



Parent-Student Handbook 2019-2020

Alleia Hobbs, Principal
Michael Castellón, Assistant Principal

East Handley Elementary School

2617 Mims St.
Fort Worth, TX 76112
817-815-4400 Office
817-815-4450 Fax

Find the East Handley website at
<http://easthandley.fwisd.org/pages/EastHandley>

Notice of Nondiscrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, gender identity and expression, military/veteran status, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Please contact the appropriate person to report violations:

Title IX Coordinator

Rufino Mendoza, Director, Employee Relations
100 N. University Drive, Fort Worth, TX 76107
817-814-2790

ADA/Section 504 Coordinator

June Davis, Director of Special Programs
100 N. University Drive, Fort Worth, TX 76107
817-814-2878

Notice of Section 504

It is the policy of the Fort Worth Independent School District to provide a free appropriate public education to all students who reside in the district without regard to handicapping condition. Inquiries concerning application of this policy may be referred to the school counselor, teacher, and/or principal, or you may contact June Davis, at the address and phone number given above.

Office Staff and Personnel

Principal – Alleia Hobbs
Assistant Principal – Michael Castellón
Counselor – Cynthia Oakes-Snell
Secretary – Mellissa Williams
Attendance Clerk – Aimee Torrez
Nurse – Rhianna Robertson
Librarian – Judy Bush
Cafeteria Manager – Elizabeth Chico
Parent Liaison – Sinthia Rodriguez

Dear Parents:

We welcome you to East Handley Elementary School. It is our sincere desire that this school year be a successful one for your child(ren). In order for this to happen, we must work together. The *Parent-Student Handbook* contains information that you and your child(ren) will need throughout the school year. The handbook is divided into three sections:

- I. Important Information – beginning on page 3
- II. Curriculum-Related Information – beginning on page 8
- III. General Information – beginning on page 11

In addition to reviewing the *Parent-Student Handbook*, you and your child(ren) should also review the FWISD *Student Code of Conduct* and the FWISD Board Policy. It is important to note that while the *Parent-Student Handbook* is updated yearly, FWISD Board Policy may be revised throughout the school year. Any changes in Board policy that affect the *Parent-Student Handbook* will be made available through newsletters and other available campus communication devices.

Please review the entire handbook with your child(ren), and keep it as a reference throughout the school year. If you have questions about any of the contents of this handbook, please contact a teacher, the counselor, or an administrator. **A form of acknowledgement is included on the last page of the handbook. After reviewing the handbook with your child(ren), please sign and return the page to your child’s teacher during the first two weeks of school.**

We thank you in advance for your continued support as we **Ignite in Every Child a Passion for Learning.**

Sincerely,

Alleia L. Hobbs, Principal

SECTION I

YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Utilizing the Parent Portal to access your child's assignments and grades, and other pertinent information.
- Regularly visiting the school's website, accessed under the FWISD homepage at www.fwisd.org.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817-815-4400 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate, conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer. For further information, see policy GKG and contact your child's teacher or the PTA Vice President for Volunteers.
- Participating in campus parent organizations such as the East Handley Elementary Parent Teacher Association (PTA).
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Attending FWISD School Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board. [See policies BE and BED for more information.]

GRADING GUIDELINES

A student must be enrolled and present at least fifteen days in a six-week reporting period in order to receive grades for the current six weeks. If a designation of "Insufficient Attendance" is given on a report card, the average will be calculated based on the grading periods for which grades were reported. Kindergarten reports to parents are also sent home every reporting period and do not consist of numerical grades.

Grade reports for grade levels one through five are based on the following numerical breakdown:

90-100	Outstanding Progress
80-89	Good Progress
70-79	Satisfactory Progress
69 & Below	Failing

If a child receives one or more infractions or discipline referrals during a six weeks reporting period, the child's citizenship grade will be impacted.

PROGRESS REPORTS

After the 3rd week of the reporting period, a Progress Report is sent to the parent if the student:

- *is making below 72 in any subject
- *is making an N or U in citizenship
- *has had a significant drop in grades from the previous reporting period

REPORT CARDS

Students will receive a copy of the report card each six weeks. Parents are to sign the teacher copy and return it to school. When your child returns the signed teacher copy, you will be provided with a parent copy. The final report card is mailed to the student's home. It is imperative that the office has a parent's correct address. Report cards will be held if any money is owed to the school (i.e. lunch, lost or damaged textbooks or library books, fundraisers, etc.).

MEDICATION AT SCHOOL

Certification by the physician or dentist that a medication is necessary is required in order for the student to use it in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student.

Medication brought to school must be in a labeled container and delivered to the school nurse along with a medication form signed by the doctor issuing the medication. The form is available from the nurse. It must include the doctor's name, dosage, and frequency for administering the medication. Medicine will be kept in a locked cabinet. If desired, the parent can bring the medication to school and administer it to the child. Otherwise, all medication will be administered by the school nurse or other authorized office personnel.

