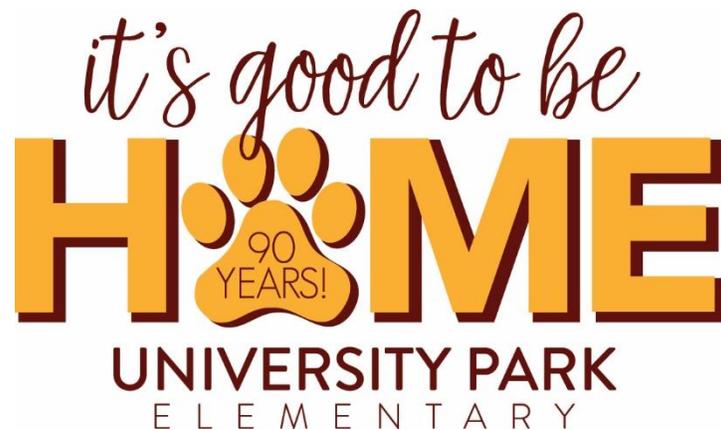


# University Park Elementary Student Handbook 2018-2019



## **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, Highland Park ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Girls Athletic Coordinator, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs, 4220 Emerson Avenue, Dallas, TX 75205, 214-780-3000.
- All other concerns regarding discrimination: Superintendent of Schools, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.

[See policies FB, FFH, and GKD.] <http://www.hpisd.org/Departments/BoardofTrustees/BoardPolicies.aspx>.

## Table of Contents

ACADEMICS	5
Class Placement .....	5
Field Trips.....	5
Grades, Progress Reports and Report Cards.....	5
Grade Placement of New Students.....	5
Grading Guidelines.....	5
Homework.....	7
Instructional Materials.....	8
Books.....	8
Supplies .....	8
Testing.....	8
Tutoring.....	8
ATTENDANCE	9
Assignment Requests.....	9
Notification .....	9
Requirements.....	9
Attendance and Absence Procedures.....	9
Student Leaving Campus During the School Day.....	10
Tardies.....	10
BEHAVIOR EXPECTATIONS	11
Bullying.....	11
Campus Code of Conduct.....	11
Cell Phones and Other Electronic Devices .....	11
District Code of Conduct.....	12
Dress Code .....	12
Harassment .....	12
Responsible Use Policy.....	13
Vandalism.....	13
CALENDARS	13
District Calendar.....	13
School Calendar .....	13
CARPOOL	13

Carpool Arrival and Dismissal .....	13
Cell Phone Use By Parents .....	14
COMMUNICATIONS	14
Campus Communications .....	14
Student Directory.....	15
Parent Communication to Teacher.....	15
Parent Teacher Conferences.....	15
Phone Messages .....	16
Problem Resolution.....	16
School Cancellation and Delayed Openings.....	16
DAILY PROCEDURES AND GENERAL INFORMATION .....	16
Class Schedules .....	16
Morning Entry .....	16
Other Information.....	17
Building Access After Hours .....	17
Financial Assistance .....	17
Forgotten Items .....	17
Lost and Found.....	17
Pets at School.....	17
Valuables.....	18
Pledge of Allegiance and Moment of Silence .....	18
ENROLLMENT AND ANNUAL PROCESSES	18
Annual Residency Verification .....	18
Back to School Sign Up.....	18
Enrollment .....	18
Requirements and Policies.....	19
School Tours.....	19
FOOD AT SCHOOL	19
Cafeteria and Lunch .....	19
Food and Nutrition.....	20
Birthday Treats/Celebrations.....	20
Food Allergies.....	21
Skyward Cafeteria Plan .....	21

OPPORTUNITIES FOR INVOLVEMENT	21	
Campus Leadership Committee .....		21
Class Parties .....		21
Classroom and School Visitors .....		22
Curriculum Night.....		22
Dads Club .....		22
Open House.....		22
Parent Education Committee.....		22
Parent Volunteers .....		22
Volunteer Opportunities.....		22
Room Parents.....		23
Preschool Association .....		23
PTA.....		23
SAFETY	23	
Parent Reunification Procedures .....		23
Safety Drills and Procedures .....		23
SPECIAL PROGRAMS	24	
Dyslexia Program .....		24
English Language Learners.....		24
Section 504 Plans .....		24
Special Education.....		25
Student Support Team.....		25
Talented and Gifted .....		25
SPECIALS INFORMATION	26	
Fine Arts (Art and Music) .....		26
Foreign Language in Elementary School (Passport to Spanish).....		26
Library .....		26
Physical Education .....		26
Medical Excuse from PE.....		26
Recess.....		26
Playground Guidelines .....		27
Swing Safety.....		27
Slide Safety.....		27

Climbing Equipment Safety.....	27
SUPPORT SERVICES	28
Health Services.....	28
Attendance Guidelines for Illness .....	28
First Aid for Illness and Injury .....	28
Head Lice.....	28
Immunization Requirements .....	29
Medications .....	29
Student Health Advisory Committee .....	30
School Counselor .....	30
Request for Private School Recommendation .....	31
Student Records.....	31
Withdrawal .....	31

## ACADEMICS

### Class Placement

This process involves a great deal of thought, planning, and collaboration among professional personnel, including the campus principal. We believe that parents have a special lens to their child as a learner. Although requests for a specific teacher are not accepted, parents are welcome to provide special information about their child which they feel would assist school officials in making placement decisions.

### Field Trips

Each grade level plans two field trips related to the curriculum each academic year. Parents will be provided advance notice of the trip. A general waiver completed during Back to School Sign Up must be on file in order for a child to participate. Field trip fees are collected during Back to School Sign Up. Please contact the principal if financial assistance is needed. Field trip guidelines are available for parent volunteers accompanying classes on the trips. In the interest of safety and to support the academic purposes of the field trips, siblings are not able to accompany parent chaperones on field trips with students.

### Grades, Progress Reports and Report Cards

Teachers are required to assess student learning in all academic areas of the curriculum, including special subject areas. Grades are based on student progress and mastery of the Texas Essential Knowledge and Skills (TEKS). Progress is reported formally through a report card that is distributed each nine weeks electronically through Skyward Family Access. The Parent Guide to the Report Card, available at the [HPISD Curriculum website](#) may assist in interpreting the standards on which students are evaluated and the criteria for evaluation. Students must meet requirements for promotion as reflected in the Texas Education Code.

[See Report Cards/Progress Reports and Conferences in the HPISD Student Handbook.]

