



Leonard Shanklin
Elementary
Parent-Student Handbook

2018-2019

(Last Revised On 8-8-18 At 7:00 A.M.)



INTRODUCTION

Campus rules of conduct and discipline, maintained in the campus student handbook are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. All teachers, administrators, and other district personnel are expected to respect the rights and privileges of students.

Campus handbooks are intended to augment the District Student Handbook and District Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail. District handbooks can be found on the district's website at www.luling.txed.net and shall be provided in hard copy upon request.

SHANKLIN ELEMENTARY SCHOOL

CAMPUS THEME/MASCOT

- The theme for 2018-2019 is "I Have The Power!"
- The mascot at Shanklin Elementary School is the Eagle.

OFFICE HOURS

7:15 a.m. – 4:15 p.m.

DAILY SCHEDULE

7:15 a.m. – Shanklin Elementary School doors and office open.

7:15 a.m. – 7:55 a.m. – Free breakfast is served to all students.

7:55 a.m. – Morning announcements and pledges occur.

8:00 a.m. – Tardy Bell – Any student not physically seated in class at 8:00 a.m. will be counted tardy.

3:40 p.m. – Students are dismissed.

4:15 p.m. – Shanklin Elementary School office closes.

ADMISSIONS

At the time a student is registered in the district, the following items will be copied from documents submitted by the parent/guardian: legal birth certificate of child, social security card of child, immunization record of child, proof of residence (typically a lease or utility bill), and photo identification of parent/guardian. The proof of residence must have the parent/guardian's name and physical address on it. Post office boxes will not be accepted.

ARRIVAL

Car riders may be dropped off in the front of the school (from 7:15-7:55 a.m.) or the back of the school (7:30-7:55 a.m.), regardless of grade level. Upon arrival to school, students should report to the cafeteria to eat breakfast. After eating breakfast, students will be dismissed to their homeroom or library for supervision.

Children need to be seated in their classroom by 8:00 a.m. Late arriving students are directed to the office for a tardy slip. Please encourage your child to be ready for the day to minimize classroom disruptions.

ATTENDANCE – COMPULSORY ATTENDANCE

Refer to the Luling ISD Student Handbook for detailed information regarding compulsory attendance. All enrolled students must attend at least 90 percent of the days school is in session in order to receive credit. There are 170 school days in the 2018-2019 school year. This means if a student is absent 17 or more days (excused or unexcused) he/she may not be promoted to the next grade level. Excessive absences or tardies will be referred to campus administration and/or district truancy personnel.

ATTENDANCE - ABSENCES

Regular school attendance is vital to educational development. Appointments should be scheduled, if possible, at times when the student will not miss instructional time. Whenever a child is absent, parents must submit a note to their child's teacher providing information regarding the absence. Notes should include: the full name of the student, the date or dates the student was absent, the reason for the absence(s), and the signature of the parent or guardian. Should a student be absent three or more consecutive days in duration, a signed note from the doctor should be submitted indicating the date of treatment and the date the student may return to school. Students should submit any absence notes to his/her classroom teacher for office submission with the written daily classroom attendance report. Upon receipt in the office, absence notes will be reviewed and coded as excused or unexcused. Parents should refer to the Luling ISD Student Handbook for a listing of excused absences. Should parents need clarification regarding if an absence will be coded excused or unexcused, they should contact the campus attendance clerk or a campus administrator.

ATTENDANCE – TARDIES

We encourage parents to see that children are at school on time each day. Tardy students miss out on a vital portion of our day. Additionally, tardy students disrupt the classroom when entering late. If a student arrives late to school, he/she should report to the office, accompanied by a parent to sign them into school. Office personnel will give the tardy student a permit to enter class. Late students should walk to their classrooms as the instructional day has already begun. The student will be counted tardy unless it was the result of school transportation problems or excused by the office due to extreme inclement weather, road construction near the campus, etc. If the student has a morning doctor's appointment, it is important that he/she bring a note from the doctor when returning to school that day. While it is understood that all clocks do not keep exact time, Shanklin Elementary School tardies are determined by the clock located on the television screen in the office which corresponds with the campus bell schedule.