NOTE: No medication of any kind will be administered to a student without a medication administration form on file in the nurse's office. Students are not permitted to bring to school or have in their possession any over-the-counter medications including cough drops and aspirin.

THE SCHOOL NURSE

The school district provides our campus with a part time nurse who oversees the health and medical needs of the students. Her responsibilities include:

1. Administration and maintenance of all medications.
2. Vision and hearing screening of students.
3. Emergency medical care of students and staff.
4. Control of communicable diseases.
5. Health Counseling
6. Liaison with community health resources.
7. Maintenance of student health records

Referral to the Nurse

Students who become ill at school should notify their teacher, who will determine if they need to be referred to the nurse's office. If the teacher feels that the student needs to see the nurse, he/she will complete a nurse referral form indicating the problem. The nurse will check the student and determine if the student can return to class or needs to go home. **The nurse's professional judgment will determine if the student should remain at school or be sent home.**

Injury

Students who are injured will be provided with emergency care by the nurse; however, she is not authorized to treat serious injuries. In the case of serious injuries, or injuries to the head, the parents will be contacted. Minor injuries will be treated and the students returned to their classroom. **The nurse's professional judgment will determine whether parents should be contacted.**

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. See the Fort Worth ISD website for complete information.

ACCIDENT INSURANCE

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

TexCare Partnership/Children's Health Insurance

TexCare Partnership offers free low-cost health insurance for most Texas children age birth to 18 through the NEW Medicaid program or the Children's Health Insurance Program (CHIP). Enrollment in Medicaid is for six months and in CHIP for 12 months. At the end of this enrollment period you must renew your coverage. Information will be sent to you

in the mail when it is your time to renew. If you have any questions about renewal or applying for TexCare Partnership, please call 1-800-647-6558.

STUDENT OR PARENT CONCERNS

Usually student or parent concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District’s policy manual which can be found on the FWISD website under Board Policy Online.

VISITORS/VOLUNTEERS

According to Fort Worth ISD policy, all visitors to the school are required to stop in the main office and sign in. Visitors will be given a visitor sticker which they should wear while on campus. **This includes parents who will be eating lunch with their children.** Volunteers will be given a volunteer sticker which they should wear while on campus. Parents are encouraged to visit the school throughout the year. Classroom visits or teacher conferences should be scheduled in advance with the teacher. Conferences should be scheduled during the teacher’s regular conference period, or before or after school by arrangement with the teacher. **Conferences may not be scheduled or conducted during instructional time. If a need arises and you would like to visit the classroom for an observation without scheduling with the teacher, you will need to see the principal or assistant principal before going to the classroom.**

Students who are not enrolled at East Handley Elementary are not permitted to visit or be on elementary school property during school hours.

If you plan to volunteer, you must complete a **background check** form. Your driver’s license will be required. The background check is a required application form if you plan to be a chaperone, tutor, or if you will be with students outside the supervision of a teacher at any time.

SCHOOL PARTIES

Three parties are permitted: Winter Break, Valentine’s Day, and End of the Year. Parties will be held during the last 30 minutes of the day. No other parties may be held without prior approval from the principal. Only foods prepared in commercial kitchens (no homemade items) may be served at school.

Parties are only for students enrolled in the particular grade level or group for which the party is being given. Younger siblings or other children should not attend school parties.

STUDENT BIRTHDAYS

Parents are welcome to visit with their child during lunchtime. **Cookies, cupcakes, or other foods may not be distributed at school during lunchtime or at any other time during the school day. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods. For policy questions or updates, go to <http://www.squaremeals.org>.** If you would like to send a treat or goodie bags for your child to share with his or her class, the treats must be individually wrapped and/or packaged and will be distributed by the teacher at dismissal time. Invitations to birthday parties will only be distributed at school if every child in the class is invited. Students are not allowed to hand out invitations during instructional time.

Please do not send balloons, flowers, or other gifts or arrangements to school.

PHONE MESSAGES

Telephones located on campus are considered business phones and are to be used for school business only. **Students will not be allowed to use school phones except in emergencies.** (Emergency situations will be determined by office staff.) Arrangements to visit friends, arrange transportation, get homework, books, etc., should be made before coming to school. **Students will not be permitted to receive phone calls during the school day.**

Messages for students will be placed in the mailbox of the student’s teacher and will be picked up by the teachers.

Messages must be received prior to the student’s lunch period to ensure that students receive messages prior to the end of the school day. Messages will not be delivered to the student’s classroom by office staff.

DELIVERIES

All items to be delivered to students during the school day (including forgotten lunches, homework, folders, books, etc.) should be brought to the school office. Office personnel will ensure that students receive the items so that instructional time is not disrupted. *If a parent must speak to his or her child during the school day, the student will be called to the office or will be brought to the office by school staff.*

LOST AND FOUND

Small items such as glasses and jewelry are kept in the school office. Clothing and other large items are taken to a designated area. All items not claimed at the end of each semester are donated to community agencies.

