving the family are generally considered excused absences. Students are encouraged to make up work missed during an absence. The child will have as many days to make up the work, without grade penalty, as he/she was absent. It is not necessary to call the office to request makeup work unless the child has been out more than one day. Call early in the morning to request work be assembled by the teacher during her conference period. When a child is absent (for any part of the day or all day) the parent must send a dated and signed note stating the reason for the absence. Without the note the absence is unexcused. Religious holidays are excused; however, the parent must notify the school in advance of the absence. Class work must be made up.
3. Unexcused absences are absences which are not school approved. Examples are family vacations, non-school sponsored trips, guests at home, or child does not want to attend school.
4. If a student misses any portion of a day to go to a doctor, a parent must bring signed verification on official stationery from the doctor's office so that the child can be counted present. Please try to make appointments after school hours.
5. A child must be in attendance 90% of the days during the school year. He/she may be assigned makeup days on Saturday or be retained in the current grade for the following school year for excessive absences. A district attendance committee makes the decision and hears appeals.
6. School employees must investigate and report violations of the state compulsory attendance law. Truancy may result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student: is absent from school on ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period. For

- a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.
7. **TARDIES** – Children are tardy for the school day at 7:55 am. A parent should bring them to the office to sign them in and to get a tardy slip. **A student who is tardy three times will be given an after school detention for every third tardy.**
 8. State law requires that parents be notified when a child has three unexcused absences during a four week period and when a child misses the 10th day of school.
 9. Students enrolled in Prekindergarten or Kindergarten are required to attend school.

PARENT/TEACHER CONFERENCES

It is our philosophy at Winnsboro Elementary that we can best educate children when we work in close cooperation with the child's parents or guardians. We want you to feel free to call the school for a meeting with your child's teachers any time you have a question or concern or would like to discuss your child's educational program. Teachers can return calls during their conference period.

1. All conferences will be scheduled during the teacher's regular planning period. When a conference is scheduled, come to the office a few minutes prior to the appointment. The office staff will let the teacher know that you have arrived.
2. **Please do not** go to the room for a "word with the teacher" during the regular school day. The teacher's instructional time is not to be disturbed.
3. The school will initiate a parent/teacher conference if a child is having academic difficulty or there is a discipline problem with the child.

SCHOOL VISITORS

All visitors, including parents, are to register in the school office and get a visitor's badge. Badges must be worn visible to all.

If your child forgets a lunch, school supplies, etc., or if you must deliver a message to your child, go directly to the school office. Please limit the number of times you drop food off in the office. Procedures for visitors are necessary to protect our students' safety from undesirable visitors and to preserve every moment of learning time from interruptions. Please cooperate. You are asked not to request that children who are friends or relatives of your child be allowed to visit the classroom. This is a distraction to the instructional program.

EMERGENCY INFORMATION

If your child is ill or has an emergency or accident, you will be called. **Please remember to update our records and emergency information form any time there is a change in emergency numbers.**

GRADING

Grades are a reflection of a student's skill acquisition for the level he/she is assigned. The importance of grades, as an evaluation tool may be a point you will want to discuss with your child. While we do not want to encourage undue pressure from home to achieve a grade beyond the student's ability, we do want to suggest that you encourage your child to perform to the best of his/her ability.

Grades are reported for a six weeks period and report cards are sent home with the student on the Thursday after the end of the six weeks. Kindergarten does not receive a report card the first six weeks of school. Report card dates are as follows:

| SIX WEEKS | DATES | REPORT CARDS |
|------------------|--------------------|---------------------|
| 1 st | Aug. 28 - Sept. 29 | Oct. 5 |
| 2 nd | Oct. 2 – Nov. 3 | Nov. 9 |
| 3 rd | Nov. 6 – Dec. 15 | Jan. 4 |
| 4 th | Jan. 3 – Feb. 16 | Feb. 22 |
| 5 th | Feb. 20 – April 12 | April 19 |
| 6 th | April 16 – May 31 | May 31 |

All report cards should be signed by a parent or guardian and returned the following day.

Grades are reported as number grades or letter grades. An explanation of grades is as follows:

| | | | |
|----|--------------|-------------------|---|
| A | (94-99) | Excellent | E |
| A- | (90-93) | | |
| B+ | (88-89) | Satisfactory | S |
| B | (84-87) | | |
| B- | (80-83) | | |
| C+ | (78-79) | Needs Improvement | N |
| C | (74-77) | | |
| C- | (70-73) | | |
| D | (69 & below) | Unsatisfactory | U |

Kindergarten grades are reported in checklist form and in letter grades.