BEHAVIOR EXPECTATIONS

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and will have a maximum opportunity to learn. All students have a right to learn; therefore, no child will be permitted to disrupt the learning environment. Behavior expectations will be posted in all classrooms and communicated to students and parents at the beginning of the school year. Students who choose to disrupt the learning process will be sent to the school administrators for appropriate disciplinary action. Shanklin Elementary School will follow the Luling ISD Student Code of Conduct. **Behavior intervention decisions will be determined by reviewing: the seriousness of the offense/offenses, the student's age and grade, the frequency of the misconduct, the student's attitude, the potential effect of the misconduct, and the interference of current behaviors with the student's ability to learn.** Parents will be notified of any action taken. **Please note that parents or volunteers are not allowed to reprimand or question children (other than their own children).**

It should be also noted that students who have frequent classroom behavior violations (as documented in notes home, telephone or in-person conferences, Class Dojo, and/or an office referral), could potentially not be permitted to attend the next field trip or classroom celebration without parent supervision. Additionally, students who have missing library books, missing textbooks, and/or lunch balances could potentially not be permitted to participate in the above activities until their obligations are met.

BIRTHDAYS

Parents are welcome to provide store bought treats for their child's birthday. Snacks (brownies, cupcakes, pre-cut cake) can be brought with all necessary paper goods/utensils at the beginning of the day for the teacher and child to distribute the last 20 minutes of the school day. **Parents should notify their child's teacher of this event a minimum of 24 hours prior to delivery so precautions/preparations can be made for classmates with medical issues such as food allergies.** No gifts, flowers, or balloons are allowed for delivery to students at school. These items should be taken care of after school hours. Additionally, should parents desire to distribute party invitations during the course of the school day, it is imperative that an invitation be given to every child in the class or minimally to all students of the same sex (should a sleepover be involved). Should parents desire to exclude any classmate, all invitations should be distributed at home and not on buses, the classroom, or on any part of the school's property. Staff members are not permitted to release home addresses.

BREAKFAST

Breakfast is free to all students at Shanklin Elementary School. Adults who desire to purchase a breakfast may do so for a small fee. The breakfast line closes at 7:55 a.m. Late arrivals (other than those arriving late on school buses) will not be accommodated. Parents eating with their children should be considerate of the time limit and encourage their children to join their class no later than 7:55 a.m. for morning announcements and pledges.

BUS BEHAVIOR EXPECTATIONS

Riding the school bus is a privilege. This privilege may be temporarily or permanently denied if a student's misconduct jeopardizes bus safety. Bus safety includes the safety of all riders including the student misbehaving, the bus driver, the bus monitor, pedestrians, and other motorists on the road. The violation of any of the following rules will immediately place the student into the bus discipline system. Please see the School Bus Rider's Handbook on the District Web Page www.luling.txed.net for complete details, including procedures and penalties.

- Cooperate with the bus driver at all times. Do not argue or show disrespect.
- Be courteous and respectful to other students and adults.
- Students must arrive at the bus stop five (5) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.
- Bus driver will not honk or wait for riders that are running out of their homes (very unsafe).
- Upon loading, students should move to an open or assigned seat and be seated. The driver will assign seats.
- Students will remain fully seated with feet on or toward the floor until the bus stops at the student's destination. Students must sit facing forward.
- When requested by the driver, students must immediately and correctly identify themselves.
- Students may only get on or off the bus at their authorized locations. If student misses his/her bus at their campus they will NOT be permitted to get on bus at a different campus. They will have to call parents to pick them up.
- Observe classroom conduct and keep noise to a minimum.
- Students will refrain from engaging in any disruptive and or offensive behavior such as fighting, scuffling, spitting, obscene/vulgar/profane language or actions, loud noises, etc.
- Students will not extend any part of their body, clothing or other articles out of the bus window and will also keep the walkway aisle clear.
- Physical intimidation (bullying) and sexual harassment cannot be tolerated. Let the bus driver know immediately if this occurs, even if you are not directly involved.
- Students will not throw, pitch, or shoot articles within the bus or out the window.
- Students will not carry dangerous or disruptive articles onto the bus (weapons, fire devices, knives, lighters, matches or other unsheathed pointed objects, etc.).

BUS BEHAVIOR EXPECTATIONS CONTINUED

- Skateboards, trading cards, balloons, sport balls, electronic devices, cell phones, etc., are not permitted.
- No animals, reptiles, fish, or fowl are permitted on the bus.
- Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus. Items may not interfere with other student(s).
- Tobacco products, alcoholic beverages, narcotics, drinks, chewing gum, candy, food, balloons etc., are not allowed on the bus.
- Any other item that may cause a safety problem is not allowed on the bus. If you are not sure ask.
- Students may not tamper with or damage the bus or associated equipment.
- Students may not open the rear or side emergency doors unless instructed by the bus driver.
- Students need to help keep the bus clean. Place trash in the appropriate container on the bus.
- Guest riders are permitted to ride with regular bus riders, *BUT ONLY* with pre approval if space permits.
 - Guest rider must have note from their parent/guardian.
 - Guest must take note to campus secretary to verify.
 - Guest rider must have bus pass to load bus with regular bus rider.
- It is unlawful for *ANYONE* to interfere with the operation of a school bus.

