

JIM NED

Indians

STUDENT HANDBOOK

2024-2025

**Buffalo Gap Elementary
Grades PK-3rd**

665 Vine St. Buffalo Gap, TX 79508

Phone: 325-572-3533

Fax: 325-572-4824

Glen Teal
Superintendent

Alana McClure
Principal

Kristi Harrison
Counselor

Marci Tutt
Admin.Assist



ATTENDANCE

Each minute of the school day is a valuable learning experience. With that in mind, we request that your student be in attendance and on time each day. If your child is ill and unable to attend school, please call Mrs. Tutt at 325-572-3533 the morning of the absence.

- 7:20** Parents can begin dropping off students at school, students report to the designated area for each grade level
- 7:50** 1st bell, students start making their way to classrooms
- 7:55** 2nd bell, students marked present, absent, or tardy
- 7:57** Pledges, moment of silence, and campus announcements
- 8:00** Learning begins!

Compulsory attendance: The state compulsory attendance law requires students to attend school and district required tutorial sessions unless the student is otherwise legally exempted or excused. To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered during a semester. To clarify, a student attending less than 90% of the days in the school year will not promote to the next grade unless:



- the student makes up the missed days by attending Saturday school, and/or
- the attendance committee determines that the excessive absences are the result of extenuating circumstances.

Attendance notification letters: Parents of students experiencing attendance issues will receive notifications by mail to help prevent compulsory attendance consequences.

Tardies: After the fifth tardy in a 9-week grading period, a parent of the student will be required to have a mandatory meeting with the principal to determine the cause of tardiness and how we can work together to make sure the student is at school on time.

Signing in and out at the office: If you bring your student to school after 7:55 or need to pick him or her up before 3:20, please come to the office to sign your student in or out.



Doctor appointments within the school day do not count as an absence for state attendance purposes if your student attends school a portion of the day and brings a note from the doctor. Please help us with this important documentation since it affects our school funding.



LUNCH PROGRAM

Lunches: We follow the guidelines for school lunches as required by the USDA. The guidelines eliminate FMNV (foods of minimal nutritional value) from school lunch menus. These eliminated foods include sodas, chewing gum, and candies. We'll work to provide nutritious lunches for your child. For more information, visit www.squaremeals.org.

Price: Regular price student lunches are \$3.25 and breakfasts are \$1.50. Guest and adult lunches are \$4.50. Any guest who wishes to eat in the school cafeteria may pay for the lunches in the office. Reduced price or free lunches and breakfasts are also available for students whose families meet income guidelines for the federal lunch program. If you think you may qualify, please complete the application for free/reduced lunches and return to the office as soon as possible.

Meal payments: Meal charge statements will be sent home with report cards each 9 weeks. Students will NOT be allowed to charge more than 5 lunches. Please keep your child's cafeteria account current. All lunch balances can be paid online using myschoolbucks.com or you can send a check/cash to the office . You can also access myschoolbucks via the JimNed App.



HEALTH

Medication: Any medication that students take at school must be sent in the original container with the child's name and instructions for times and dosage on the container. If the pill needs to be halved, this must be done before the pills are sent to school. All medication (including Tylenol, Motrin, etc.) must be brought to the office and will be dispensed from there. We can only give medication according to the prescription guidelines.

Physical education: Each child will have physical education class. The emphasis will be on healthy bodies through fitness and nutritional eating. Sneakers must be worn in PE.

Communicable diseases: Parents of students with a communicable or contagious disease 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 the disease is no longer contagious. Students should be fever-free for 24 hours before returning to school.

Immunization: All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The school nurse can provide information on the required doses of these vaccines.



Parent Portal: We try to partner with parents in many ways to help students be very successful. Please take a minute to register on Parent Portal. This will allow you to track your student's attendance. If you need help setting up your Parent Portal account, you can visit our school website and find instructions under the parent resources link. You can always give us a call at the school and we can help you as well.

Homework and class work: Homework and class work are a part of school. Please monitor your child's homework. Help when help is needed, but always encourage the child to do as much of his or her own work as possible. Classroom teachers will provide a homework policy for their grade level. Visit with your child's teacher about what type of homework to expect and how you can assist.

Students of the month: Each month one student from each class will be chosen by teachers to be honored as students of the month. These students will be chosen based on the 3Rs (respect for self, respect for others, and responsibility for all your actions).