Progress reports are sent at the mid-point of the six weeks for all students in first through fourth grades. All progress reports should be signed and returned the following day.

PROMOTION/RETENTION

State law prohibits districts from social promotions. In grades 1-4, promotion to the next grade level shall be based on an average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for READING and a grade of 70 or above in three of the following four core areas: mathematics, science, social studies and language arts (excluding reading). Curriculum, assessment and proficiency levels information will be provided to parents at the August parent meeting for each grade level.

PERSONAL POSSESSIONS

All personal possessions such as knives, matches or lighters, metal combs, fireworks, playing cards, dice, radios, fidget spinners or other items which could be classified as dangerous, undesirable, or disruptive are prohibited at school and on the bus. **Pagers and cell phones are not permitted.** If a child has such items in school, the items will be kept in the principal's office until the parent collects the item. Toys should not be brought to school unless the teacher requests it.

HEALTH PROCEDURES

Vision and hearing screenings must be done on children who are 4-years old by September 1st, kindergarteners, and any other first time entrants within 120 days of admission. All 1st and 3rd graders must have vision and hearing checked. All students enrolled in Special Education are required to have vision and hearing screenings. These procedures are done by trained personnel at the school district.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the students should not be immunized. The immunizations required are: diphtheria, tetanus, pertussis, polio, measles (rubeola), mumps, rubella, haemophilus influenza, hepatitis B, varicella or proof of chickenpox disease. Hepatitis A and Prevnar are now required before a child can attend kindergarten. The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

Schools must maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

HEAD LICE

Head lice are a problem where there are many small children. Check your child's hair regularly for signs of lice. If you discover that your child has lice, call the office so we can notify the other parents of children in the classroom. We do not identify individual children involved. If everyone works together we can control the problem. Treatment must be applied and the hair must be free of nits before a child can return to school after lice are found in the hair. Consult the school nurse if you have questions.

MEDICATION

District personnel may administer medication and perform other prescribed special health care procedures in accordance with local policy under the following provisions:

1. Medication and special equipment needed for health care procedures shall be provided by the parent of the student. Students shall not keep medication in their possession or administer it to themselves. Asthma medication may be kept and administered by the student with written request and doctor permission on file.
2. Physician-prescribed special health care procedures may be implemented only on approval of the school administration in accordance with state law.
3. The school nurse is here part time. When absent from the building the nurse-aide will supervise the storing and dispensing of medications and the maintenance of equipment items needed for special health care procedures.
4. All medications will be stored in a locked storage space where only authorized personnel have access.
5. In accordance with state law each student's medication shall have a label with the child's name, drug name, and directions concerning dosage. The first dose of the day should be given at home. Prescriptions must be in original prescription bottle. (Pharmacy will prepare a special bottle to bring to school.). Special equipment items shall also be identified by student name and all such items shall be restricted to use of that student.
6. No medication will be administered unless a signed note from the parent accompanies the medication. Notes must include the child's name, purpose for the medication, dosage requirement, time of dosage, date and parent's signature. Send only the amount that is needed at school.
7. Prescriptions that are controlled substances must be brought to the school by an adult and any unused portion must be picked up by an adult. Controlled substances may include RITALIN, ADDERAL, DEXEDRINE or any prescribed pain medicine.
8. When the course of treatment is complete, parents are asked to pick up any unused portions of the drugs or equipment; that which is not claimed shall be destroyed. We prefer not to return medicine to the student.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

The American Academy of Pediatrics recommends that your child be kept home from school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- Mouth sores and drooling until a physician or the health authority does not feel the condition is infectious.
- Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

BACTERIAL MENINGITIS

Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning, which sometimes happens with meningitis.

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva.

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 populations per year. However, the highest risk group for the most serious form of the disease is highest among children 2 to 18 years old.

In order to prevent bacterial meningitis, do not share food, drinks, utensils or toothbrushes. Vaccines against pneumococcal disease are recommended for both young children and adults over 64.

For more information contact the school nurse, your family doctor or the staff at the local health department office. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

FOOD ALLERGIES

Winnsboro ISD has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at winnsboroisd.org.