BUS CONCERNS

Parents and district staff members should report any bus concerns to the Transportation Department at (830) 875-3191. Student safety is the primary goal and any matter of importance to staff or the general public is of concern to the Transportation Department.

CAMPUS ADVISORY TEAM

The advisory team consists of various campus and district based personnel as well as parents, community leaders, and business representatives. The team works together monthly to advise the Shanklin Elementary School administration on a variety of issues that fall typically in the categories of budget, school communication/organization, curriculum/instruction, and staff development. Team members promote communication and understanding between the community and the school. The team focuses on student learning and the improvement of student performance. Should you have an interest in serving on the team, please contact the campus principal for more information.

CELEBRATIONS

Should you prefer that your child not participate in a scheduled activity or celebration, please provide a written note to your child's teacher. Students who aren't participating for religious, safety, or other reasons will be supervised in another classroom and/or provided with an appropriate alternative activity. Class parties will be held prior to winter break, Valentine's Day, and at the end of the year. On these three school-wide celebration days, foods which do not meet state snack standards may be brought and shared at anytime other than lunch time. Students are not permitted to wear costumes to school during the instructional day when school falls on Halloween. Please note there are no student gift exchanges held during school celebrations or other events.

CELL PHONES/PORTABLE ELECTRONIC DEVICES

Possession of a cell phone is a privilege. When in possession of a cell phone at school, it must remain off and out of sight. Additionally, the use of cell phones or any device (such as some smart watches) capable of capturing images is strictly prohibited at any time in restrooms even at a school-related or school-sponsored events. Students who violate this policy will receive appropriate disciplinary action including the confiscation of the device. Confiscated cell phones will be labeled and stored until a parent or guardian personally arrives to pick it up. Please note that cell phones will be picked up and stored in the office during state-mandated testing days. Students will be given their phones back at the end of the day. It should be further noted that other portable electronic devices such as (but not limited to) iPods, iPads, MP3 players, etc. should not be brought to school. Again, these devices will be confiscated and stored until a parent or guardian personally arrives to pick it up during normal office hours.

CHAPERONES

Chaperones will be selected by random drawing on the date that permission slips are due. School requested chaperones should ride the bus to assist in the supervision of students. If the venue permits, non-chaperoning parents may drive their own car, pay separately, and attend the trip. Chaperones must complete the online Volunteer Application at least 14 days before the field trip. Please remember that once an adult in a child's family has chaperoned on a field trip, preference will be given the remainder of the school year to students whose parents have not had an opportunity to be an adult chaperone. Younger or older siblings should not accompany chaperones on the trip. Non-Shanklin Elementary students may not ride Shanklin Elementary School buses on field trips.

COMMUNICATION

Each Tuesday, parents should expect to receive take-home communication folders containing your child's graded papers for each subject. These papers are for parents to review so parents are informed about how their child is doing in school. The Eagle Express (the campus newsletter) will be distributed on Tuesdays to keep parents informed of information and upcoming events. The newsletter will also be distributed via Class Dojo.

CONFERENCES

Teachers are always willing to discuss your child's progress with you. Often teachers plan together during their planning/conference periods or have meetings to attend after school. Please call the school office, write the teacher a note, or e-mail the teacher in advance when you desire a conference so a mutually convenient time can be arranged during a teacher's planning/conference period or after school. Teachers are only allowed to conference with the legal parent/guardian of a child. Be sure to first meet with a teacher regarding any concerns before scheduling appointments with administration.

CUSTODY

School personnel cannot and will not be placed in the midst of a custody battle. Ensure that any pertinent court orders are on file in the office.

DISMISSAL

The dismissal procedures are designed to make after school dismissal safe and as speedy as possible. Dismissal begins at 3:40 p.m.

- Students who walk home from school will be escorted by staff members who have been assigned to the three crosswalks along Hackberry (Houston, Travis & Bowie).
- Students who ride LISD buses will be escorted to the bus loading area at the side of the school.
- No parking is allowed in the pickup areas.
- Car rider pickup will occur at the front and back of the school only. Car riders will wait at the designated pickup location (second and fourth grades at the front of the building on Houston Street and third and fifth grades at the back of the building on Hackberry Avenue). Siblings will go to the oldest sibling's location. Parents should enter the pickup locations slowly and carefully. Parents should form one single-file, curb-side line and remain in their vehicles.

DISMISSAL CONTINUED

- Due to safety concerns, parents will not be allowed to walk across the car pick up line in the front or back of the school to pick up children. Parents will be expected to wait in the car line for the safety of all students and staff members.
- All students are expected to be off school grounds when supervision ends at 4:00 p.m. Students who are not picked up in a timely manner will be escorted into the main office and parents will be notified.