STUDENT RECORDS AND DIRECTORY INFORMATION

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 years or older.

The law specifies that certain general information about FWISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

STUDENT INFORMATION Form

A Student Emergency Information form must be filled out completely and accurately for every child. Please note items concerning custody, restraining orders, and releasing children. Students shall be released **only** to the person or persons designated by the parent on this card. Parents must fill out the card. In order to change or add information to a child’s emergency card, the parent must come to the front office. **It is vital that we have a telephone number at which someone can be reached in case your child is involved in an emergency or becomes ill. This phone number must be kept up-to-date. Please let us know immediately of any home or job number changes.**

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child’s schedule and to assure that the child comes to school every day—but especially on test days. Please ensure that your child(ren):

- Has a good night’s sleep;
- Has a good breakfast; and
- Dresses for the weather or for the temperature inside the testing center.

STATE ASSESSMENTS

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Writing, including composition, spelling, and grammar, in grade 4
- Science in grade 5

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

CARE OF SCHOOL PROPERTY

Students or their parents are responsible for school property that is damaged by the child. A fair assessment is made for the loss or damage of any school building, equipment, or books.

All textbooks and library books are loaned to the students for use during the school year. Textbooks are to be kept clean, free of pen or pencil markings, and covered at all times. Students' names should be written inside the textbooks and on the book covers. Students are required to pay for all lost or damaged textbooks and library books.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. **These laws mandate that students be in attendance at least 90% of the total school days to receive credit for the school year and be promoted to the next grade.** If a student misses more than 18 days during a school year, whether excused or unexcused, the campus attendance committee will be responsible for determining whether extenuating circumstances contributed to the excessive absences as well as whether the student may be promoted to the next grade.

REPORTING ABSENCES

Parents are asked to call the main school office and report an absence to the attendance clerk on the day of the absence. The student should then bring a written note signed by the parent when he or she returns to school. **Notes should be given to office personnel within five days of the absence.** Students arriving at school after 10:00 a.m. will be considered absent for the entire day unless documentation from a medical provider detailing a visit is provided. **After the seventh day following an absence, any undocumented absences will be considered unexcused.**

EXCUSED AND UNEXCUSED ABSENCES

Acceptable excuses for absences are:

- Personal illness
- Death of a family member
- Doctor excuse due to serious illness or injury (required after 3 consecutive days)
- Religious holidays as approved by school board policy

All absences must be documented with a written note from the parent or a doctor's note presented to the school within seven days of the absence to be considered excused.

Notes should include:

- The child's name
- The reason for the absence
- The dates of the absences
- The parent's signature

****A note written by a parent does not automatically constitute an excused absence. The reason must fall into one of the acceptable categories listed above.**

TRUANCY POLICIES

School Attendance Courts enforce truancy offenses such as Failure to Attend School (Texas Education Code 25.094) and Parents Contributing to Truancy (TEC 25.093).

District wide procedures regarding "Letter Notification and Court Action":

- The school will generate a letter of notification to the parent(s) on the third unexcused absence.
- The school will request a warning letter from the Attendance Control Office be sent on the fifth unexcused absence. A copy of the letter will be kept on file.
- The school will file a request for court action on the tenth unexcused absence within a six-month period. This request will be filed on the fifth unexcused absence following the warning letter.
- Once the school requests that court action be taken by the Attendance Control Office, no changes can be made to alter the status of that student's attendance profile.

Truancy may also 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.

LATE ARRIVAL TO SCHOOL

Students are considered tardy if they are not in their homerooms by 7:55. Our instructional day begins promptly at 8:00 and we need your support to ensure that your child is ready to learn when the bell rings. Punctuality is an important life skill that we want all of our students to acquire at a young age. Parents will be notified if tardies become excessive, and consequences will be imposed by the district truancy officer.

ABSENCES FOR RELIGIOUS HOLIDAYS

A school district shall excuse a student from attending school for the purpose of observing religious holidays, if the parent of the student submits a written excuse for the absence. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the schoolwork, the day of absence shall be counted as a day of compulsory attendance.

RELEASE OF STUDENTS FROM SCHOOL

EARLY DISMISSALS

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office. **Students will not be released directly from class, and students will not be released to anyone whose name is not on the student's emergency card.** Identification with picture is requested and checked against the student information card. **A note from the parent is required to be presented in the office to request an early dismissal and explain the reason.** The note may be sent to school with the child in the morning and presented to the teacher. For the safety of students, no early dismissals will be given over the phone. Students will not be allowed to wait in the office for their parents. Office personnel will call the students to the office after parents arrive for an early dismissal. Please allow additional time to pick up your child.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent if needed.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent or legal guardian. **The school requests notice from the parent at least one day in advance so that records and documents may be prepared.** A withdrawal form may be obtained by the parent from the principal's office. The parent will sign the appropriate form in the office and will be provided a copy which will be necessary when enrolling in a new school. All other records will be sent after a request for records is received from the new school.