[See also Grading Guidelines.]

### Grade Placement of New Students

Students enrolling in kindergarten must be at least five years old on or before September 1 of the current school year. Students enrolling in first grade must be at least six years of age prior to September 1 of the current school year. Students new to the district in grades 2-4 will be placed initially at the grade level attained outside the district. The principal will then determine final grade placement based on evaluation of prior performance, results of achievement tests, and results of assessments based on the state essential knowledge and skills for subjects within a grade level.

### Grading Guidelines

Elementary Grading Guidelines (required by Board Policy [EIA \(Legal\)](#) and [\(Local\)](#))

1. Standards for Mastery  
In kindergarten through grade 4, promotion to the next grade level shall be based upon the student's performance on assessment instruments and determined by the student's parent, teacher, and an administrator, in accordance with administrative regulations.
2. Elementary Grading and Reporting Procedures

- a. Official Grade Reports
  - i. Report Cards
    - (1) Grade reporting period: Grade reports shall be issued every nine weeks for students in Kindergarten-Grade 4. Parents are required to view the Report Card on Skyward Family Access and electronically sign to document parent review.
    - (2) Means of reporting student's mastery of concepts and achievement:
      - (a) Grading Key
        - 4.0 Mastery beyond the Learning Target
        - 3.0 Mastery of Learning Target
        - 2.5 No major errors or omissions regarding score 2.0 content and partial knowledge of the 3.0 content
        - 2.0 Approaching Learning Target
        - 1.5 Partial knowledge at score 2.0 content but major errors or omissions regarding score 3.0 content
        - 1.0 Insufficient Progress
      - (b) Grades reflect a collection of evidence to determine the growth of the student at the end of the nine-week grading period
    - (3) Re-teaching and reassessing for mastery is an ongoing process
    - (4) Grades are not determined by one assessment
  - ii. Progress Reports
 

Students showing insufficient progress at the midpoint of the nine-week reporting period shall be issued a progress report. Interim progress reports may be issued at the teacher's discretion at any time. Students not showing expected progress will be offered tutoring and/or intervention services on the campus.
  - iii. Grade Book
 

The grade book represents student growth and performance on the collected evidence throughout the nine-week grading period.

    - (1) Types of Assignments:
      - Collection of Evidence
      - Class Performance
      - Observations
      - Conferences
      - Work Samples
      - Formative and Summative Assessments
      - Data Collection
      - Digital Portfolios
      - Products
  - iv. Makeup Work
    - (1) Students are required to make up all work missed as a result of an excused absence, and full credit will be given for all assignments.
    - (2) Students are allowed the same number of days as the number of excused days missed to make up all work.
    - (3) If a student is absent 3 or more days, the parent may contact the teacher to request a collection of makeup work.
- b. Homework
 

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills. Homework will not be assigned as punishment.

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

- To provide drill that helps the student practice basic skills of a subject.
- To give the student practice or extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To help the student prepare for classroom work.
- To allow the student to make up work after an absence.
- To provide a means of re-teaching essential knowledge and skills.

[See Grading Guidelines in the HPISD Student Handbook.]

## Homework

Homework is the link between school and home that shows what children are studying and develops habits of mind and skills necessary for optimizing learning. Homework should be consistent and based on quality vs. quantity. In accordance with the National PTA, homework guidelines updated and adopted by the Campus Leadership Council (5/13/2015) will be:

**Kindergarten:** Kindergarten homework includes daily reading from class Home Readers. Any additional homework, if assigned, should not exceed 10 minutes.

**1<sup>st</sup> Grade:** 10 minutes plus assigned reading time

**2<sup>nd</sup> Grade:** 20 minutes plus assigned reading time

**3<sup>rd</sup> Grade:** Third grade starts with 20 minutes of reading and math as needed. Reading times increase throughout the year as we finally reach 35-45 minutes by the end of the year. All minutes are recorded on Student Reading Log and is part of the reading grade on the report card.

### **4<sup>th</sup> Grade**

1. 20-30 or more minutes nightly reading totaling 150 or more minutes per week
2. 10-20 minutes math homework M-Th, which includes nightly multiplication fact practice
3. 10-20 minutes spelling two nights per week and studying for Friday tests
4. When projects are assigned, we will adjust other homework assignments as needed.

## **Makeup work in accordance with HPISD Board policy**

One day is allowed for makeup work for each day a student is absent for excused personal illness or appointments with health care providers.

## **Homework tips for parents:**

- Ensure your child has a quiet, designated space to study in your home
- Help students understand and review the work covered in class
- Monitor student understanding of the lesson
- Encourage student to learn more on subjects studied
- Implement a daily "Study Time",
- Assume your student will study nightly

[See also Grading Guidelines.]

## Instructional Materials

### Books

State guidelines require that textbooks be covered at all times. The student is responsible for lost or damaged books and fines may be levied to compensate for loss or damage. The school may not sell state-owned books; however, parents can purchase them directly from local publishers if students wish to have a permanent copy.

### Supplies

A supply fee is included in online Back to School Sign Up as a convenience to parents to avoid back-to-school shopping for school supplies. The PTA makes no profit for this service. The PTA is able to take advantage of bulk pricing by ordering supplies for all students. This process ensures all students have the same supplies at the lowest cost. The supply fee includes most consumable supplies requested by the teachers for each student during the school year. Individual supplies will be given to your child in the classroom on the first day of school. Families who need financial assistance for the supply fee should contact the principal.

[See Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials in the HPISD Student Handbook.]

## Testing

District professional staff members administer the STAAR (*State of Texas Assessments of Academic Readiness*) in grades 3 & 4 and FPA (Reading assessment) in grades K-4 in accordance with state/district guidelines. The HPISD maintains a testing calendar that reflects all district-wide assessments that are administered to students. The dates are posted on the UP Calendar of Events. Parents are notified of testing windows and dates in advance of both standardized and curriculum-based assessments. Other tests are given as required for special programs such as Take Flight, TAG, Special Education and/or ESL.

[See also Standardized Testing in the HPISD Student Handbook.]

## Tutoring

Board policy prohibits teachers from receiving compensation for tutoring students from their own classroom. However, teachers are available to provide tutoring for students who need help beyond that which they receive in the classroom. Please talk with your child's teacher to schedule a time for your child. Parents may find that this extra help at school will eliminate the need for after school paid tutoring.