DISMISSAL CHANGES

At the beginning of the year, parents and guardians complete an After-School Action Plan so teachers are apprised of how students would routinely get home. To ensure your child's safety, **you must submit a written request if your child's afternoon arrangements are different from the regular routine. These requests should be delivered immediately to the classroom teacher upon the student's arrival.** Parents needing to pick up students for medical appointments or other reasons must report to the school office to sign out their children. Keep in mind that if parents/guardians send another person to pick up a child, the parent must send a written note to the office indicating the need for another individual to pick up their child on that specific day and time. Anyone picking up a child may be required to show valid identification. **If at all possible, try to schedule appointments during the time your child is not in school to maximize his/her instructional time and not interrupt the educational process of your child's classmates.**

For unexpected dismissal changes, parents may telephone the campus office and provide student dismissal changes prior to 2:40 p.m. to ensure message delivery to the student and teacher. Dismissal changes should never be left as a recorded message on office or teacher telephones.

DRESS CODE

In order to facilitate the administration in maintaining a safe and orderly campus, Shanklin Elementary has implemented the following district-wide dress code restrictions.

- 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 campus prohibits any clothing or grooming that in the campus administrator's judgment may reasonably be expected to cause disruption of or interference with normal school operations.**
- The campus prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene OR advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- The campus prohibits improperly fitting clothing; baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts.
- The campus prohibits any clothing that reveals the midriff or undergarments while standing or sitting.
- The campus prohibits tops that are strapless or backless, that have spaghetti straps, or low cut necklines.
- The campus prohibits shorts and skirts that do not extend beyond the fingertips when arms are extended at one's side.
- The campus prohibits any gang-associated clothing or colors.
- The campus prohibits any piercings in any place other than the ears.
- The campus prohibits visible tattoos, both permanent and temporary.
- The campus prohibits hats, caps, bandanas, and do-rags inside the school building except for religious or medical purposes. Hats and caps, if worn outdoors, must be worn facing forward.
- The campus prohibits flip-flops, slippers, and house shoes as shoes safe for daily outdoor physical activity (such as tennis shoes) should be worn.
- The campus prohibits chains attached to pants or wallets.

EMERGENCY INFORMATION

Please notify the school immediately, in writing, if there are any changes in your address, phone number (home and work), diagnosed allergies/other health conditions, or with your emergency contact person(s). In the event of an emergency, the school can only contact those persons listed on the emergency form. Current and complete information is vital for your child's safety and well being. These cards are designed for medical situations that have been deemed emergencies by school personnel. Emergency contact persons do not have the authority to pick up your child from school in any other situation unless written permission has been provided prior to the pick-up.

FIELD TRIP DISCLOSURE STATEMENT

Field trips are subject to last-minute cancellation by Luling ISD for various reasons related to student safety or other concerns in light of local or national concerns. Luling ISD, its agents, and employees, will NOT be responsible for any non-refundable monies paid by students, parents, or guardians in the event trips are canceled. The world situation today makes us cautious in planning events months ahead. You need to be aware of the personal and financial risks and responsibilities that you are undertaking if any monies are paid for any trip. Please know that the campus will do its best to reschedule any canceled field trips. If a canceled trip cannot be rescheduled, Shanklin Elementary School will refund any fees that did not have to be paid in advance. Additionally, should any child or guardian not be able to attend a trip due to illness, there will be no refunds for field trip fees the school must pay in advance.

FIELD TRIPS

Each grade may take school-sponsored field trips during the year as approved by the administration. All field trips should align with the specific grade level's essential knowledge and skills. Students must have permission slips signed by the parent/guardian in order to participate. We are unable to grant telephone permission, therefore, it is very important that each student return the signed permission slip. Some field trips may require a fee. Parents/guardians should let teachers know if the fee is a hardship. Teachers are responsible for distributing field trip information.

Each student on the field trip is a representative of the entire school. The rules of conduct appropriate to school are appropriate on a field trip. The whole school will be judged by those on the field trip, and the very best behavior is demanded.

School requested chaperones should ride the bus to assist in the supervision of students. Siblings are not allowed to attend field trips.

FOODS WITH MINIMAL NUTRITIONAL VALUE/STATE FOOD COMPETITION RULINGS

The state legislature has mandated that certain items not be brought to school and shared. This means that parents cannot bring sodas and candy to share at lunch with the friends of their children. The only exceptions to the FMNV ruling are the designated school-wide party celebration days which the state allows anything to be served (outside of the meal period). Should you have any questions or concerns, please contact the principal.

