

Thomas O. Hicks Elementary

Student Handbook



PRINCIPAL
Ann Beckel

ASSISTANT PRINCIPAL
Carroll Sims

SECRETARY
Sharon Blanton

ATTENDANCE CLERK
Cindy Stoehner

COUNSELOR
Sonya Meadows

NURSE
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GENERAL INFORMATION

ATTENDANCE/TARDIES

Please have students at school and **ON TIME**. State Law: 90% attendance per semester or retention may result.

- Students must be in class by 9:30 a.m. to be counted present for the day.
- Parents should call by 8:30 a.m. to report absences.
- The school will call parent if absences are excessive.
- A written note must be provided to the teacher the day following the absence(s).
- A doctor's statement is required for excessive absences.
- Make-up work may be picked up after 3:00 p.m. if requested. Students are responsible for missed work.
- Students are considered tardy after 8:00 a.m. and must stop at the office for a tardy slip.
- The attendance committee and/or administration will determine if an absence is unexcused. ***Zeros will be given for unexcused absences.***
- EXCESSIVE ABSENCES MAY RESULT IN RETENTION OR LEGAL ACTION.

ALCOHOL/DRUG POLICY

The possession, use or sale of any illegal drug or alcoholic beverage on campus or at any school-sponsored activity will not be tolerated. Also, a student may not come to campus or attend any school-sponsored activity after use of an illegal drug or alcohol. Not only will the student be prosecuted to the full extent of the law but could, and probably will, be suspended or expelled with loss of credit for the time set by the state of Texas.

ARRIVAL

- Tom Hicks Elementary will be **open at 7:30 a.m.** for the day.
- Bus students should arrive through the front doors on Compass Drive. Car rider students enter through the side doors on Ridgeland or the front doors after walking from Ridgeland Circle Drive.
- Kindergarten will report to the library prior to 7:45 am.
- Grades 1-2 will report to the gym prior to 7:45 am.
- Grades 3-5 will report to the cafeteria prior to 7:45 am.
- All students eating breakfast will report to the cafeteria.
- Students will be dismissed from these areas at 7:45 a.m. to go to his/her classroom.
- Morning announcements will begin promptly at 8:00 a.m.
- On the first day of school, parents may walk students to their classrooms to assist with carrying supplies and materials and adjusting to the new grade or school. The following day, students should be independent in going to their classrooms. School staff will be on duty in the halls to assist new and younger students should the need arise.

CAFETERIA

- Breakfast is served in the cafeteria from 7:30-7:50 a.m. Breakfast is \$1.00 for students and \$1.50 for adults.
- Lunch is \$1.95 for students and \$2.90 for adults.
- Parents may eat in the cafeteria with their students **AFTER** getting a visitor badge in the lobby.

CELL PHONES/PAGING DEVICES

Cell phone, paging devices/radios and other telecommunications devices shall not be in use, visible or audible on school property during the school day. **PENALTIES:** The electronic device will be confiscated, and students may face discipline as outlined in the Student Code of Conduct. The device can be retrieved at the end of the day by student's parent for a \$15.00 fee. Repeat offenders will have their devices withheld until the end of the semester.

CHANGE OF ADDRESS/PHONE

Students who change their residence, mailing address, telephone number, work telephone number or emergency contact person after initial enrollment **must report the change promptly** to the attendance office so that records are corrected in case an emergency arises and parents need to be contacted.

CHECK ACCEPTANCE POLICY

In the event that a check written to any Lewisville ISD campus, club or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT** and **ACCEPTANCE** of this policy and its terms.

CONFERENCES

Parent-teacher conferences are regularly scheduled during the school year. Please make every effort to cooperate with teachers in scheduling and meeting these appointments. Conferences between parents and teachers are encouraged anytime they are needed. The elementary report card indicates both academic progress and citizenship. Citizenship grades are extremely important. They indicate the students' acceptance of responsibility, practice of self-control and cooperation with others. Please call the office to schedule conferences. Please respect the teachers' time and your personal time by keeping your scheduled appointment.