TRANSFERS

No student will be granted a transfer from his or her home school to another school within the Fort Worth ISD without prior approval from both the home school principal and the receiving school principal. Transfers will be considered on case-by-case basis and will be granted for valid reasons (see school board policy FDB: Local) if space allows.* Parents should contact the receiving school principal first when considering requesting a transfer. The receiving school principal will sign the transfer form if s/he accepts the transfer. The parent will take the signed form to the home school for approval and withdrawal of the student.

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

DAILY SCHEDULES

Pre-Kindergarten	7:50 am – 2:15pm
Kindergarten through Fifth Grade	7:50 am – 3:05pm

Your child's teacher(s) will provide you with your child's daily schedule. Should you need a conference with your child's teacher(s), we ask that you call the office at (817) 815-4400 and set up a conference during the teacher's planning/conference time. Conference period for pre-kindergarten teachers is 2:15-3:10 pm daily. Teachers in grades Kindergarten – 5th will notify parents at the beginning of the school year of their conference period time.

PRE-KINDERGARTEN PROGRAM

Students who will be four (4) years old on or before September 1 of the school year may attend our all-day four-year-old class free of charge, if they qualify by language or income. If there is room left in the class, other four-year-old students may attend as part of the FWISD Universal Prekindergarten program. No transportation is provided for the Pre-Kindergarten program.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. [For additional information, see policy CQ.]

COUNSELING SERVICES

The school counselor is available to assist students with a wide range of personal concerns, including social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. You can reach our school counselor at 817-815-4415.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

- **Junior Optimist International (JOI) Club:** Upon teacher and administrator recommendation, third through fifth graders may participate in this service leadership organization.
- **Safety Patrol:** Fifth graders who have excellent grades and citizenship are invited to assist in monitoring campus safety at arrival and dismissal times and performing flag duty. Assignments will rotate, and students must qualify each six weeks based on their report cards.
- **Student Council:** Upon teacher-submitted recommendations, elections will be held for third through fifth graders interested in serving in this leadership service organization.

Information about other activities, clubs, and organizations may be sent home throughout the school year.

GIFTED AND TALENTED PROGRAM

Gifted students are "those who perform at or show the potential for performing at remarkably high levels of accomplishment when compared to others of the same age, experience, or environment." Any student may be nominated for assessment by parents, community members, and/or school staff. Assessments are conducted each spring.

HOMEWORK

PURPOSE OF HOMEWORK

Homework is extended independent practice for the reinforcement of basic skills and/or special projects designed to extend the student's class work. Homework is not mandated daily in all subjects, but reinforcement and practice are encouraged. Homework in the form of special projects may be graded. In general, homework grades should be an aspect of class participation rather than a separate grade. Meaningful homework assignments serve several purposes: 1) to help students learn better and faster, 2) nurture the development of self-discipline and organizational skills, 3) to foster the use of independent research skills, 4) to communicate the high expectations that schools hold for their students, and 5) to help families become involved with education.

TYPES OF HOMEWORK

Independent practice assignments are an important extension of class work. These assignments are appropriate when students have demonstrated sufficient understanding of the material. The length of the assignment should be no longer than necessary to develop the skill or concept or to accommodate the learning outcome. Preparation assignments help students benefit from subsequent lessons: for example, reading new material or reviewing and studying material previously covered in class. Preparation assignments are frequently followed by a daily activity that enables the teacher to evaluate student's inability to participate fully in the classroom learning experience. Extension assignments or special projects should require students to use newly learned skills or concepts in a new situation: for example, synthesizing information and producing a unique written or other product—a research project, a model or a writing assignment.

GUIDELINES FOR ASSIGNING HOMEWORK

Time needed on homework may vary depending on the specific needs of individual children and the type of homework assignment. Suggested time guidelines for primary grades (K-2) homework should not exceed 30 minutes. Suggested time guidelines for upper grades (3-5) homework should not exceed 45 minutes. Homework assignments will usually be assigned Monday through Thursday and often will be omitted on weekends. Homework assignments will be checked for completeness and correctness as a means for monitoring progress. Failure to complete homework will result in lowered grades. Your child will have one day for each day's absence (excused or unexcused) to make up missed work.

TEACHER RESPONSIBILITIES REGARDING HOMEWORK

During the first two weeks of school, teachers will inform the parents in writing of their personal homework routine. The teacher will explain the purpose of the homework to the students and make sure that the homework assignment is understood. The teacher will inform parents when the student's homework responsibility is not maintained.