School Day Specialized Reading and Math intervention is provided to students identified as needing additional support and assistance in mastering reading and math standards. Eligibility is based on student performance on HPISD Curriculum-based Assessments and identified educational need. This tutoring is provided in a focused/strategic setting that also attends to preferential group size. Check with your teacher for specifics.

## ATTENDANCE

### Assignment Requests

Students who are absent two consecutive days or longer may request assignments on the second day. Student assignments should be requested by emailing the teacher no later than 11:00 am on the second day of the child's absence. Parents may pick up the assignments in the main office.

Students with excused absences have a period equal to the number of days missed to make up assignments. Absence for one day does not excuse a student from previously assigned work or tests due or occurring on the day of his/her return. It is the student's responsibility to check with the teacher concerning makeup work upon returning after an excused absence. In cases of unexcused absences, the teacher will provide copies of any handouts upon the student's return so that the student will be familiar with the concepts covered during the absence. Please refer to your teacher's guidelines regarding specific makeup work practices.

Because teachers often make changes in assignments during the day, a student will not be given assignments prior to his/her absence.

[See Makeup Work Because of Absence in the HPISD Student Handbook.]

### Notification

Parents will receive notification from the school when their child has accumulated between 10-18 absences. According to the Texas Education Code, a student in kindergarten through grade four shall not be given credit or promoted to the next grade if he or she has been in attendance fewer than 90% of the days in a school year, unless an Attendance Review Committee designated by the Board grants credit. The principal has the authority to waive the committee hearing and may grant credit if it is determined that all of the absences were due to extenuating circumstance and the student's academics were not affected.

**When a student is absent**, parents should email [upattendance@hpsid.org](mailto:upattendance@hpsid.org) as close as possible to 8:00 am to notify the school. In the event both parents are traveling and the parent has given responsibility for their child(ren) to a friend or family member, we must have that in writing (email) or we will not be able to release the student to the assigned temporary guardian. Email those also to [upattendance@hpsid.org](mailto:upattendance@hpsid.org). **Please do NOT email/text the teacher.** If the teacher should happen to be absent, the office will not receive the message.

### Requirements

[See Attendance in the HPISD Student Handbook.]

### Attendance and Absence Procedures

All public schools are required by law to maintain records to reflect the average daily attendance of their students.

- Students are expected to be prompt and regular in attendance. Students not in their seat @ 8:00 am are marked TARDY and must come to the main office for an admit slip.
- Students absent at 10:00 a.m., the district determined attendance period, shall be counted absent for the entire day. Students present at this time shall be counted present for the entire day. 19 Texas Administrative Code 129.21(a)

Absences should be reported by email to [upattendance@hpsid.org](mailto:upattendance@hpsid.org) . The email message should contain the child's full name, date of absence, and reason for the absences. (THESE EMAILED NOTES SHOULD SIMPLY COME FROM THE PARENT, NOT A MEDICAL PROFESSIONAL) An unverified absence will be marked as unexcused. *Send those emails!*

Exceptions: A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Funding purposes if:

1. The student is participating in a Board-approved an extracurricular activity or public performance, which is under the direction of the District's professional staff or an adjunct staff member.
2. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days of travel shall be limited to not more than one-day travel to and one-day travel from the site where a student will observe the holy days.
3. The student has a documented appointment with a health care professional during regular school hours. If that student begins classes or returns to classes on the same day of the appointment, the appointment must be supported by a signed note from the health care professional. A student whose absence is due to a doctor visit and not in his/her seat at the 10:00 am attendance-taking period will be marked clearly as a "D" in Skyward designating that the child is excused due to a note on file.

### Student Leaving Campus During the School Day

Students are not to leave the school without permission. If students plan to leave school before the regular dismissal time, the parent or guardian MUST check out the child at the office.

Procedure for checking student out during the school day:

- Parent or guardian should send a note with the date, time, and reason for leaving directly to the classroom teacher so the student can have their things together and be prepared to leave.
- Parents or guardians are expected to sign out the child in the main office.
- Student returning to school will sign back in the office before returning to class.
- Authorization for any person or relative other than the parent or legal guardian to check student out during the school day must be made in writing by the parent or guardian prior to check out. Authorization may also be made in Skyward during BSSUP or by contacting the office.

### Tardies

Students not in their seats at 8:00 a.m. are considered TARDY and are required to get a tardy slip from the main office. Just as regular attendance is an important part of school success, punctuality is a critical factor and life skill. Late arrivals are disruptive to the child, the teacher, and the learning environment of the entire class. **Please make every effort to have your child at school on time.** Excessive tardies may result in a referral to the office and conference with the principal.

[See Tardies in the HPISD Student Handbook.]

## BEHAVIOR EXPECTATIONS

### Bullying

Bullying is not tolerated by the District, and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the reporting process is a violation of District policy and is prohibited. Students or parents may report an alleged incident of bullying, orally or in writing or anonymously online, to a teacher, school counselor, principal, or other District employee.

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

[See Bullying in the HPISD Student Code of Conduct.]

### Campus Code of Conduct

Our campus philosophy of discipline is based on developing strategies and interventions to help students make informed choices to improve their behavior, and to help teachers focus on learning in a well-managed environment.

Students are expected to observe the following University Park Elementary School Code of Conduct:

We will show respect for ourselves and others by:

- Keeping hands, feet, and other objects to ourselves;
- Not disrupting learning in the building;
- Listening and following directions;
- Walking safely and quietly in the building
- Arriving on time with necessary materials.

Classroom teachers will communicate with parents to help students develop responsible self-managing behaviors. Repeated offenses and behavior that is disruptive to the learning of others may result in removal from the classroom at the discretion of the principal.

### Cell Phones and Other Electronic Devices

Remember that it is against the law to use or text on your cell phone when driving in the school zones in the City of University Park. We also respectfully ask parents limit cell phone usage while in the building during the instructional day.

Cell Phone Use for Students:

- Students may use the office phone in the case of an emergency with a note from their teacher.
- Students may bring cell phones to school for the purposes of safety only. Use of cell phones during the school day may disrupt teaching and the learning environment. They

are to remain turned off and inside backpacks. Cell phones are not allowed to be used while the child is in the custody of the HPISD unless given specific permission by a staff member. This time period starts when the doors of UP open each school day at 7:30 am and extends to the time the student exits the building. These guidelines will be followed during after school activities, field trips, including time spent on school buses.