Teacher Conference time

Kindergarten	1:10 pm - 1:55
1st grade	12:20 pm - 1:05
2nd grade	10:05 am - 10:55
3rd grade	9:10 am - 10:00
4th grade	2:10 pm - 3:00
5th grade	8:15 am - 9:05

DANGEROUS ITEMS

Children are not permitted to bring firearms, knives (including small pocket knives, Scout knives, and Swiss Army knives), chains, boomerangs, slingshots, and other potentially dangerous items to school. It is also recommended that thin glass containers not be used to bring collections or specimens to school. All incidents will be taken seriously and dealt with through LISD's Student Code of Conduct.

DISCIPLINE, RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Tom Hicks Elementary School shall foster a climate respecting the rights and privileges of other students, teachers and district staff. Students shall exercise their rights and responsibilities, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the laws of the state of Texas, who violate the rights of others, or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence to the responsibilities of citizens in the school community.

DISMISSAL, EARLY

All students leaving school before the end of the school day must be signed out in the office by the person or persons **LISTED** on the enrollment card. Dental and doctor appointments should be made after school hours, if at all possible. ***No child will be dismissed to anyone whose name is not on the enrollment card.*** This is for your child's safety.

Students are released early on the last day before the winter break in December and on the last day of school in June. ***Early dismissal time is 1:30p.m.***

DISMISSAL, INCLEMENT WEATHER

The decision to close school based on inclement weather is made by 6:30 a.m. Please check with the following for closings:

- Channels 4, 5, 8, and/or 11
- Radio Stations AM: WBAP (820), KLIF (570), KGBS (1190), KRLD (1080)
FM: KVIL (103.7) KOA (107.5) KPLX (99.5)

DISMISSAL ON BAD WEATHER DAYS

On days when we have bad weather, K-1 students will wait in the gym and older siblings will join them there. Parents are asked to stay in their cars and wait for students.

DRESS CODE

Students are expected to dress in a manner that does not disrupt, interfere with, detract from or disturb school activities or student learning. Students will call home for a change of clothes if necessary.

- Crop tops, tank tops, spaghetti straps, short shorts (must be fingertip length), or clothing with tobacco, alcohol, profanity and/or inappropriate wording are not allowed. Parents will be notified of dress code violations.
- Shoes must be worn at all times. No sandals, flip flops, clogs, hiking boots, or shoes with "wheels or wheelies".
- Colored hair must be a natural color. No Mohawks or unnatural haircuts.
- Appropriate gym shoes are required for PE.
- Pants must be at the natural waistline.

GRADES (LISD BOARD POLICY)

Re-teach/Retest

70% OF THE GRADE-LEVEL TEKS WITH 70% MASTERY IS REQUIRED. Should a student fail to master a TEKS, the skill will be re-taught in a small group using a different method. After a suitable re-teaching period, the TEKS will be retested. Tutorials will be required for students below 70%.

Report to parents

1. Teachers will meet all parents within the first three weeks of school.
2. Progress reports will come three weeks into each grading period for students making below 70%.
3. Conferences must be held after each six-week grading period for students having less than a 70%.
4. Please try to make your appointment.
5. Contact to all parents will again be made the second semester. Grade level newsletters will be posted on the school website each six weeks.
6. Please call any time for a conference.

Promotion/grades

Report cards will be sent home each six weeks. Promotion requires 70% mastery of grade level TEKS and 70% mastery in 3 CORE subjects. Grades may be modified for student success through special education, 504, and CORE team procedures. Parents will be notified if any of these options are being considered.

Hicks Elementary participates in the LISD computerized report card. Report cards are sent home in a large white envelope for parent signature. Return the envelope only to your child's teacher.

HOMEWORK

Homework is an educational experience which occurs outside the school hours and is directed by the school. The most rewarding kind of homework is certainly beneficial when the assignments are based on individual needs, interests and abilities of students.

Parents will be notified of each grade level's individual homework policies. Homework assignments shall not be employed as disciplinary measures.

Homework should be a review or extension of what students have learned. Please help your student by providing a quiet place to study or read daily. The 15 minutes to one hour should be free of any interruptions. This is an ideal time to establish good regular study habits.

MEDICATION

A doctor's form is required for all medication. All medication must be in the original container and be accompanied by a note from the parent. ***All medication must be turned into the nurse. No medicine of any type may be kept with the student.***

PARKING

If you are visiting the school, please park in the visitor parking spaces in the parking lot or any other empty space. During school hours do not park in the lane in front the school on the Compass side of the school.