STUDENT RESPONSIBILITIES REGARDING HOMEWORK

Students should write down homework assignments and carry home necessary books and materials for completing such. Students will complete homework carefully and return it on time. When students are absent, they will check with the teacher upon return to get homework assignments. If students know ahead of time that they will be absent, attempts may be made to get the assignments for the time to be missed.

PARENT RESPONSIBILITIES REGARDING HOMEWORK

Parents should provide a quiet place and a regular time to study. Parents should supervise and assist their child but allow their child the responsibility of completing the assignment sheet and returning it to school. Parents should check the assignment sheet and be sure that homework has been completed. Parents should ask questions about the homework to check for understanding. Parents should sign and return papers when requested by the teacher. Parents should request a conference with the teacher if questions arise concerning homework or assignments. Your children need your interest, support, and encouragement in homework practice exercises. Praise your children when they are diligent in doing homework daily and encourage them to establish better work habits when they do not do as well as they should.

MAKE-UP WORK

For any class missed, the teacher may assign make-up work based on the instructional objectives for the subject or course. The teacher will consider the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements.

A student will ordinarily have one day for each day's absence (excused and unexcused) to make up work missed. A student who has an unexcused absence will be encouraged to make up work missed.

RETENTION

Please be aware that, as per Texas Education Agency requirements, a student's satisfactory performance on state exams, called the State of Texas Assessment for Academic Readiness (STAAR) will be required for promotion. This requirement will be effective for 5th grade students on the Math and Reading STAAR assessments. Retention standards for other grade levels are printed on the report card each six weeks.

A fifth grade student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher immediately. Fines will be assessed for damage or loss of textbooks issued to students. Students and parents are responsible for school property that is damaged by the student.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance and Pledge of Texas will be recited, and a moment of silence will be observed each morning as required by state law. If you do not want your child to participate in the pledges, you should submit a request in writing to the school principal. If we do not have a written request from you, your child will be required to stand and say both pledges.

LEARNING DIFFICULTIES

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. This 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.

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 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 a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the evaluation specialist at 817-815-4461.

SECTION III OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

Campus Discipline Plan

The East Handley Elementary discipline plan is based on the positive behavior intervention system model. Each classroom will have a posted set of general rules that reflect high expectations for student behavior. Specific consequences and rewards will be determined by the teacher and will be approved by the administration. Classroom rules, procedures, rewards, and consequences will be clearly communicated to students and a written copy will be provided to parents.

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Follow the three campus wide rules cooperatively and actively.
- Meet District or campus standards of grooming and dress.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- Return the acknowledgment form in the back of the Student Code of Conduct signed by both the student and the parent.

Applicability of School Rules

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

During the regular school day and the transportation of the student to and from school on a bus, including conduct at a bus stop.

Within 300 feet of the school property.

While a student is participating in any activity during the school day on school grounds.

While student attend any school-related activity, regardless of time or location.

When retaliation occurs including, but not limited to, making false reports against school employees, volunteers and/or students either on or off school property, regardless of time or location.

When the student engages in conduct punishable as a felony, as provided by Texas Education Code 37.006.

When felony criminal mischief is committed on or off school property or at a school-related event.

Possible Consequences

- Warning.
- Time out.
- Student will be isolated from his/her peers during lunch.
- Loss of other privileges.
- After school community service.
- Loss of conduct points or lowering of conduct grade.
- Parent will be contacted for a conference with the teacher and/or an administrator.
- **Student Conduct Warning Letter** will be sent to the parent. This is a contract between the student, teacher, and parent that states the behavior, steps that have been taken to correct the problem, consequences, and a statement about how the student will behave in the future.
- An **office referral** is considered the final step in the disciplinary process and in most cases will result in the removal of the student from the campus (suspension) for a period not to exceed three school days.
- A **central office conference** will be requested with the Student Affairs department when a student's behavior has been continually disruptive after attempts to intervene, or when the offense is extremely serious. This can result in the removal of the student to an alternative campus.

East Handley Elementary School Rules and Behavioral Expectations

Common Area	Be Safe and Orderly (Orange)	Be Respectful (Blue)	Be Responsible (Yellow)
All Common Areas	<ul style="list-style-type: none"> • Walk facing forward. • Keep hands, feet and objects to self. • Get adult help for accidents and spills. • Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> • Use kind words and actions. • Wait for your turn. • Clean up after self. • Follow adult directions. 	<ul style="list-style-type: none"> • Follow school rules. • Remind others to follow school rules. • Take proper care of all personal belongings and school equipment. • Be honest.
Cafeteria	<ul style="list-style-type: none"> • Keep all food to self. • Sit with feet on floor, bottom in chair and facing table. 	<ul style="list-style-type: none"> • Allow anyone to sit next to you. • Enter and leave quietly. • Use quiet voices. 	<ul style="list-style-type: none"> • Raise hand and wait to be excused. • Get all utensils, milk, etc., when first going through the line. • Leave table and area clean.
Playground/ Recess	<ul style="list-style-type: none"> • Walk to and from the playground. • Stay within boundaries. • Be aware of activities/games around you. • No play fighting. • What is on the ground stays on the ground. 	<ul style="list-style-type: none"> • Play fairly. • Include everyone. 	<ul style="list-style-type: none"> • Stay with teacher and class.