WES requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

CHILD SEXUAL ABUSE

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). If you suspect that your child is a victim of sexual abuse, please contact the campus counselor and she will provide you information regarding counseling options for you and your child available in our area.

PHYSICAL EDUCATION

All students enrolled in Prekindergarten through 4th grade are required to engage in moderate or vigorous physical activity for a minimum of either 30 minutes daily or 135

minutes weekly. A student who is unable to participate in daily physical activity because of illness or disability is exempt from this requirement.

CLASSROOM OBSERVATIONS

Parents are welcome to visit the classrooms to observe any part of our educational program during the instructional day. Call the school office at least 24 hours prior to the visit to schedule an observation. Check into the office to secure an admittance slip before visiting the classroom. Please observe the following rules to preserve and maintain order and to prevent distractions:

1. Only one visitor at a time per classroom.
2. Time should not be used as a conference period with the teacher. Slip in and out of the classroom quietly.
3. Please refrain from speaking with your child or other children while in the classroom.
4. If your child seems upset or distracted by your presence, please limit your observation time.

CAFETERIA

Nutritious student lunches are served daily. Breakfast will be **\$1.75** and lunch will be **\$2.75** for the 2017-2018 school year. Lunches may be paid for daily, weekly, or monthly. Mrs. Janice Jordan is the cafeteria cashier and is available at 7:25 am each morning to receive lunch money. A student will only be allowed to charge lunch 3 times. After three charges the student will receive a sack lunch. There will not be any breakfast or lunch charges in the cafeteria in the month of May. The last day to charge will be April 27, 2018. A sandwich and milk will be provided for those who do not have money. If a student does not have lunch money, he/she will not be allowed to buy ice cream or extra servings.

Breakfast is served from 7:15 am to 7:45 am each morning. Children **MUST** arrive by 7:35 am to have time to eat.

Milk is furnished with each school lunch and breakfast. Additional milk and juice can be purchased for 60 cents each. Ice cream is available to be purchased any day for 75 cents. Children must eat a good portion of their lunch before being permitted to eat ice cream.

Free and reduced price lunches and breakfasts are provided for those students qualifying for the program. Application forms are available in the office and will be sent home when requested. Reduced price lunches are 40 cents and breakfasts are 30 cents.

If you wish to have lunch with your child, you must send a note that day so extra food can be prepared. Lunches are \$4.75 for adult visitors. You may pay when you go through the serving line. **Parents and visitors are only allowed to eat lunch on Friday.**

No canned carbonated drinks are allowed in the cafeteria. Please do not put canned carbonated drinks in lunches or bring them to your child for lunch.

Cafeteria monitors must maintain a minimum amount of noise for child safety. These monitors must be able to hear if a child is choking or in distress.

Please limit the number of times you drop food off in the office for your child.

DRESS CODE

District policy states the dress code for students. **This is covered extensively in the WISD Student Code of Conduct.** Briefly these are:

No bare midriffs or see-through material.

Skirts/shorts should be fingertip length.

No frayed clothing.

No military or hunting camouflage. Fashion color camouflage is permissible.

No tank tops, spaghetti straps, halter tops or similar type clothing.

No caps, hats or bandanas worn in the building.

No cleats or similar type shoes that will mar the floor in any way.

No “flip-flops” or similar type sandals without heel straps. **Flip-flops may only be worn on Friday.**

Tennis shoes with laces or Velcro are required for PE.

Garments may not be worn which are obscene, suggestive, gang-related, have objectionable words, phrases, pictures, or advertisements (ethnic, sexual or religious).

These are not appropriate in an educational setting.

No tight fitting shorts, wind shorts, bicycle shorts, cut-offs or excessively short shorts and skirts. (Hems of all garments must not be shorter than fingertips.)

No earrings for boys and no long dangling earrings for girls, no pierced body rings.

Boy’s hair must be cut so it is off the eyes, off the collar and no longer than the middle of the ears on the sides. No braiding, pony tails or “tails” for boys.

Bizarre or disruptive appearance is prohibited.

The principal will make the final decision regarding appropriateness of dress.

Please do not embarrass your child by allowing him/her to wear clothing which will require a call home.

NOTES FROM HOME

Please send a dated and signed note with your child for the following:

- The child is absent the previous day(s).
- The child needs to stay inside at recess or cannot participate in P.E. due to an injury or illness. A doctor’s statement must be provided for a student to miss P.E. frequently or more than 5 consecutive days.