- If a cell phone rings or if a student is using one without permission, UP staff will follow this protocol: confiscate it and send it to the office. After the first infraction, the student may pick up item at the end of the school day. After a second infraction, a parent must pick up the item. After a third infraction: the item will be stored for pick-up after the last day of school.
- The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

This policy includes electronic devices such as Apple watches and other multifunction devices that either take pictures, have the ability to send and receive text messages and/or make phone calls.

Students with cell phones should have them stored in lockers and turned off during the school day from 7:30 am until dismissal. Student cell phones should never be in use or visible, unless specifically directed by the teacher as a component of a supervised instructional activity.

We kindly ask that parents limit cell phone usage while in the building during the school day.

[See Electronic Devices and Technology Resources in the HPISD Student Handbook.]

### District Code of Conduct

Click [HERE](#) to view the District's Student Code of Conduct.

### Dress Code

Students are expected to be neat, well-groomed, and appropriately dressed for school. Tennis shoes are required in physical education classes. Any style of dress or grooming which detracts from the instructional process is not acceptable. Examples of unapproved choices include:

- Tube tops or halter tops (no midriff may be shown)
- Lightweight nylon or plastic shorts or pants that can be seen through
- Any garment or accessory with inappropriate pictures or comments
- Shorts which are very tight, very baggy, or short
- As a common courtesy, hats and caps are to be removed when inside the building, except on designated "Hat Days."

Final decisions on the appropriateness of school dress rest with the principal. Situations not covered by the guidelines will be evaluated based on whether they disrupt the learning environment or create a hazard.

[See Dress and Grooming in the HPISD Student Handbook.]

### Harassment

[See Harassment under Dating Violence, Discrimination, Harassment, and Retaliation in the HPISD Student Handbook.]

## Responsible Use Policy

[See Responsible Use of District Technology Resources in the HPISD Student Handbook.

[See also Unacceptable and Inappropriate Use of Technology Resources in the HPISD Student Handbook.]

## Vandalism

Students are encouraged to be good stewards of the shared resources of the campus. Textbooks are to be covered, library books returned in a timely manner, and school property treated respectfully at all times. Students will be fined the repair/replacement costs for damaged property.

[See Vandalism in the HPISD Student Handbook.]

## CALENDARS

### District Calendar

Click [HERE](#) to view the District calendars for 2018-2019.

### School Calendar

School activities and facilities reservations are posted on the HPISD Activities Calendar, which can be filtered for campus specific activities for University Park Elementary. Subscribe for calendar updates. Information on specific classroom activities is available from the classroom teacher.

Click below to access the Activities Calendar:

<http://hpid.intand.com/index.php?type=view&action=month>

## CARPOOL

### Carpool Arrival and Dismissal

#### **THE SAFETY OF ALL UP CHILDREN IS A PRIORITY OF THIS STAFF AND COMMUNITY!**

Parents and staff members work together to provide UP students supervision upon arrival and at dismissal from school. **Parents carpooling to school will be provided grade-level color-coded window signs to expedite the process in the first day packet. A complete list of carpool riders should be posted on the sign in bold, black marker.** Carpool drivers are expected to post the sign prominently in the front or passenger side window when in the carpool queue. Parents are requested to cooperate with the established rules for parking and the operation of the carpool lines. **Never leave your car unattended in the carpool line. Be alert, children often act in unexpected and impulsive ways.** Detailed carpool maps/procedures will be in your first day packet along with carpool window signs and available on the school's website.

#### **Queue Lanes on Amherst Avenue become NO PARKING zones at 2:15 pm.**

\*All exit plans and carpool arrangements must be discussed and communicated to your child's classroom teacher.

Parents are responsible for supervision of students on school property, on the playground or athletic fields, after dismissal. Students who walk home from school should leave school property immediately after dismissal. Students who are not picked up will be brought to the main office to make a phone call and wait there to be picked up.

Parents should communicate any changes in regular dismissal arrangements on a particular day directly to the teacher prior to 2:00 pm. Emergency changes may be directed to the office after 2:00 pm.

Tips:

- Have a rain plan that is communicated with the teacher. Traffic is heavier on these days.
- Consider parking a block or two away from prime drop off and pick up spots and walking to dismissal locations to pick up your student.
- Carpooling reduces the number of cars in the queue lanes, which is very helpful. Please consider carpooling if you are not already.

Extended school day parents should check with the extended school day leader to determine which door to use as an entrance for pickup.

**Walkers:** Cross the streets only at intersections. Please do not walk behind or through parked vehicles. Cross at major intersections designated as school crossing guard crosswalks. Be extra careful crossing alley ways.

**Bicycle or Scooter Riders:** Follow the same guidelines as stated for walkers. For the safety of bicyclists and walkers, bicycles and scooters must be walked NOT RIDDEN when on the sidewalks around the University Park campus. Bicycle riders are expected to dismount, get control of and walk their bicycles through intersections guarded by the crossing guard.

Pedestrians always have the right of way.

[See Conduct Before and After School in the HPISD Student Handbook.]

### Cell Phone Use By Parents

Remember that it is against the law to use or text on your cell phone when driving in the school zones in the City of University Park & the City of Dallas. We also respectfully ask parents limit cell phone usage while in the building during the instructional day.

Please be a courteous and patient driver and communicate with your student prior to pick up where you plan to be so that you are not using your cell phone in the school zone.

## COMMUNICATIONS

### Campus Communications

A variety of print and electronic communication tools keep our parents informed about the activities and events available to students and families of the University Park Elementary

Community of Learners. **There is no reason to go uninformed.** Archival copies are maintained on the school website. Please take time to familiarize yourself with the following:

- **Thursday Folder:** All students take home a folder each Thursday containing student work samples, information and notices from the school.
- **Panther News:** This is the official communication newsletter of University Park Elementary. Panther News is an emailed weekly newsletter and is the place for announcement/reminders and events taking place. Panther News is distributed on Monday mornings through the egroup distribution lists set up during Back to School Sign Up.
- **UP's Homepage:** The web page located at <https://up.hpsd.org/> is a resource that is full of information about the University Park Elementary School.
- **UP E-Blasts:** A group e-mail used to distribute timely and “just in time” information to the families of University Park Elementary School.
- **Morning Announcement Program:** We start the day on the same page school-wide by listening to morning announcements that begin at 8:00 am sharp. Campus administrators and students collaborate to provide the program which includes the U.S. and Texas pledges, observing a minute of silence, celebrating student birthdays, and information about events in our school.