Common Area	Be Safe and Orderly (Orange)	Be Respectful (Blue)	Be Responsible (Yellow)
Passing Areas, Halls, Sidewalks	<ul style="list-style-type: none"> • Stay to the right. • Allow others to pass. 	<ul style="list-style-type: none"> • Hold the door open for the person behind you. • Use quiet voices. • Admire displayed work 	<ul style="list-style-type: none"> • Stay on sidewalks.
Bathrooms	<ul style="list-style-type: none"> • Keep feet on floor. • Keep water in the sink. • Wash hands. • Put towels in the trash. 	<ul style="list-style-type: none"> • Knock on stall door. • Give people privacy. • Use quiet voices. 	<ul style="list-style-type: none"> • Put toilet paper in toilet and flush after use. • Return to room promptly. • Use a bathroom pass.
Arrival and Dismissal Areas	<ul style="list-style-type: none"> • Use sidewalks and crosswalks. • Wait in designated areas. 	(See common areas)	<ul style="list-style-type: none"> • Arrive on time. • Leave on time.
Special Events and Assemblies	<ul style="list-style-type: none"> • Wait quietly for arrival of presenter/performer. 	<ul style="list-style-type: none"> • Use audience manners. • Listen with interest. • Sit on bottom. 	(See common areas)

A parent may have lunch with his/her own child if space permits but may not invite another child to join them. A parent may bring lunch for his/her own child but may not provide food to the child's friend.

Documentation of Conduct Grades

Teachers will keep a written record of inappropriate student behaviors and will provide a method for indicating the type of behavior observed.

The final citizenship grade will be recorded in the teacher's grade book and the appropriate grades will be assigned. Additional documentation may also be utilized in documenting persistent behavior problems. The teacher's professional judgment of the student's overall conduct for the grading period will be used to assign the citizenship grade.

Such factors as number of times corrected, seriousness of misconduct, and individual differences are some of the factors that will be considered by the teacher.

Telecommunication/Electronic Devices

Telecommunication devices include wireless, mobile, or portable telephones, pagers, or any other devices that allow two-way communication by means of radio waves. Electronic devices include portable music players such as I-Pods, MP3 players and Walkmans; handheld gaming devices such as Gameboys and PSPs, and other similar devices that may be used to store, record, or play auditory and/or visual information.

Students may possess telecommunications or electronic devices while on school property or while attending school-sponsored or school-related activities on or off school property. However, such devices must not be visible and must remain off during the instructional day. ***District employees will confiscate electronic devices, including mobile telephones, used in violation of the rules.*** To reclaim an electronic device, the parent must present written proof of ownership and a photo id, in person, at the campus, during posted school hours; complete a required form acknowledging the return of the device; and pay a \$15 fee (cash or money order) per device as allowed by Education Code 37.082. After 30 days, unclaimed devices will be disposed by the District.

Students will not be permitted to possess telecommunications or electronic devices on their persons during testing periods.

The possession of telecommunications or electronic devices by students on school property or while attending school-sponsored or school-related events is a privilege, not a right. A campus administrator, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or revoke the privilege of possessing a telecommunications or electronic device.

Personal Equipment/Prohibited Items

Playground equipment is supplied by the school district, and **personal equipment such as footballs, baseballs, skateboards, rollerblades, heellies or rolling shoes, scooters, trading cards and other toys, etc. should not be brought to school.** The school cannot be responsible for lost or damaged items. Locks are not permitted on school lockers, and valuables and/or large sums of money should not be brought to school.

Any disciplinary action involving personal equipment will be in accordance with the Student Code of Conduct.

Dogs and other pets are not to be brought onto school property, for the safety of all our children.

Student Welfare

Freedom from Discrimination, Harassment, and Retaliation

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policies. See FFH Local.

Freedom from Bullying

The District prohibits bullying. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. See FFI Local.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal, who shall conduct an appropriate investigation.

DRESS AND GROOMING

East Handley Elementary School's Student Dress and Grooming Code follows the Fort Worth ISD's standardized dress policy and applies during school as well as at school-related activities.

Specific Requirements Board Policy FNCA (Local):

The District's dress code is established in an effort to improve student learning and to facilitate a safe learning environment. It is intended to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. 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. The District dress code shall be a part of the local Student Code of Conduct. Students will be required to adhere to the dress code during school hours and dress appropriately while participating in other school-sponsored activities. Clothing that complies with the dress code can be purchased from the retail stores of the parents' or guardians' choice.

