

**JIM NED**

# *Indians*

**STUDENT HANDBOOK**

**Lawn Elementary**

318 Avenue E, Lawn, Texas 79530

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**Glen Teal**  
Superintendent

**Debbie Harris**  
Principal

**Heather Holcomb**  
Counselor

**Connie Roark**  
Secretary




## 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. Roark at 583-2256 the morning of the absence.


- 7:20** Parents can begin dropping off students at school, students report to cafeteria
- 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!

**Exemplary and honor attendance:** Students who are in attendance each day, all day long, of a six-week grading period will have their pictures displayed in the hallway. At the end-of-year awards assembly students who have exemplary attendance (every day of the year, all day long) as well as students who have honor attendance (present each day of the year at 9:20am) will be recognized.

**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 third tardy in a six-week grading period, a student will serve lunch detention for each subsequent tardy during that six weeks and  the parent will be notified.

**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](http://www.squaremeals.org).

**Price:** Regular price student lunches are \$2.75 and breakfasts are \$1.00. Guest and adult lunches are \$3.75. 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 each 3 weeks (with progress reports and report cards. Students will be allowed to charge no more than 10 lunches. Please keep your child's cafeteria account current. When you send money with your child, please send a check with the child's name on the memo line or send cash in an envelope with the amount and the child's name on the outside. The checks or envelopes may be given to the homeroom teacher or to the school secretary. Please do not send loose cash or change. You may also use [myschoolbucks.com](http://myschoolbucks.com) to pay your child's meal balance. At the end of the six weeks grading period, report cards of students with lunch charges will be held until payment of overdue charges.



## 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 each day. 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 immunizations required are diphtheria/tetanus, polio, MMR (measles, mumps, rubella). 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 at <https://goo.gl/LFZfvL>. This will allow you to track your student's grades and attendance. You can easily set up automated notifications to actively monitor how your student is doing at school. 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. Any work not turned in when due will be considered late and will result in academic penalties. Students in 1<sup>st</sup> -5<sup>th</sup> grade will be issued a daily planner. Please use this to stay informed of homework assignments.

**Honor roll:** A student will be recognized on the 'A' honor roll if all averages for the six weeks are 90 or above. Students with all six weeks averages of 80 or above, but who do not qualify for the "A" honor roll will be recognized on the 'A-B' honor roll.

**Students of the month:** Each month two students from each grade 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).

**Office aides:** Fifth grade students will serve as office aides during the year. These students will be recommended by the teachers based on the student's responsibility and dependability. Students will submit an application and be interviewed by the principal and/or counselor.

**Report cards:** Written reports of students' grades and absences will be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will receive notification of their student's average at that time. If a student receives a six weeks grade of less than 70 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. Failure to make up work will result in academic penalties. 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.

**Textbooks:** Students will have a variety of textbooks depending on grade level. These textbooks should be covered at all times. Students who lose or damage a textbook during the year must pay to replace the book or for the damages to the book.

**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.

**PE program:** The PE program will be during the first part of the second semester.



## ACADEMIC TESTING

**State of Texas Assessments of Academic Readiness:** The STAAR assessments focus on readiness for success in the upcoming grades. In 3rd through 5th grades, students will take the tests shown below:

**April 7** ..... 4th grade writing  
**April 7** ..... 5th grade math  
**April 8** ..... 5th grade reading

**May 11** ..... 3rd, 4th math  
**May 12** ..... 3rd, 4th reading  
**May 13** ..... 5th science

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.com/](http://www.texasassessment.com/).

**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

**Rtl:** 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:** 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. Holcomb, our school counselor. She can be reached at 583-2256.



## 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, 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 3-1/2" 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 3-1/2" 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.

### 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 1<sup>st</sup> button below the collar button of a dress shirt.
3. Earring(s) and/or visible body-piercing adornments 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. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Bobby Easterling at 325-554-7500.

**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 seat belts, 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: Student is assigned detention or ISS at principal's discretion
- Second offense: Student forfeits district transportation privileges for 5 days
- Third offense: Student forfeits district transportation privileges for 10 days
- Fourth offense: Student forfeits district transportation privileges for the remainder of the year



## 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](http://www.jimned.esc14.net) or the campus administration office.



## NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS

As a parent of a student at Jim Ned 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 Debbie Harris at 583-2256 or [dharris@jimned.esc14.net](mailto:dharris@jimned.esc14.net).


## MISCELLANEOUS

**Cell phones:** For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including all testing, unless they are being used for approved instructional purposes.

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

**Lockers:** Lockers 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. Searches of lockers 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 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.