Report cards: Written reports of students' grades and absences will be issued to parents at least once every nine weeks. At the end of the first four weeks of a grading period, parents will receive communication from their child's teacher about their child's performance in the classroom. If a student receives a nine weeks grade of less than the nine-week period before in any subject, the parent is requested to schedule a conference with the teacher.

Make-up work: Students who have been absent for any reason are encouraged to make up the work missed within the time given. A student who is absent will have the number of days absent to turn in work missed during the absence. It is the responsibility of the student, not the teacher, to get assignments and then turn in all make-up work.

Library books: We are proud of the number of library books that we have in our library. We continue to add new books each year. Students may check out two books from the library for a one-week period. These books should be returned before others are checked out. Lost or damaged books must be paid for at the replacement cost.



ACADEMIC TESTING

State of Texas Assessments of Academic Readiness: The STAAR assessments focus on readiness for success in the upcoming grades. In 3rd grade, students will take the tests shown below:

Grade 3 (Reading and Math STAAR)

District Calendar for Testing will be announced ASAP!

Please plan ahead to make sure that your student is at school on time for these tests. It's very important that your student get a good night's rest and a solid breakfast before the day of the test.



The State of Texas has developed a new site especially for families of students that will or have taken a STAAR test. You can access great information and videos at www.texasassessment.gov/.

Testing in Pre-Kindergarten through 2nd grade: Students in grades Kindergarten through 2nd will be assessed at the beginning, middle, and end of the year to monitor progress and growth in reading and mathematics.



STUDENTS EXPERIENCING LEARNING DIFFICULTIES

RTI: 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 process for support services. This process links students to a variety of support options. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavioral support services that are available to all students, including Response to Intervention (RTI). The implementation of RTI has the potential to make a positive impact on the ability of districts to meet the needs of all struggling students.

Parent request for student evaluation: At any time, a parent is entitled to request an evaluation **in writing** for 504 or 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 evaluation 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 IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

Parent resources: The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families: [Texas Project First](#), [Partners Resource Network](#).


Who to contact: The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation is Mrs. Harrison, our school counselor, at 572-3533.



CONDUCT

Student expectations: Students are responsible for conducting themselves properly, in a manner appropriate for their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities include:

- attending all classes daily and arriving on time;
- being prepared for each class with appropriate materials and assignments;
- being properly dressed;
- showing respect for others;
- behaving in a responsible manner;
- paying required fees and fines, unless they are waived;
- refraining from violations of the Student Code of Conduct; and
- obeying all school rules, including safety rules.

Discipline: Most discipline problems will be handled by the teacher. Each teacher has a classroom discipline plan. After the student has exhausted the classroom discipline plan, he or she will be sent to the principal's office. The following  campus discipline plan will be used in the office:

1. Lunch detention (1 to 5 days depending on age)
2. ½ day in school suspension (ISS) or 1 swat
3. 1 day ISS or 2 swats
4. 2 days ISS and parent conference
5. 3 days ISS and parent conference
6. 5 days ISS and parent conference
7. 10 days ISS and parent conference
8. Suspension or Alternative Education Program (AEP)

This campus discipline plan is a general guideline. Please understand that each incident of misbehavior will be evaluated based on severity and number of occurrences. The principal will use his or her professional judgment and discretion to determine which type of discipline is necessary to maintain a safe and orderly environment for all students. Continued discipline problems in the cafeteria or on the playground will also count toward steps on the campus discipline plan.



DRESS CODE

The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

⚠ If the principal determines that a student's grooming violates the dress code, the student will be given an opportunity to correct the problem at school. If not corrected, (a parent will be notified) AND the student will be assigned to ISS for the remainder of the day or until remedied. Repeated offenses may result in more serious disciplinary action.

All students:

1. Clothing must be long enough to prevent indecent exposure at all times. Garments must be hemmed and not more than 3-1/4" (credit card length) from the top of the knee cap.
2. Biker shorts, wind shorts, or frayed clothing are not allowed.
3. Explicit or insinuating apparel that is distracting, vulgar, or that advertises alcoholic beverages, tobacco, drugs, sex, or violence is prohibited.
4. Wearing hats/caps in any school building during school is prohibited.
5. Pants may have holes not more than 3-1/4" from the top of the knee cap and must be worn in an appropriate manner (maintained at the waistline).
6. Shirttails are to be worn according to design.
7. Footwear shall be a part of the regular attire. House shoes are not allowed.