### Student Directory

The PTA publishes a University Park Directory with class rosters, lists of families, school calendar, lists of faculty and staff, volunteer worker schedules, and policies and procedures specific to UP. The directories are distributed in the early fall to each family that purchases one or more during Back to School Sign Up. Copies may be purchased from the UP Spirit Shop. Families who have purchased the directory may also download and access the Directory on their smartphone through the Directory App.

### Parent Communication to Teacher

Teachers may be contacted by sending an email. Teachers are expected to meet with parents during their daily scheduled conference time and return phone calls or emails in a timely manner, generally at the end of the instructional day. If a parent needs to get an emergency message to a teacher, they should contact the main office, as teachers may not have access to email during instructional time. **Parents, please do not contact teachers by text message during the school day.** *Thanks for protecting instructional time.*

### Parent Teacher Conferences

Our staff welcomes the opportunity to conference with parents about their child(ren)'s educational progress and educational program. In order to protect instructional time, however, conferences should be scheduled during conferences periods or after school hours. Impromptu conferences interrupt instruction that is in progress and critical to our student's success. Teachers may be contacted by sending a note or e-mail. Teachers are expected to meet with parents during their daily scheduled conference time and return phone calls or e-mail in a timely manner. **To schedule an appointment with the principal, please contact Paula @ [richarp@hpsd.org](mailto:richarp@hpsd.org)**

## Phone Messages

Best advice is to plan ahead. Decisions about afternoon transportation, appointments, and other information for students need to be made before students come to school in the morning. Messages for students will be emailed to the teacher, but the office cannot guarantee that messages will be read by a particular time. It is not possible to leave the office and clinic unattended in order to deliver messages to classrooms, and we will not interrupt class over the public address system with individual student messages.

## Problem Resolution

The philosophy of Highland Park ISD educators is that the needs of students are best served when a cooperative partnership exists among teachers, students, and parents. It is our belief that problems or concerns are best resolved at the point nearest the situation. The three-step process for addressing concerns is as follows:

1. Teacher and child confer. Most problems can and should be resolved between teacher and child.
2. Teacher and parent confer, with the child included if appropriate.
3. Teacher and parent confer, with the principal or counselor included as appropriate.

[See also Complaints and Concerns in the HPISD Student Handbook.]

## School Cancellation and Delayed Openings

In the event of severe weather or other emergency conditions that result in school closing or delayed opening, the Highland Park ISD will post information on its website at [www.hpisd.org](http://www.hpisd.org). In addition, the district will attempt to communicate updated information through local media.

[See also Safety for Emergency School-Closing Information in the HPISD Student Handbook.]

# DAILY PROCEDURES AND GENERAL INFORMATION

## Class Schedules

Classes in grades kindergarten through grade begin at 8:00 am (first bell is at 7:50 am) and dismiss at 3:15 pm.

## Morning Entry

**Students & parents may arrive on campus at 7:30 a.m. and will be expected to go the gym where they will be supervised by school staff until 7:50 am.** Students will be able to enter their classrooms at 7:50 am, when the first bell rings.

Students arriving earlier than 7:30 am for classroom tutoring will be given entry details by their teacher.

Teachers are on duty in the classrooms beginning at 7:50 am, when students may enter the classroom. Morning announcements begin at 8:00 am. All students are expected to be in their

seats at that time, or they will be counted as tardy. To protect instructional time, we ask that parents walking students to their classroom leave the classroom when the 8:00 am bell rings to signal the start of the academic day.

All visitors are required to present identification and sign in at the front office and wear a visitor badge at all times while on campus.

## Other Information

### Building Access After Hours

Access to the building is not available after hours, on weekends or during vacations. To schedule a school-sponsored activity requesting school facilities, email Paula at [richarp@hpsid.org](mailto:richarp@hpsid.org). To request use of the facilities for a non-school sponsored event by a community organization, contact the Highland Park ISD district office at 214-780-3000 and ask for Pat Gonzalez.

### Financial Assistance

In order to provide every student with the opportunity to participate in all aspects of the school program, scholarship funds are available to assist students when necessary. The decision to award scholarships is based on financial need determined by the principal. Contact the main office for guidelines and application forms.

[See also Cafeteria Services under School Facilities in the HPISD Student Handbook.]

### Forgotten Items

In an effort to protect instructional time by minimizing classroom disruptions, the office will only accept medicine, coats, jackets, shoes & eyeglasses to deliver to a student. **Lunches/snacks/water bottles are not accepted.** If your child forgets his/her lunch, you may bring it to them at their lunch time or simply have them purchase a school lunch in the cafeteria.

### Lost and Found

Please make every effort to label your child's property, e.g., coats, jackets, gloves, back packs, lunch boxes, etc. Lost items which are turned in are placed in UP's Lost and Found. Items not claimed by the end of each semester are donated to charity. **University Park Elementary School is not responsible for items lost/found on the school property.**

### Pets at School

**Pets are not permitted on the school grounds.** For the safety of our children, parents are requested to refrain from walking pets to arrival and dismissal, inside the school building or to community-wide events held on the school grounds.

University Park City Ordinance: Sec. 2.606 Dogs on School or Adjacent Property A person commits an offense if, without the express permission of an authorized school official, he or she allows, suffers, permits a dog under his or her ownership, custody, or control to go on or be on any school grounds or other property of the Highland Park Independent School District, or any private preschool, kindergarten, primary or secondary school, at any time, or to go on or

be on any sidewalk, parkway or public property abutting school while school is in session. (Ordinance 06/02 adopted 1/17/06)

#### Valuables

Students should not bring valuables to school. If a student brings a valuable item to school as part of a demonstration for a class project, the student should receive prior approval from the teacher and permission from the parent.

#### Pledge of Allegiance and Moment of Silence

[See Pledge of Allegiance and Moment of Silence in the HPISD Student Handbook.]

## ENROLLMENT AND ANNUAL PROCESSES

### Annual Residency Verification

Annual Proof of Residency is a process each family must complete every summer prior to the beginning of school. If the residency paperwork is complete and current from the enrollment process (deed or updated lease in addition to a driver's license at the same address), then you will only be required to submit a new water or electric bill for the address where you reside. If the residency documents on file are incomplete or do not match the submitted utility bill, you will be required to provide new residency documents that match. Requirements and submission procedures will be available on the District's website during the summer.

Click [HERE](#) for information regarding the Annual Proof of Residency.

### Back to School Sign Up

Annual Back to School Sign Up is a process that each family completes online every August. During this annual online process, you will update family information and required documents as well as have the opportunity to pay for supplies, yearbooks, directories, spirit wear, etc. Your Skyward login and password will be used to complete Back to School Sign Up.