FUNDRAISING

Fundraising projects are to be kept to a minimum. Under no circumstances are groups or sponsors to plan or implement fundraising drives without the permission of the principal. Students are not to sell anything to benefit personal needs or non-school related organizations.

GRADING POLICY & GENERAL STUDENT WORK INFORMATION

- Teachers will record a minimum of two grades, per week for all content areas. A minimum of two summative grades will be recorded in each content area each six weeks.
- Grades must be authentic and aligned directly to assignments tied to the Student Expectations for the course. As such, participation grades will not be accepted.
- Teachers will post grades within 48 school hours after an assignment is due.
- Students who scored a 69 or below on a summative assessment will be provided the opportunity to retest with an alternative assessment over the same essential knowledge and skills. The highest grade a student can receive on a retest is a 70. Please note that only one retest will be allowed per failed assessment. If the student's second attempt is lower than the initial grade, then the higher grade will be recorded. Teachers will notify parent of any need for reteaching/retesting and record the communication in Eduphoria's Journal note tab.
- Grades must be balanced between formative and summative assessments during each grading period. Below are examples of formative and summative assignments along with their weighted category:

Formative: Daily (40%)	Summative: (60%)
Checks for Understanding Workstation Artifacts Student Journal Quizzes Exit Tickets Graphic Organizers Homework	Unit Exams Tests Performance Assessments Presentations Essays

Make-Up Work/Advance Work Requests: In the past, many parents have requested work for their children prior to family vacations that took place during the school year, or have asked teachers to send make-up work to the office (or with a sibling or friend) when their children were absent due to illness. This practice often caused teachers to take instructional time away from the students who were present, and many times the work was not completed by the absent students. All missed work will be made available upon a student's return to class. No advance or make-up work will be provided early. Students will be given a day to complete work for every day he or she is absent.

Forgotten Work/Materials: Students and parents entering classrooms after dismissal have inadvertently interrupted conferences with other parents and/or staff members. Students and parents should not return to classrooms after school to retrieve previously forgotten work, materials, etc. Students and parents should not ask custodians to unlock classroom doors. This will encourage students to take personal responsibility for their materials and learning.

Modified Work: Modified work will be provided only to students who are identified dyslexia, 504, and/or special education students as specified in their individual plans.

HEALTH SERVICES INFORMATION - GENERAL

- School health records are a part of your child's permanent record. Parents are asked to complete a Health History form for their child at the beginning of each school year, and update it as necessary. Parents are further asked to keep emergency contact information current.
- The Student Health History form is very important to the school nurse and the staff who are involved in your child's education. Please document any allergies, medical conditions and health concerns your child may have.
- Students with a temperature of 100 degrees will be sent home. They will not be allowed to return until they have been without fever for 24 hours.
- Students who are suffering with a diarrhea, nausea, or vomiting should not come to school. They should remain home for at least 12 hours after the symptoms have subsided.

HEALTH SERVICES INFORMATION – GENERAL CONTINUED

- If your child has symptoms such as a rash, lethargy, a severe/persistent sore throat or cough, and/or is experiencing difficulty breathing, they should be kept home and their doctor called.
- Children with redness and discharge from one or both of their eyes should be kept home and evaluated by their care provider.
- If students are prescribed antibiotic ointment for their eyes, they should remain at home for 24 hours after the treatment has begun.
- Students who become ill at school will be kept in the clinic until a parent can be contacted. Out of concern for the ill student and the other students who may be in the office or health clinic, parents are expected to pick-up their children promptly after being notified.
- Prescription medications may be given out at school by the nurse only with written permission from the physician.
- All medications must be brought to school by the parent/guardian or a responsible adult in its original container. Please do not send any medications to school with your child in their backpack or their pocket. Any medication sent to school with the student will not be administered and will need to be picked up by the parent/guardian.
- All medications must be in the original container, with a proper label, including the student's name, name of the medication, directions and date.
- Medications that are needed to care for emergencies, (seizures, asthma, anaphylaxis, diabetes), will be given, but must be accompanied by an Action Plan that is signed by the physician and the parent. The Action Plan is essential to the care of children with asthma, diabetes, seizures, and anaphylaxis. Without the plan and the necessary medications, your child may be restricted from participation in field trips and other off-campus opportunities. Our main concern is the health and safety of the children. Please discuss this with the nurse.
- If your child has a food allergy, such as peanuts, it is imperative that you let the staff know. A physician's order is required to make the necessary accommodations in the cafeteria. We will take every precaution to assure that your child is not exposed. Please inform the staff of all health concerns.
- All medications must be picked up by parent at the end of the school year. No medications will be stored in the nurse's office over the summer.
- If your child is hospitalized, medical clearance should be submitted when returning to school. This must include the child's name, dates he/she was under a doctor's care, date of release/clearance, and any activity restrictions or limitations.
- To be in compliance with state law, and district policy, every child's immunization record must be current. Please verify your child's immunization record at the beginning of the school year.