Girls:

1. No form-fitting apparel, apart from denim jeans with pockets. Yoga pants, tights, leggings, and jeggings are not permitted, unless they are accompanied by an approved top that is within 3 ¼ inches from the top of the knee cap.
2. See-through blouses, bare midriffs, or low-cut attire are not permitted.
3. Strapless or spaghetti strap garments, tank tops, racer-back, muscle shirts, mesh tops or altered dresses or pants with slits, or any other garment revealing the midriff is not

permitted.

4. Hair shall be styled and worn so that the eyes are visible. Excessive or distracting make-up or hair color is not permitted. Hair color must be of naturally occurring color in the human genome.
5. Makeup and jewelry shall be in good taste and not disruptive. They shall not constitute a safety hazard or distraction to others. Visible body-piercing adornments are allowed on the ears only. Ear gauging is not permitted. Non-approved adornments must be removed (not covered) and spacers are prohibited.

Boys:

1. Tank tops, muscle shirts, or mesh shirts are not to be worn.
2. Neck opening on any type shirt may not exceed the 1st button below the collar button of a dress shirt.
3. Earring(s) and/or visible body-piercing adornments (including spacers) are prohibited at school or school sponsored activities.
4. The hair shall be neat, clean, well-groomed and shall not exceed the base of the collar on a regular dress shirt, or may not extend below the base of the ear (hair and/or side burns), or below the eye brows in front. Hair shall not be tucked, tied, braided or cut in a Mohawk. Hair style shall not be distracting by style and/or color. Hair color must be of naturally occurring color in the human genome.




TRANSPORTATION

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

Riding the bus to and from school: The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. For information on bus routes and you may contact Dustin Todd at dtodd@jimned.esc14.net.

Bus behavior: Safety on our buses is our first consideration. An important safety factor is maintaining order on the bus. Cameras have been installed on all route buses. Students must:

- follow the driver's directions at all times;
- enter and leave the vehicle in an orderly manner at the designated stop;
- keep feet, books, instrument cases, and other objects out of the aisle;
- not deface the vehicle or its equipment;
- not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle;
- not possess or use any form of tobacco on any district vehicle;
- observe all usual classroom rules;
- be seated while the vehicle is moving;
- fasten their seatbelts, if available;
- wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle; and
- follow any other rules established by the operator of the vehicle.

Consequences for misconduct on the bus: Students are considered at school when they get on the bus in the morning and until they get off in the afternoon. Bus drivers have the same authority as classroom teachers to correct and discipline bus riders. Misconduct will be punished in accordance with the Student Code of Conduct. The privilege to ride in a district vehicle, including a school bus, may be suspended or revoked, according to  to the following excerpt from the Student Code of Conduct:

- First offense: 5 day suspension from the bus
- Second offense: 10 day suspension from the bus
- Third offense: Student forfeits district transportation privileges for the remainder of the year

****Administrators have the authority to adjust the consequences according to the severity of the misconduct.****



BULLYING POLICY

Procedures for reporting allegations of bullying: The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited. Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint. Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time. More information about the district's bullying policy can be found at www.jimned.esc14.net or the campus administration office.



NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS

As a parent of a student at Jim Ned Buffalo Gap Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law requires the school district to provide you this information in a timely manner if requested. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- whether the teacher is teaching under emergency or provisional status because of special circumstances;
- the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree; and
- whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Alana McClure at 572-3533 or alanamcclure@jimned.esc14.net.


MISCELLANEOUS

Cell phones/Smart Watches/Electronic Devices: For safety purposes, the district permits students to possess personal mobile telephones, smart watches and other electronic devices; however, these devices must remain turned off during the instructional day.

If a student uses one of these devices without authorization during the school day, the device will be confiscated. Upon the first offense, the student may retrieve the confiscated device from the principal's office at the end of the day. Subsequent offenses will require that the confiscated device be retrieved by a parent at the principal's office for a fee of \$10.

Lockers/Cubbies: Lockers/Cubbies remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers/cubbies. Searches of lockers/cubbies may be conducted at any time there is a reasonable cause to do so whether or not the students are present.

Visitors: Visitors are required to present their ID/DL to check in at the office and to wear a visitor's badge while on campus. Visitors will be expected to conduct themselves according to the rules for students. Students absent from their own school may not visit another. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

Lost and found: Each year students misplace coats, lunch boxes, etc. on a regular basis.  Please put your student's name in these items so that the lost item can be returned to the owner. Items not claimed at the end of each semester will be donated to charity.

Toys: Please do not allow your child to bring toys to school without the written invitation from the teacher.

Emergency drills: Students, teachers, and other district employees will participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or staff quickly and in an orderly manner.