- Tops:
 - Color: Navy or white
 - Style: Collared (polo or oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.
 - Outerwear: Sweatshirts or sweaters in navy or white are acceptable as outerwear if worn over standard dress; coats and jackets of any color shall be worn in accordance with weather conditions and are not worn in the classroom.
- Bottoms:
 - Color: Navy, khaki, black or blue denim shorts, skirts, Capri pants, or jumpers. All must be hemmed and cuffed and can be no shorter than 3 inches above the knee. **Jeans must be free of embellishments. Sagging pants are not permissible.**

Shoes: Athletic shoes are required daily as students will participate in physical education and recess. Athletic shoes are closed toe and closed heel. "Heelies" are not allowed.

Outerwear: Sweatshirts, sweaters in navy or white may be worn over standardized dress. Coats and jackets will be worn in accordance with weather conditions and not inside classrooms.

Additional Guidelines for ALL grades (Prekindergarten-12):

- Clothing shall be the correct size for students, with no sagging pants.

- Tops (shirts or blouses) shall be tucked into clothing.
- T-shirts worn as undergarments must be solid white.
- T-shirts shall not be worn as outer clothing.
- Denim blue jeans must be free of embellishments.
- Bottoms should be hemmed or cuffed.
- Shorts, skirts and skorts shall be no shorter than three inches above the knee.
- Shoelaces must be white or match the color of the shoe.
- Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches.
- Tights, socks and hosiery should be a solid color.
- Manufacturer logos on apparel must be less than a one and one-half inch square with the exception of school logos.

Unacceptable dress for ALL grades (Prekindergarten-12):

- Sagging pants
- T-shirts worn as outer clothing or as visible undergarments
- Clothing considered too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fish-net clothing)
- Clothing with holes, tears or cuts
- Clothing with lewd, offensive, vulgar or obscene pictures, emblems or language
- Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs or any substance prohibited under FNCF (LEGAL)
- Gang-related clothing, accessories or jewelry bearing signs, insignia, colors or symbols
- Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear
- Sleepwear, visible drawstrings, house shoes
- Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags or shower caps
- Combs, sunglasses or grillz
- Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, or similar items

Students of all grade levels are expected to be in full compliance with the dress code beginning on the first day of school. Violations of the dress code are handled at the school level.

Principals may designate special days on which students may opt out of the dress code such as spirit day, casual day, picture day, field day, promotion day, etc. Advance notice will be given if dress standards are changed.

School organization apparel such as cheerleader uniforms, athletic team uniforms, student council shirts or school event apparel such as carnival shirts, may be worn as designated by the principal. Students participating in activities that require a uniform such as Boy Scouts or Girl Scouts may opt out of the dress code on occasions as specified by the principal. Accommodations for students with special needs or for religious requirements shall be determined on a case-by-case basis and approved by the principal.

ENFORCEMENT PROCEDURES: Students are expected to be in dress code beginning on the first day of school. Violations of the dress code shall be handled at the school level and have the following consequences: If it is determined that a student's grooming or clothing violates the dress code, progressive discipline shall be used to address the violation.

Methods of discipline shall include but are not limited to the following:

- The student shall be given an opportunity to correct the problem at school.
- Appropriate clothing shall be provided for the student to wear during the school day.
- A dress code violation letter will be sent to parents.
- A parent conference shall be held.
- Detention during lunch, recess, or after school.
- Other means of discipline such as deduction of conduct points.
- Suspension.

EMERGENCY DRILLS

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drills

Continuous blaring leave the building

2 bells return to the room

Tornado Drills

1 continuous bell followed by short rings: students will move quietly but quickly to the Designated locations

2 bells and/or announcement: return to classroom

Lockdown Drills

Our school will participate in practice lockdown drills to prepare for an emergency that requires the school to stop regular operations. Lockdown drills are part of our Crisis Action Plan. During a lockdown, students are required to stay in their classrooms. Teachers lock doors, turn off the lights, and keep students away from doors and windows.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

EMERGENCY SCHOOL CLOSING INFORMATION

An emergency closing form has been sent home for each student. It is very important that parents return this form to the school as soon as possible. This form advises the school personnel how your child will go home in the event of an emergency closing. If emergency instructions are not available, then the student will be sent home in the regular manner.

SCHOOL FACILITIES

School Hours

7:50 a.m. – 3:05 p.m.

Arrival

7:30 a.m. Students eating breakfast may enter the cafeteria. Others may sit in the auditorium.

7:40 a.m. First bell rings and students are escorted to classrooms.

7:55 a.m. All students should be in classrooms and instruction begins. Students will be considered tardy after 7:55 a.m.

For the safety of all students:

At arrival and dismissal times, please watch carefully for students and encourage your child to cross **ONLY** at crosswalks with a crossing guard.