HEALTH SERVICES INFORMATION – LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the student may return to school. The child will be sent home again if they are found to have live lice upon returning to school. If the child is found to have nits, but no live lice, a letter will be sent home to the parent. It is very important that all students, whether found to have lice at school by the nurse or at home by a parent/guardian, be treated and nits removed before returning to school.

HONORS ASSEMBLIES

Honors assemblies are held at the end of each grading period for second-fifth grade students. Students have the opportunity to earn honor roll status. Principal's Honors is reserved for students who make all 90's-100's on his/her report card. Honor roll status can be reached if a child makes all 80's-100's on his/her report card. Students **(who have no tardies and no absences during a grading period)** will be recognized for perfect attendance. Additional awards for citizenship, Accelerated Reader, and other areas determined by campus leadership in collaboration with input from the Campus Advisory Team may also be earned.

LOST AND FOUND

Parents are urged to label all articles so that lost items can be quickly identified and returned to the owner. The teacher temporarily holds articles found in the classrooms until retrieved by the owner. After a reasonable time, these articles will be placed in the Lost and Found area in the cafeteria. Parents are welcome to come by and check for lost items. Items left after several months will be donated to charitable organizations and/or our school health suite.

LUNCH APPLICATIONS

Each year, parents must apply for free and reduced lunches for their children, even if they received free or reduced meals in the past. Parents who do not submit a completed application will have to pay full price meals until the application has been submitted correctly and approved. Please note this process can take up to two weeks at the beginning of the school year as approval is determined by household income. Applications are distributed on the first day of school. Additional copies are available in the school office.

LUNCH - GENERAL

Students may bring their lunch from home or may purchase a lunch from the cafeteria. A lunch menu is distributed to students at the beginning of each month. Please limit microwavable food for meals. Students are not allowed to use the microwave without assistance. Time, equipment, and personnel are limited during lunch. Please note that beginning in the 2018-2019 school year, lunch snacks (such as popcorn) will not be microwaved due to time, equipment, and personnel limitations.

Students are to take everything they need, including napkins and utensils, as they go through the serving line. Returning to the serving line is not permitted. Students sit at assigned tables as indicated and may talk quietly to other students next to them or directly across the table from them. Students are to remain seated in the cafeteria through the lunch period. As a health precaution, students are not allowed to share food. Additionally, students are not permitted to leave the cafeteria except in case of an emergency. Students are typically under the supervision of campus paraprofessionals while at lunch and are expected to be respectful of the paraprofessionals as they are of their teachers.

LUNCH PAYMENTS

A computerized meal accounting system is in use at our school. This system has been specifically designed to allow parents to purchase lunch (full price or reduced) for their children on a weekly, bi-weekly, or monthly basis. The system establishes an account for each child and provides relief for parents and school staff from daily payments and collections. The child's account is charged when the child eats a meal. If a child is absent or brings lunch from home, the account balance remains the same. Parents may pay online (www.MySchoolBucks.com). More information is available on the district's website under About Us, Departments, Food Service, Links, Documents, and My School Bucks.

Parents may also send cash or a personal check to school. Please make checks payable to Luling Food Service Program. Please write the child's name and teacher's name on the memo portion of the check. Payments will be posted on the computer. Remember that if you are sending cash or a check, place the payment in an enveloped labeled with the child's name, amount, and teacher's name.

LUNCH PAYMENTS CONTINUED

If students do not bring lunch money, full pay students are allowed to accrue three meal charges and reduced status students will be allowed to accrue six meal charges after their account balance reaches zero. If money still has not been sent for meals, students will receive a designated menu alternate such as a cheese sandwich, veggie sticks, fruit, and milk. All a carte items must be paid with cash until the student account is funded.

MEAL PRICES

Breakfast:

- Free to all Shanklin Elementary students.
- Adult - \$2.65

Lunch:

- Reduced – 40 cents
- Full Price Student - \$2.30
- Adult - \$3.65

MESSAGES TO STUDENTS

Please refrain from calling the school to give your child a message unless it is an emergency. We discourage interrupting the instructional process to deliver messages, and we do not have the necessary staff to handle non-emergency messages. Likewise, we discourage the students from using the phone unless it is an emergency.