This is a fire lane.

PARTIES

There will be three parties at school-Winter holiday, Valentine's Day and end of school. Birthday parties are not allowed. Party invitations ***may not*** be given out unless there is one for ***every*** child, or ***all boys or all girls***. There are no exceptions! Siblings are not allowed at any school parties.

PERSONAL PROPERTY

All personal items should be marked. The school is not responsible for personal possessions at school. Toys, radios, gum, candy are not allowed unless requested by the teacher, and are only allowed for classroom use. Weapons, or any item resembling a weapon, are strictly forbidden. Strict consequences will result if this policy is broken.

PUBLIC PROPERTY

School buildings and the grounds surrounding the building are public property. Destroying or defacing public property or grounds is a violation of the law. Any student who defaces or destroys the property of our public schools shall be liable as provided by the state law of Texas for such offense.

SAFETY

Safety is very important. We have plans in place for any kind of emergency that could arise, and from time to time we have “drills” to make sure the plans work correctly.

Some general safety rules for the safety of the students at Hicks Elementary.

- Buses have the right-of-way in designated areas. Due to their tight schedule, they must have open and safe access to bus zones. Buses drop-off and pick-up on Compass Drive in front of the school.
- Students are not allowed to walk between cars or cross anywhere other than designated crosswalks, with assistance from the crossing guards.
- Vehicles are not to be left unattended unless parked in designated area. Failure to comply with this policy may result in a ticket from the police department.
- Bikes/scooters must not be ridden on school sidewalks.
- Bikes/scooters must be locked. The school will not accept responsibility for stolen or damaged bikes or scooters.
- Safety rules concerning strangers must be reinforced at school and home.

Health Safety

Students will be given temporary care in the event of illness or injury during school hours. If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room.

If your child cannot participate in PE or is unable to go outside during recess, a note must be sent to the homeroom teacher stating restrictions and the number of days for the restriction. A medical excuse may be required from a doctor if repeated requests are made. If a child is restricted from physical activity for more than three days in a row, a doctor’s excuse is necessary.

All immunizations should be complete at the time of enrollment. Students will be screened for vision, growth, blood pressure, scoliosis and dental problems at scheduled intervals. You will be informed of concerns or problems that may affect learning and/or health.

No prescription drugs will be given to students unless written authorization is on file in the health room. Medicine must be in the original prescription bottle and will be stored in and dispensed from the health room.

Parents must come to the office to pick up their child and sign him/her out. Please make every attempt to schedule medical appointments before or after school hours.

Pesticide applications are scheduled periodically. Notice is posted in advance and a 12 hour window is maintained after application before students are allowed on premises.

SCHOOL VISITATIONS

Parents are welcome at Hicks Elementary. If you wish to observe in the classroom, the time and date must be scheduled with the Principal prior to the observation. Visitors are asked not to loiter in the hallways. Instructional time should not be interrupted. Parents will not be allowed to wait by the classroom for student dismissal. **All visitors should please sign-in at the office and receive a visitor badge before going to any area in the building.**

SEXUAL HARRASSMENT/SEXUAL ABUSE

All persons, regardless of the person's sex or the sex of the alleged harasser, are protected against sexual harassment occurring within the LISD. Any form or degree of sexual harassment is prohibited.

Sexual Harassment by Students: Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

STUDENT REGISTRATION

The state of Texas requires that a child must be five years old on or before September 1st to enroll in kindergarten or be six years old on or before September 1st to enroll in first grade. To register or enroll, a student is required to have:

- Birth certificate
- Immunization record
- Social Security Number
- Parent picture id
- Proof of residency (current water or utility bill (gas or electric bill) to that address)

TARDINESS

It is very important for all students to be in their classrooms at 7:50 a.m. so that they will be prepared and ready for the day by 8:00 a.m. Students arriving after 8:00 a.m. are tardy. Being just a few minutes late can mean a child has missed valuable instruction and will be starting their day off behind the other students. Repeated tardiness will be brought before the attendance committee. Continued tardiness may result in court action. Instruction begins at 8:00 a.m.