**What is Title I?** Lawn Elementary is a Title I, Part A campus that has committed to a school-wide program. What does that mean? Every student on our campus benefits from our commitment to these characteristics:

- ✓ a clear focus
- ✓ high expectations for students and staff
- ✓ an environment focused on learning
- ✓ strong leadership
- ✓ curriculum, instruction, and assessments aligned with state standards
- ✓ high-quality professional development
- ✓ a collaborative spirit
- ✓ meaningful parent involvement
- ✓ a commitment to continuous review and improvement

**Planned activities:** We intend to engage our Lawn community in several ways over the next nine months. We invite you to join us for any or all of the events below:

### **Meet the Teacher**

Monday, August 17

**5:30-6:15 (A-M by last name)**

**6:15-7:00 (N-Z by last name)**

*This is your student's first chance to briefly see his or her new classroom while dropping off school supplies.*

### **Grade-level Parent Meetings**

*The grade-level parent meetings will be held at the times shown below: Please make plans to attend if at all possible. You will hear important information about your child's grade level and the expectations of the school year.*

<u>Grade</u>	<u>Grade-level Meeting Starts</u>	<u>Date</u>
PK		
K, LS		
1st		
2nd		
3rd		
4th		
5th		

### **Title I, Part A Annual Parent Meeting**

*This is your opportunity to get involved. This get together lets us tell our families all about our Title I, Part A program. You'll have the opportunity to have a say in our:*

- ✓ Comprehensive Needs Assessment
- ✓ Campus Improvement Plan
- ✓ Campus Parent Involvement Plan
- ✓ School-parent Compact



## SCHOOL-PARENT-STUDENT COMPACT

### School Pledge

- We will endeavor to see that each child has a positive school experience each day.
- We will show respect by treating each child with dignity; sincerely taking the time to know each child.
- We will be responsible for our students' education by maintaining high standards and encouraging each student to reach them.
- We will share the "good news" often with our students' families, celebrating their efforts and successes.
- We will give you timely reports on your child's progress and discuss with you what you can do to help us improve your child's learning.
- Parents are an important part of the educational process and are always welcome to visit. We will make ourselves available for scheduled conferences.

### Parent Pledge

- I will do all I can to see that my child attends school and is on time each day, unless he/she is ill.
- I will communicate to my child that I expect him/her to be self-disciplined and to give others the same respect he/she expects from them.
- I will set high goals with my child, motivate with praise, and encourage him/her for making the effort even if the outcome is not always successful.
- I will spend time listening to and talking with my child on a one-to-one basis each day.
- I will ask my child if he/she has homework each day and review it with him/her when it is completed.
- I will show respect for my child's education by frequently telling him/her that education is important.
- I will visit my child's school to conference with his/her teachers; to get involved as much as possible; and to learn what the school is trying to do for my child.

### Student Pledge

- I will enter my school and my classroom ready to perform the tasks that my teacher asks of me.
- I will come to school on time every day, unless I am ill.
- I will show respect by responding politely to adults and classmates.
- I will not disturb my classmates.
- I will be responsible by doing my best.
- I will complete all homework, make sure I understand the assignment before I leave school, and have someone at home look at it when I am finished.
- I will read something every day.



## **PARENT INVOLVEMENT PLAN**

Jim Ned CISD, Lawn campus, will involve parents in the joint development of the Title I plan and the process of school review and improvement.

A component of the plan will be the school-parent compact. Elementary teachers will meet with all parents in order to discuss the compact and to explain how it relates to the child's academic achievement.

Parents will receive timely information regarding Supplemental Educational Services and School Choice as required by ESSA if a campus is placed into School Improvement by TEA and/or is identified as being persistently dangerous.

Teachers and school personnel will receive training in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners.

An adequate number of parents will work collaboratively with staff at the school in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program. Opportunities for participation will be provided to parents with limited English proficiency, disabilities, and who are migratory.

Annually, the school will convene a meeting to which all parents of participating students are invited to inform the parents of the school's participation in the Title I program and of the right of the parents to be involved.

All parents will be provided timely information about available programs through emails, class notes, flyers, and on the campus webpage. Information will be provided in a language and format that parents can understand.

All parents will receive materials and training to help parents work with their children to improve student achievement.

All parents will be provided with the school performance profiles and assistance with interpreting their child's assessment results. They will also be provided a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficient levels students are expected to meet.

All parents will be provided with opportunities for regular meetings to formulate suggestions, express dissatisfaction, share experiences with other parents, and to participate in decisions relating to the education of their children. These meetings will convene at convenient times for parents.

Parents will work with staff in order to review the school's parent involvement policy. The review will focus on whether the parental involvement policy increases the academic quality of the school.

Jim Ned CISD will provide parents with timely information regarding the appropriately certified status of all core academic teachers in the district. The parents of any student that is taught for more than 4 consecutive weeks by a teacher that is not appropriately certified will be notified through a personal letter.