### Enrollment

The enrollment process begins with HPISD's paperless enrollment packet. After creating a family account, the system guides parents through the rest of the steps. Upon completion, all online forms are sent electronically to the appropriate campus. Several must be printed and delivered to the campus with the following required documents:

#### Proof of residency:

- Copy of a contract or deed or current lease of reasonable duration, and
- Original, current electric or water utility bill at the same address, and
- Copy of parent or legal guardian's driver's license at the same address

#### Additional documents:

- Completed enrollment pages to be printed from the online process
- Certified copy of the student's birth certificate
- Copy of student's social security card
- Immunization records
- Copy of custody papers, if applicable

Withdrawal form from former school, if the school year has started  
Most recent report card for students enrolling in grades 1-11

Click [HERE](#) to view information about Enrolling a New Student.

#### Requirements and Policies

All of our campuses are accepting new students. An elementary student will be placed in his/her attendance zone school unless the grade level at that campus is full. If there is not space available, the child's name may be added to a waiting list. However, until space becomes available, the child will be placed at a campus within HPISD that has classroom space available. All of HPISD's elementary schools are excellent, and all have earned the top accountability ratings from the state.

Click [HERE](#) to view HPISD's enrollment policies. Enter each of the following policy names: FD(Legal), FD(Local), and FD(Regulation) in the policy code box. Here is a summary of the policies:

The family must reside within the school district boundaries.  
To learn about the district definition of "resides," please see [FD\(Regulation\)](#).  
Click [HERE](#) to view the boundaries of the district and the attendance zone for each elementary.

Tuition for out-of-district students is not permitted.

In order to enter kindergarten, a child must be five years of age on or before the first of September. In order to enter first grade, a child must be six years of age on or before September 1.

#### School Tours

We are always happy to welcome visitors to our campus. Parent volunteers conduct school tours for prospective parents on a scheduled basis. Contact the school office for further information.

## FOOD AT SCHOOL

### Cafeteria and Lunch

Students are provided a 30-minute period for eating lunch each day. Students have the option of bringing lunch from home or making choices from selections available in the cafeteria. A menu is provided for your information on-line at UP's website. Our cafeteria is managed by the PTA in cooperation with HPISD. Check the Cafeteria section of the [up.hpsid.org](http://up.hpsid.org) website for up to date cafeteria pricing. Students are to follow any instructions given by faculty members supervising the cafeteria.

#### Basic Rules of Conduct for Students

- Remain seated at tables.
- Be respectful to other students and teachers at all times.
- Keep hands and feet to yourself to keep others safe.
- Use good table manners and eat only from your tray.

- Use quiet voices and speak in a conversational tone
- Pick up and throw away all trash from your lunch

#### Guidelines for Parents

- Parents or their designees may NOT bring in commercially prepared or food prepared at home for any student other than their own child.
- No food will be allowed in the classroom unless part of an approved curriculum defined activity, allowable grade level snacks or in conjunction with cafeteria overflow.
- If you are coming to have lunch with your student, please sit at the visitor table with your student. Due to allergy issues and parent permissions, please do not invite another child to sit with you.

[See Visitors to the School in the HPISD Student Handbook.]

#### Food and Nutrition

Schools are in a powerful position to influence children’s lifelong dietary habits, and we, in partnership with parents, should work hard to convey the importance of good nutrition and the development of good eating habits and healthy lifestyles. In addition, nutritious meals and foods can improve students’ concentration, academic success and overall health.

The school will follow as a guideline the FMNV policy set forth by the USDA and Texas Department of Agriculture which does not allow the following foods of minimal nutritional value to be sold or given away on school premises by the school, teachers, or any other person or group during the school day:

- Any carbonated beverage
- Water ices--any frozen, sweetened water such as “...sicles” and flavored ice with the exception of products that contain fruit or fruit juices.
- Chewing gum
- Candy

Exceptions to this are special education classrooms, nurse administration of Individual Health Plans (IHP), and approved school holiday celebrations or special events such as annual class parties or curriculum study units determined by the teachers and approved by the principal.

#### Birthday Treats/Celebrations

We celebrate every child’s birthday with special recognition on the morning announcements and in the classroom.

- Due to food allergies and nutritional guidelines, parent, grandparent or caregiver is asked to NOT bring birthday treats to distribute to other students in the class, either in the classroom or cafeteria. Please be aware that children in the school may have severe allergies to certain food products. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products for these special events.
- Do NOT bring party favors, hats, small gifts, or blowers, etc., in the cafeteria. With the sheer numbers we have, it is impossible to manage.
- Candles are never allowed in the school, as required by the UP Fire Code.

- No unscheduled treats should be dropped by the classroom, playground or cafeteria during the school year.

[See Celebrations in the HPISD Student Handbook.]

#### Food Allergies

The school nurse will provide information regarding students' allergies to teachers and staff that work directly with those students.

All classrooms and common areas that are food allergen free will be marked with an "Allergy Aware Area" sign. No products containing food allergens may be brought into these areas.

In the cafeteria, a designated "Allergy Aware" table is available for each class. Students with food allergies should sit in the designated "Allergy Aware Area" of the table assigned to their class. Students with any food that may cause an allergic reaction must sit at the other table assigned to the class. The table will be cleaned separately from the other cafeteria tables.

Students are asked to wash their hands before and after eating lunch and snacks.

[See Food Allergies in the HPISD Student Handbook.]

#### Skyward Cafeteria Plan

The cafeteria utilizes the Skyward debit system. This is a pre-paid system, so that your child does not have to carry cash to school for their lunch purchases. A valid credit card is required to open and maintain the account (as an overdraft protection), but the account can be funded by cash, check, or credit card. Payments may be deposited by giving a check made out to "UP Cafeteria" to the Cafeteria Manager or parents may make deposits using a credit card online through Skyward Family Access fee management. Please see the Cafeteria section of the UP website for specific details regarding this system.

Students may also use cash daily.

## OPPORTUNITIES FOR INVOLVEMENT

#### Campus Leadership Committee

A Campus Leadership Council (CLC) shall be established on each campus to assist the principal in accordance with district policy BQB(LOCAL). The council shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal or designee. The council shall serve exclusively in an advisory role except that each council shall approve staff development of a campus nature. The council shall perform duties as described at BQB(LEGAL).

#### Class Parties

Classes are limited to a maximum of two parties during the school year. Teachers coordinate these parties with the room parents.