Bike Riders

Students who ride bikes to school should wear helmets, walk their bikes at all times on campus, and follow all safety rules. Bikes should be locked with a chain on the bike rack.

Dismissal

Please do not come into the building to wait for your children at dismissal time. The teachers are instructed to dismiss their students at the appropriate times and areas. Students must leave campus promptly after being dismissed from school, as **there is no supervision provided by school personnel.** The FWISD Safety and Security will be contacted for students left at school for more than 45 minutes. **A home visit will be conducted by Safety and Security. If we are unable to reach a parent/guardian, the Fort Worth Police Department will be called for a resolution.**

Cafeteria Services

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Families are encouraged to complete and return a Family Lunch Survey so that our students can continue to receive a FREE breakfast and lunch daily.

The cafeteria will open to students before school beginning at 7:30 a.m. for breakfast. Unless the teacher or sponsor overseeing the activity gives permission, students will not be permitted to go to another area of the building or campus before 7:40 a.m.

Breakfast is served from 7:30-7:50. All students at East Handley ES are eligible for free breakfast and lunch. At 7:50 a.m., the serving line will close for breakfast. Students must be in their classrooms by 7:55 am.

Snacks, ice cream, and milk are sold separately and range in price from \$.30 - \$.50.

If you send a sack lunch from home, your child may still buy milk or snacks in the cafeteria. Please do not send drinks in glass containers.

Parents are encouraged to prepay for snacks by the week or month to eliminate sending money to school. An account number will be issued to each student. The student will then input their number into a keypad each time they make a purchase in the cafeteria. Their account will automatically be deducted, and you will receive a notice from the cafeteria manager when the prepaid amount reaches a minimum level. Students who owe money will not be allowed to purchase extra snacks or ice cream.

Questions related to meal service or lunch accounts may be directed to our cafeteria manager, at 817-815-4423. The FWISD website has information about paying for school meals online.

Teacher's Lounge and Workroom

Students are not permitted in the teacher's lounge, work room, or restroom.

Visiting at Lunch Time

Parents are welcome to eat lunch with their children. Our seating in the cafeteria is limited, so guests are asked to sit at the end of the table **with their child only**. Parents may bring food for their student but may not share that food with their student's friends. On days when we have a large number of visitors, duty teacher might ask you to sit in a different location. All visitors must sign in at the office and wear a visitor's sticker. Visitors should meet their children in the cafeteria – not in the classroom. Please remember that the first week of school is an important time as students will be learning the proper procedures in the cafeteria. **Parents who wish to take their children off campus during lunchtime must complete an early dismissal in the office.** Remember that the lunch period is only 30 minutes long and your child should return to school for the remainder of the instructional day.

TRANSPORTATION

School Sponsored

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

Buses

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus 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 bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit our school. Students who are not enrolled at East Handley Elementary are not permitted to be on school grounds during school hours. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Site Based Decision Making Team

The Site-Based Decision Making team is an integral part of school-based management in the FWISD. This team is comprised of 14 members, including the principal, four teachers, one non-teaching staff member, one district-level staff member, two parent members, two community members, two business members, and any other additional appointed members. The principal as leader of the SBDM team schedules with the team regular meetings which are participative decision-making sessions which focus on academics, programming, organizing, implementing and evaluating for excellence in all facets of the school's operations. Meetings are open, but only SBDM team members have a vote.

DIRECTORY INFORMATION

General information about district students is considered directory information and may be released to anyone who follows the school district's procedures for requesting it. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized sports and other activities, date of attendance, awards received in school, most recent previous school attended, and other similar information.

If you, as the parent or guardian of a minor student, object to the release directory information concerning your child, you must notify the school, in writing, or designate your request on the emergency card within ten (10) days. No response is required unless you refuse to allow this information to be made public.

Prior to the release of information, office personnel will review the student's emergency card and contact you about the request for information.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

[Further information may be found at policy FFAD.]

Head Lice (Pediculosis)

Students may be checked for head lice by the school nurse or other authorized personnel at any time during the school year at the request of a teacher or administration.

Bacterial Meningitis

Senate Bill 1 requires school districts to provide the following information annually:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord-also called the meningitis. 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 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.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- *Neisseria meningitides*-meningococcal meningitis; there are 5 subtypes that cause serious illness-A, B, C, Y, W-135.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also progress rapidly 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 a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and 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 (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

HOW SERIOUS IS BACTERIAL 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.

HOW IS BACTERIAL MENINGITIS SPREAD?

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 (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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.

WHAT IS THE RISK OF GETTING BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. 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.

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ACKNOWLEDGMENT FORM

My child and I have received a copy of the East Handley Elementary School Student Handbook and the Student Code of Conduct for 2018-2019. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

Printed name of student: _____

Signature of student: _____

Printed name of parent: _____

Signature of parent: _____

Date: _____