- If the child has a communicable disease, a release from a doctor must be on file in the school office before the child can return to class.
- If there is a change in the usual transportation for the child, a note must be sent.
- A child will not be allowed to leave school during the school day with anyone except a parent or guardian or the designee of the parent.

SCHOOL PARTIES

Three room parties will be given during the year for all grades and will be the last 30 minutes of the day. Refreshments do not have to follow the guidelines of the foods of minimal nutritional value set by the federal government. Kindergarten and first grade may have Easter Egg Hunts. Picnics for each grade may be held the last week of school. Students who do not participate in religious celebrations may be picked up early or spend that time in the library. Notify the child's teacher if you have a preference. **WE DO NOT PASS OUT INVITATIONS TO BIRTHDAY PARTIES or celebrate birthdays at school.**

FIELD TRIPS

Most grades take at least one field trip during the year. The school personnel take every precaution to ensure a safe learning experience for the students. The parent must sign the District required permission slip in order for a student to go on the field trip. **NO STUDENT WILL BE PERMITTED TO GO ON A FIELD TRIP WITHOUT THIS ON FILE.** Negative comments on the note will cause the permission to be void.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

BUS POLICIES

Students who regularly ride a school bus should receive a handbook from the bus driver. Read and discuss the bus rules with your child. Emphasize the importance of obeying rules and being safe. Consequences for violating the rules are listed in the handbook. Bus Reports are written by the bus driver when a bus rule is broken. The driver presents the report to the transportation director. The student is questioned by the director or the

principal/assistant principal concerning the incident. The District policy for bus discipline includes warnings and suspensions. Serious infractions result in immediate suspension from the bus. Every bus slip a student receives amounts to 5 points off of a student's citizenship grade.

CHALLENGE PROGRAM

Students will be tested for the *Challenge* program during each school year. Parents, teachers, and administrators are able to nominate a student for testing. The school counselor is in charge of the testing program. Questions concerning the program can be directed to the counselor or the principal. Nominations should be made by the end of January each year. Reminders will be sent home and notices will be printed in the local paper.

FIRE AND DISASTER DRILLS

Fire drills will be held monthly to prepare students for procedures in the event there is a need for evacuation. In addition, disaster drills will be held during the year to train students in necessary safety procedures.

DISCIPLINE

Disciplinary actions consist of normal or standard disciplinary actions that are designed either to teach the student positive behavior or to impress upon the student the negative consequences of inappropriate behavior. Common disciplinary intervention techniques to be used, but not necessarily in this order are:

- Verbal warnings and reprimands
- Classroom seating to isolate
- Withdrawal of student privileges
- Grade penalty for copying, cheating, refusal to follow directions. Or failure to complete assignments
- Detention – 5 points off citizenship grade
- Work detail (mess up/clean up)
- Short-term removal from the class
- Referral to the principal
- Isolation
- Suspension from school for three days

Every effort will be made to notify the parent when there is a discipline problem. Written notification will be sent home with the student and must be returned signed. Students are responsible for getting home with discipline notes. A parent conference will be requested when a child is having repeated and/or serious discipline problems.

Any request for a parent's signature is proof to the school that the parent has seen the document. This does not indicate that the parent is in agreement with the information printed.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

WES strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other education services throughout the student's enrollment in the district.

Please contact Mrs. Torri Miller, who has been designated as the district's liaison for children in the conservatorship of the state, at 903-342-3737 with any questions.

PARENT AND FAMILY ENGAGEMENT POLICY *Meeting the Requirements of the No Child Left Behind Act of 2001 (NCLB)* *WISD is a schoolwide Title I district*

The Winnsboro Independent School District Board of Education believes that the education of today's youth must involve a cooperative venture between parents and educators and that parental involvement contributes significantly to student achievement. Therefore, Winnsboro Independent School District, in consultation with parents of children being served under the provisions of Title I of the No Child Left Behind Act of 2001 (NCLB), shall develop procedures that provide opportunities for parental involvement in the design, implementation, and evaluation of the Title I program. The following activities will be utilized in establishment of these procedures.

1. Each school shall involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs, including the school's parental involvement plans and procedures and schoolwide program plans, if applicable.
2. The district shall convene an annual meeting to inform parents of their school's participation in the Title I program and to explain the curriculum in use at the school, the form of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
3. The district shall jointly develop with parents of the children being served a school-parent compact that outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards.