MONEY

Children are urged to bring money to school only when it is needed for lunch, supplies or other routine requirements. Surplus money often causes problems. **Since the school cannot accept responsibility for money brought to school by students, parents are urged to send exact change whenever possible.** Checks are acceptable at Shanklin Elementary School; however, please be aware that our bank charges a service fee when checks are returned to us. Any returned check fees are the check writer's responsibility. Any money (check or cash) should be placed in a sealed envelope. The envelope should be labeled with the child's name, the teacher's name, and the reason the money was sent. Please be aware that post dated checks should not be submitted for any fundraisers or payments. Check writers assume liability for any fees incurred should post dated checks be sent to school.

Also, please note that cash may not be submitted to teachers for classroom book orders. Checks or money orders should be made out to the name of the book company. Or, parents may order on-line. See your child's teacher for details.

PARENT/TEACHER BOOSTERS (PTB)

Our school has an active PTB that is dedicated to supporting our teachers and involving parents and the community in a wide variety of school functions while providing assistance in the educational process. Please get involved!

PHYSICAL EDUCATION CLASS & RECESS

Children should wear closed toe tennis shoes and comfortable clothing each day to allow them to safely participate in physical education class as well as recess. Girls should wear shorts or leggings under dresses or skirts.

PLAYGROUND SAFETY

Due to supervisory and safety concerns, only Shanklin Elementary students should be on the playgrounds during school hours.

SAFETY DRILLS/EVACUATIONS

Regular fire, tornado, lockdown, and bus drills are required in every public school. Monthly fire drills will be conducted while tornado, lockdown, and bus drills will occur periodically during the school year. We ask that all visitors exit the building along with the students and staff during all drills. School evacuation diagrams are posted in each classroom.

SCHOOL PROPERTY

Children who willfully destroy school property (textbooks, equipment, desks, windows, etc.) will be fined according to the damage done. State law mandates that it is the student's responsibility to keep his/her books covered at all times to protect them from damage.

SCHOOL SUPPLIES

Students are expected to have the necessary supplies for school each day. Supply lists are available from the main office and the district's web site. Be sure to check periodically for supplies that need to be replenished.

TEXTBOOKS AND LEVELED READERS

Teachers employ a system to record the number of all books (textbooks, leveled readers, etc.) issued to children. Textbook checks are conducted each grading period. Should a book be lost, the teacher will send the appropriate student to the office. Campus administration will charge the appropriate fine to replace the lost book, issue an appropriate letter to the parent, and track payment.

TOYS/PERSONAL ITEMS

Unless they are part of the instructional program and pre-approved by the classroom teacher, toys are not permitted on school grounds. These items tend to interfere with the instructional program. Additionally, students should not bring anything of value (radios, expensive jewelry, compact disc players, DVD players, video games, iPads, trading cards, etc.) to school. If these items are brought to school, they will be confiscated by the teacher and turned in to the campus principal where they will be labeled, stored, and returned on the last day of school unless a parent personally comes to school to retrieve the item(s). Additionally, live animals should not be brought without special arrangements being made in advance with the classroom teacher. Live animals should never be carried on the school bus.

TRAFFIC SAFETY

By Texas State Law:

- **You must obey all posted traffic and speed limit signs at all times.**
- **Cell Phones** – Holding a cell phone while it is in use is illegal in a school zone.
- **Buses** – You cannot pass a bus when red lights are flashing.

TRADING, BUYING, OR SELLING ITEMS

Students may not trade, buy, or sell lunches, snacks, or personal items at school or on the school bus.

VISITORS – CLASSROOM OBSERVATIONS

Luling ISD parents/guardians are welcome to witness the engaging activities taking place in our classrooms. Parents/Guardians in classrooms are there as observers and should not become involved in discussions or classroom activities unless invited to do so by the teacher. If there is a need for a discussion with the teacher, a conference must be scheduled outside of instructional time. To maintain an orderly educational environment, parents/guardians should not bring siblings or other children with them for classroom observations. Cell phones and paging devices must be turned to silent or off while in instructional settings. Parents/Guardians shall observe the class in which their child is a member. If a parent/guardian chooses to visit his/her child during class time, the following procedures apply:

VISITORS – CLASSROOM OBSERVATIONS CONTINUED

- A classroom observation request must be made by the parent/guardian to the campus administration and the teacher at least 24 hours in advance of the proposed visit. The campus administration and teacher must approve the timeframe in which a parent/guardian intends to observe the student's classroom.
- Parents must sign in through the campus' main office and present a current ID. No person, other than the student's parent/guardian will be allowed to observe the student in the classroom without the parent/guardian's written permission or the parent/guardian being present.
- Classroom observations are limited to two 45-minute visits per school year.
- Classroom observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the campus administration.
- This policy does not apply to those who, by law, are permitted to visit with children, such as CPS or law enforcement personnel.