## Classroom and School Visitors

**School security is an important priority. All visitors are required to sign-in upon arrival and must wear a badge while on campus.** All doors are secured at 8:00 am.

Round-the-clock video surveillance equipment at entry points provides additional security for our UP campus. Visitors to the school **MUST** use the front main entrance.

[See Volunteers in the HPISD Student Handbook.]

## Curriculum Night

At the beginning of each academic year, grade level and program level teaching professionals will schedule meetings for the purpose of conducting a curriculum overview, share grade level performance expectations and host a classroom visitation. Check the UP Homepage and the PTA Calendar of events for a listing of these very important meetings and make plans to attend. Curriculum Nights are for parents only.

## Dads Club

The Dads Club meets for breakfast during the year to discuss school issues and to help plan activities. Members also work with the PTA to appropriate funds to support instructional enhancements such as equipment and teacher scholarships. The Dads Club hosts and supports a variety of events including the wildly popular Father/Son and Father/Daughter Breakfasts during the school year.

## Open House

The spring open house for parents and students is held in March. The UP community is invited to visit classrooms and enjoy our annual Art Fair. This occasion provides our teachers an opportunity to showcase the many products of our student's exceptional learning.

## Parent Education Committee

The Parent Education Committee is a district-wide committee designed to support families and the healthy social and emotional development of students. Activities include support for Red Ribbon Week and a parent speaker series throughout the year. Events will be posted on the campus and district calendar. Information is available from the school counselor and PTA.

## Parent Volunteers

### Volunteer Opportunities

The UPPTA Volunteer Website at <http://www.uppta.org/> provides a convenient platform to manage your volunteer schedule of classroom and school activities. Login to the volunteer website to view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal settings. You can also receive automatic email reminders of your volunteer assignments.

Keep in mind that volunteers are prohibited from distributing any food items or other gifts to students during classroom visits.

Parent Volunteers must complete all **required** security checks, then sign-in and badge up at the front desk located in the office.

Parents must wear a badge at all times when on campus.

### Room Parents

Room parents are selected by the PTA from those volunteering on a form found in the first day packet, with special consideration to those who have previously had this opportunity. Their jobs include arranging chaperones for field trips, organizing and recruiting help for class parties, leading the class at Field Day, and generally being helpful to the teacher on an “as needed” basis.

### Preschool Association

The UP Preschool Association (UPPA) welcomes into its membership all parents living in the UP school zone who have children kindergarten age and younger. See <http://uppa.org/>.

### PTA

The University Park PTA (UP PTA) provides on-going support for the children, staff, and educational programs of the school. Please check the school calendar posted on the UP website and the Panther News for scheduled PTA meetings. During these meetings, information is given concerning school issues and activities, and plans for providing volunteer and financial support are developed. The PTA operates the cafeteria, supply room and Spirit Shop in cooperation with the Highland Park ISD.

## SAFETY

### Parent Reunification Procedures

If an emergency occurs that requires students to be removed from the school, they will be taken to an alternate safe location. Parents will be notified of the alternate location and given instructions about how to go there to pick up their child. Remember, students can only be released to a parent, legal guardian, or an adult who is listed as an emergency contact on school records, so be sure to keep that list updated. Anyone attempting to pick up a student must show proper photo identification.

### Safety Drills and Procedures

UP Elementary has a Campus Emergency Operations Plan in place to keep our students safe. In the event of an emergency or disaster situation, our school has two goals:

- To ensure the safety of students and staff
- To keep parents and the community informed with accurate and timely information.

Here are some of the procedures we have in place to keep our students safe:

- Evacuation, fire and lockdown drills are conducted throughout the school year.
- Our campus emergency response plan includes communication with our local police, fire and medical services and other responding agencies.
- Every classroom teacher has been trained in our emergency response procedures and there is a quick reference guide in each classroom.

During a shelter response, such as a tornado, students and staff will move to the safest area inside the building.

- We ask that parents do not come to the campus, as the doors will be locked and students will not be released until the incident is over.
- Following the emergency, the school district will work with safety officials to determine the appropriate action, such as evacuation or early dismissal.

During an evacuation, students and staff leave the building to prevent harm or injury due to an emergency inside the school, such as a fire or gas leak.

- If students must leave the building for safety reasons for an extended period of time, parents will be contacted with information about when and where to pick children up.

During a lockdown, all interior and exterior doors are locked and students are secured in their classrooms.

- No one except emergency personnel will be allowed to enter or leave the building.
- We ask that parents do not come to the campus, as the doors will be locked and students will not be released until the lockdown has ended.

[See Safety in the HPISD Student Handbook.]

## SPECIAL PROGRAMS

### Dyslexia Program

The dyslexia program is a regular education program offered for students who need extra support and practice in literacy skills, utilizing the Take Flight curriculum from Texas Scottish Rite Hospital for Children. Participation begins with teacher referral based on educational need. Students must meet eligibility criteria and receive parental permission prior to placement. Services will be provided after all requirements for participation are met.

[See Students with Physical or Mental Impairments Protected Under Section 504 in the HPISD Student Handbook.]

### English Language Learners

This program is offered at University Park Elementary for HPISD students in grades K-4 who meet state eligibility criteria. The focus of the ESL Program is on the development of English language proficiency for students who are speakers of other languages. The ESL curriculum provides a multisensory language arts program and includes activities that promote and develop student proficiency in listening, speaking, reading and writing in English.

[See Students Who Speak a Primary Language Other Than English in the HPISD Student Handbook.]

### Section 504 Plans

A committee of knowledgeable persons may be convened to determine whether a child can be identified as an individual with a disability under Section 504/ADA. This means that the student will be entitled to all of the procedural protections provided by Section 504/ADA and the right to

have the child's education individually designed so as to meet his or her needs as well as those of non-disabled students. These rights are spelled out in the Notice of Rights and Procedural Protections document. As an individual with a disability under Section 504/ADA, the student may need an individual plan of accommodation and/or services. If so, such a plan will be developed by the 504 team. Questions or requests for more information may be directed to the school counselor.

[See Student with Physical or Mental Impairments Protected Under Section 504 in the HPISD Student Handbook.]

### Special Education

Special education and related services are specially designed instructional services mandated by the state to support students with disabilities within the general curriculum. The intent of the support services is to enable all students with disabilities to make progress in the general curriculum, to participate in extracurricular and nonacademic activities, and to be educated and participate with peers in the public school system, to the same extent as non-disabled peers.