4. Each school shall implement activities designed to build capacity for strong parental involvement.
5. The district shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality and use the finding of the evaluation to design strategies for more effective parental involvement.
6. Each school shall coordinate and integrate parental involvement strategies with other programs, as applicable.
7. Each school shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand

As a Title I school, parents may request information about their child's teacher's state qualification, license status, degree major and certification of graduation and undergraduate levels. Qualifications of paraprofessionals may also be requested.

STATE AND FEDERAL REQUIREMENTS

The No Child Left Behind federal law, which is implemented by the state, requires that students show mastery on subject area tests at designated levels.

Students in grade 3 who do not perform satisfactorily on his or her STAAR tests may be required to participate in an accelerated instruction program before or after normal school hours or outside of the normal school year.

STAAR TESTING DATES FOR 2015-2016

April 10, 2018 – STAAR Grade 4 Writing
May 14, 2018 – STAAR Grades 3-4 Mathematics
May 15, 2018 – STAAR Grades 3-4 Reading

Parents of a student in grades 3-4 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

PLEDGE TO FLAGS AND OTHER IMPORTANT INFORMATION

Students will be **required to recite the pledges** to the United States and Texas flags followed by a minute of silence once each school day. A student will be excused from this with a written request by parents.

Constitution Day will be September 17 (or a day in the prior week due to the 17th falling on a weekend.) and classes will receive information on the United States Constitution.

Celebrate Freedom Week will be observed during the week of September 17th. Students will actively participate in activities that educate and celebrate the freedom of Americans.

Texas History Month will be observed in March.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

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

Texas Project First, at <http://www.texaprojectfirst.org/>

Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Pam Gambrel
Phone Number: 903/342-354

SUGGESTIONS FOR PARENTS

Talk to your child and listen when your child talks to you!
Read to your child and let your child read to you.
Praise your child for effort and accomplishments.
Limit the amount of time your child watches TV and monitor the TV and videos to be viewed.
Have a reasonable bedtime on school nights and be consistent in enforcing it. Children perform better with a regular routine.
Be sure your child eats a good breakfast every day.
Please label all sweaters and coats with child's name.

STUDENT DIRECTORY

WES prints a student directory that includes name, address and phone number of those students whose parents give permission. These can be purchased at the school store for \$3.00 each. Additional information about publishing students' names is contained in the District Code of Conduct.

This school periodically applies pesticides. Information concerning these applications may be obtained from the maintenance director at 903-342-6685.

All handbooks of Winnsboro ISD are approved by the School Board. Items detailed in this handbook are subject to change. Parents will be notified of changes.

It is the policy of WES not to discriminate on the basis of race, color, national origin, sex, or handicap in its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights or grievance procedures, contact the

Title IX Coordinator/Section 504 Coordinator/Superintendent's Administrative Assistant, at 207 E. Pine Street, Winnsboro, TX 75494, (903)342-3737.

WISD Web site – <http://www.winnsboroisd.org/>

**WINNSBORO ELEMENTARY SCHOOL
STUDENT HANDBOOK**

2017-2018

Winnsboro Independent School District

SUPERINTENDENT OF SCHOOLS

Mrs. Susan Morton

PRINCIPAL

Mrs. Kristie Amason

kristie.amason@winnsboroisd.org

ASSISTANT PRINCIPAL

Mrs. Pam Gambrel

pam.gambrel@winnsboroisd.org

BOARD OF TRUSTEES

President: Mr. Chris McElyea

Vice President: Mrs. Clara Zeigler

Secretary: Mr. Kraig Yarbrough

Members

Mr. Brian Busby

Mr. Ken Goodson

Mr. Barry McKee

Mr. Ron Smedley

Important Telephone Numbers

WES Office: 903-342-3548

WES Fax: 903-342-6858

WES Cafeteria: 903-342-5716

WES Head Start: 903-342-1717

WISD Bus Barn: 903-342-6685

ACKNOWLEDGEMENT

This handbook outlines behaviors expected of students and provides valuable information for parents. It has been carefully prepared and presented in order that the student and his/her parents may know and understand the policies and practices of Winnsboro Elementary School. Parents, please go over the contents of this handbook with your child.

Information not covered or contained in this handbook can be found in the WISD Student Code of Conduct.

I have read this student handbook.

Student: _____

Student Signature: _____

Parent or Guardian: _____

Parent/Guardian Signature: _____

Please sign and return this form to your child's teacher.