VISITORS – GENERAL INFORMATION

Parents/Guardians are always welcome at Luling ISD. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. (Campus administrators retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school.) All visitors, including parents/guardians, are required to report to the campus' main office to sign in. All visitors must present one of the following forms of identification in exchange for a visitor's pass (which will be held in the office until the conclusion of the visit): Valid Driver's License (any state); State-Issued ID Card; or a Green Card.

The visitor's pass must be worn at all times while on campus. Following the conclusion of the visit, visitors should check out at the campus' main office by returning their visitor's pass and receiving the personal ID held in the office during the visit.

Please Note: Luling ISD schools utilize the Raptor Visitor Management System, which works with the National Sex Offender Registry. The purpose of this system is to ensure that adult visitors on campus do not pose a threat to any students. Since all visitors will be screened by Raptor, there is no administrative requirement to escort parents/guardians and volunteers following the initial visit unless determined by a campus administrator.

VISITORS - SECURITY

For the safety of our staff and students, all non-staff members should enter and exit the school only through the front door and then proceed to the office to register and get a name tag. Please do not ask a staff member to let you in through a side door.

VISITORS – STUDENTS

Only students who are enrolled in the school are allowed to attend classes during the school day.

VOLUNTEERS

Please consider being a campus volunteer. Whether you attend a field trip, supervise students at an annual dance, assist with Field Day activities, speak to students during Career Week, or lend a hand in the classroom...all adults must formally apply to be a volunteer.

Volunteers must complete a volunteer application and a criminal background check. The application can be found on the LISD website (www.luling.txed.net) under the Community Tab. Volunteer applications should be submitted to the LISD Central Office for processing. Processing may take up to two weeks. Volunteers must reapply annually. Volunteers must adhere to campus guidelines and expectations in order to continue with volunteer work.

Shanklin Elementary Best School Compact 2018-2019

Research shows that when parents are involved in schools, students achieve more, attendance is better, grades and test scores are higher and graduation rates increase. Students are also more likely to reach his/her highest potential for intellectual, social, emotional and physical growth. Family involvement in education is critical for the success of students. To accomplish this, parents, teachers, and students need to work together. We ask that you agree to do this by signing and returning this agreement.

Student Agreement

As a student, I understand that I need my education in order to become a productive citizen. I will be responsible for:

- ✓ Reading every day
- ✓ Attending school on time every day
- ✓ Being prepared each day with all materials and assignments
- ✓ Giving my parents/guardians my communication folder each Tuesday and returning it each Wednesday
- ✓ Following the school rules and being responsible for my behavior
- ✓ Keeping a positive attitude
- ✓ Always doing my best

Student Signature: _____

Date: _____

Parent/Guardian Agreement

As a parent, I will help my child meet his/her responsibilities. I will be responsible for:

- ✓ Reviewing student folders and work each day and signing any applicable logs, communication, etc.
- ✓ Sending my child to school on time each and every day so they can have breakfast
- ✓ Sending my child to school each and every day with a good night's sleep
- ✓ Sending my child to school prepared and ready to learn
- ✓ Sending my child to school appropriately dressed per the district's dress code
- ✓ Reading to and with my child
- ✓ Establishing a time for homework and reviewing it daily
- ✓ Participating as appropriate in decisions related to my child's education and positively using extracurricular time
- ✓ Supporting the school in its effort to maintain proper discipline
- ✓ Communicating (via e-mail, Class Dojo, phone call, conferences, notes) minimally at each reporting period with the teacher regarding academic and behavioral concerns
- ✓ Promptly attending scheduled parent/teacher conferences
- ✓ Providing updated contact information when changes occur
- ✓ Supporting the school by volunteering for activities whenever possible

Parent/Guardian Signature: _____

Date: _____

Teacher Agreement

As a teacher, I want all my students to succeed academically. I will be responsible for:

- ✓ Being professional and respectful of students, parents and peers
- ✓ Providing instruction in a way that will motivate and encourage my students
- ✓ Providing homework assignments for students
- ✓ Providing a positive and safe atmosphere for learning
- ✓ Posting grades within 48 hours after an assignment is due
- ✓ Providing re-teaching of concepts/skills to students who scored 69 or below on an assessment within 5 school days as well as providing an opportunity to retest on an alternative assessment
- ✓ Sending home graded work each week in Tuesday communication folders
- ✓ Responding to e-mails and phone calls within 48 school hours
- ✓ Communicating (via e-mail, Class Dojo, phone call, conferences, notes) minimally at each reporting period with the parent regarding academic and behavioral progress with parents and students
- ✓ Enhancing skills through professional development

Teacher Signature: _____

Date: _____

This compact was developed at the Campus Advisory Team meeting on July 26, 2018.