TELEPHONES

Please do not tell children to call you at the end of the school day for after school instructions. The use of the telephone by students for outgoing calls is restricted to emergencies only. Children should be told in advance what to do after school or on a rainy day. Students will be called from class only in case of an emergency. Messages may be delivered to students, but these must be kept to a minimum. Student cell phone use on campus is prohibited. LISD policy states if cell phones are confiscated by school personnel, a \$15 retrieval fee must be paid.

TEXTBOOKS

Textbooks used by the school are issued by the state at no cost to the student. These books must be covered at all times. Covers are issued free of charge. Books are the property of the state. Lost textbooks must be paid for at a price set by the Texas Education Agency. Students are responsible for any books that are lost or damaged. Any lost or damaged textbooks must be paid for before the school will release report cards or any other records.

LISD policy states: "The student, parent, or guardian will be responsible for the proper use and care of textbooks. They are responsible for stolen, lost, or damaged textbooks and are required to pay the school for any replacements or fines." Education Code 31.104

\$2.00. Fine for damaged pages to include but not limited to: torn, soiled, or written on

\$10.00 Fine for writing on the outer edges of book pages or damage to outer cover.

Full Price of book for missing pages, lost, stolen, broken binding, or any book deemed unusable by campus coordinator.

TRUANCY

Students who are absent from school without parent/guardian permission are considered truant and shall be subject to disciplinary action.

TUTORIALS

After school tutorial sessions are offered to students as needed. Tutorial sessions include a 45 minute program held twice weekly (on Tuesday and/or Thursday) for any student failing any academic subject. Tutorials are also offered for students who are not failing but need extra help with specific academic concepts. Tutorials are taught by your child's homeroom teacher and/or their Language Arts or Math teacher, if applicable. This program begins after Labor Day and runs from 3:00-3:45 p.m. A signed parent permission slip must be returned to the school prior to implementing tutoring. Progress reports are sent home three weeks prior to the end of the first six weeks grading period and should be signed by the parent and returned to school. After the first six weeks, Progress Reports will only be sent home if your student is failing.

WITHDRAWAL FROM SCHOOL

A parent who wishes to withdraw their student from school for whatever reason must initiate the withdrawal process with the attendance clerk 24 hours prior to the withdrawal. She will give instructions about how to complete the withdrawal process.

WARNING

Education code 25.002(d) requires the district to inform the parent or other person enrolling the child that presenting false information or records is a criminal offense. The district may include on its enrollment form notice of the legal penalties and liability for falsifying information on the form. Tex, Educ, Code 25.001(i).

If a person knowingly falsifies information on an enrollment form or submits false documents, that person is subject to civil and criminal penalties.

1. *Criminal penalties* exist if a government record is tampered with. Tex. Penal Code 37.10
 - Class A Misdemeanor earning a fine not to exceed \$4,000 and/or 1 year of jail time. Tex. Penal Code 12.21
 - If intent is to defraud or harm another, the offense becomes a State Jail Felony⁶ earning a fine not to exceed \$10,000 and 180 to 2 yrs. Of jail time. Tex. Penal Code 12.35(a) & (b).
 - If the record was a public school record, report, or assessment instrument required for public school system accountability pursuant to Chapter 39 of the Education Code, or was a license, certificate, permit, seal, title, or similar document issued by the government, the offense is a third degree felony, unless the intent is to defraud or harm another in which case the offense is a second degree felony.
2. *Civil penalties* are available when a student not eligible for enrollment is enrolled on the basis of false information. Tex. Educ. Code 25.001(h). For the period of ineligible enrollment, liability is for the greater of:
 - The maximum tuition fee the district may charge under 25.038 of the Education Code or
 - The amount the district has budgeted for each student as maintenance and operating expenses.

SCHEDULES	IMPORTANT TELEPHONE NUMBERS
School Hours	
Office hours 7:30-3:45	
Breakfast 7:30-7:50 K-5 th Grades	Thomas O. Hicks Elementary 469-713-5981
Lunch	Thomas O. Hicks Elementary FAX 972-350-7045
Kinder 10:25	LISD Administration Bldg. 469-713-5200
Grade 1 11:00	Special Education 469-713-5203
Grade 2 12:30	Extended School Day 469-713-5997
Grade 3 12:00	
Grade 4 11:30	
Grade 5 1:00	Student Services 469-948-2009