Eligibility for special education services is determined through a referral/assessment process which is initiated upon parental consent if it appears to the Student Support Team that a child has needs which could be met through such services. Programs available at UP Elementary include speech/language therapy, Resource, and Positive Behavior Support classrooms. Students whose needs require other services may receive these services on another campus if the ARD (Admission, Review, and Dismissal) Committee determines that this is needed.

[See Students Who Have Learning Difficulties or Who Need Special Education Services in the HPISD Student Handbook.]

### Student Support Team

The Student Support Team (SST) meets regularly to consider the individual needs of students. The SST may include an administrator, counselor, diagnostician, psychologist, and nurse, as appropriate, to consider the needs of students referred to the Team. An administrator, classroom teacher, counselor, or parent may refer students to the SST. The SST considers referrals for supportive counseling, crisis intervention, Talented and Gifted (TAG), English as a Second Language (ESL), and ADA eligibility and accommodations, such as the program for students with dyslexia. The SST also may refer students for a special education evaluation. The SST is designed to comply with the requirements of Child Find and the ADA. Questions or requests for more information may be directed to the school counselor.

### Talented and Gifted

The TAG program for Explorations and Math serves gifted students in accordance with state mandates. Students meeting district-developed criteria, including standardized test results, are invited to participate in this program. Kindergarten and 1<sup>st</sup> Grade students are served in their classrooms. Students identified and qualified through district testing for TAG services in grades 2, 3, and 4 spend some time out of their regular classroom with the campus TAG specialist teacher and gifted peers. Information and testing for the TAG program takes place in January for beginning services the following year. Parents must submit an application for their child to be tested by the December deadline. Parents of new students transferring into HPISD may refer their child for TAG testing within three weeks of enrollment. Contact the campus TAG specialist for additional information about TAG services or for referral procedures.

See also Gifted and Talented in the HPISD Student Handbook and the [TAG website](#) .

## SPECIALS INFORMATION

### Fine Arts (Art and Music)

Arts education plays a vital role in the overall development and academic success of our students. All students have the opportunity to attend classes in both art and music for 1 hour total weekly as part of the specials rotation.

### Foreign Language in Elementary School (Passport to Spanish)

In school year 2018-2019, all students have the opportunity to attend classes in Spanish for a total of one hour weekly to develop second language proficiency. In addition, other special events, activities, and interdisciplinary projects are planned with classroom teachers and the Spanish teacher to develop cultural awareness and second language exposure for all students.

### Library

All students will visit the library for research opportunities and check out books during class time. Not only does the Library Media Center act as a traditional library with books and reading-related activities, but it also has digital literacy materials and e-books. Kindergarten students can check out one book at a time, and 1st, 2nd, 3rd and 4th grade students can check out two books at a time; books are due after one week. Students are reminded through notices if they have overdue books. Parents may also check out books for their children or themselves. Check the library section of UP's website for specific family check out times.

### Physical Education

Students attend physical education as part of the specials rotation. Students should be engaged in moderate to vigorous physical activity for more than half the class. Physical Education, just as other school curriculum, is guided by the Texas Essential Knowledge and Skills.

Students are encouraged to dress appropriately for participation in PE classes and recess. Students should wear shoes with closed toes and closed heels for safety, and girls should wear shorts under skirts or dresses. PE classes frequently go outdoors unless it is cold or wet. PE teachers also monitor to be sure students pace themselves appropriately to avoid overexertion.

### Medical Excuse from PE

Written excuses for non-participation in PE should be given directly to the school office. If the excuse is for more than four days, a note from the doctor is required.

### Recess

Regularly scheduled periods for unstructured activity and play are crucial for the cognitive, emotional, physical, and social development of children. All classes will take a scheduled recess break during the day, and all students will have the opportunity for some physical activity during this time.

Physical activity is an important part of the school day. Except when there is significant precipitation or threat of violent weather, or on heat or ozone advisory days, recess will be held outdoors. Students should therefore bring any needed outerwear. In hot weather, students are encouraged not to overexert themselves during outdoor recess time.

### Playground Guidelines

In order to ensure safe play for everyone, students are expected to observe the following safety guidelines as announced by the teacher.

#### Basic Rules of Conduct for Students

- Everyone can play.
- Be respectful to other students and teachers at all times.
- Play safely and take care of yourself and others.
- Say kind things and solve conflict peacefully.
- Show teamwork and sportsmanship.

#### Swing Safety

- Always sit in the swing. No standing or kneeling.
- Hold on tightly with both hands while swinging.
- When finished swinging, stop the swing completely and then get off.
- Stay a safe distance from other kids on swings, being careful not to run or walk in front of or in back of moving swings.
- Never ride with more than one child to a swing. Swings are designed to safely hold only one person.

#### Slide Safety

- Take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide.
- Do not climb up the slide itself to get to the top.
- Always slide down feet first and sitting up. Never slide head first.
- Only one student on the slide platform at a time. Don't slide down in groups.
- Always check that the bottom of the slide is clear before sliding down. When you reach the bottom, get off and move away from the end of the slide so that it's clear for others to slide down.

#### Climbing Equipment Safety

- Be sure you are aware of a safe way down in case you can't complete the climb.
- Use both hands and to stay well behind the person in front of you. Beware of swinging feet.
- When climbing down, watch for others.
- Never swing or try to reach for bars that are too far ahead.

## SUPPORT SERVICES

### Health Services

[See Health-Related Matters in the HPISD Student Handbook.]

#### Attendance Guidelines for Illness

Please do not send your child to school if any of these symptoms or signs is present in the last 24 hours:

- Elevated temperature (100 degrees Fahrenheit or greater)
- Acute cold, sore throat or persistent cough
- Vomiting, nausea or severe abdominal pain
- Repeated diarrhea
- Purulent discharge (anything other than clear discharge) from the nose or eyes resulting from contagious condition
- Red, inflamed or discharging eyes (conjunctivitis)
- Suspected scabies, impetigo, acute skin rashes or eruption, any skin lesion in the weeping stage, head lice or any infectious childhood condition.

There will be times when it is difficult to tell when your child is too ill to go to school. Sometimes there is worry that he or she will miss important school work. Like adults, children have different tolerances for discomfort and illness. Even with a common cold, some are able to function fine while others are miserable. If your child is coughing continuously, he or she won't be able to concentrate, and will disrupt others in the class. A day of rest at home combined with lots of fluids speeds recovery. If you decide to send your child to school when he or she is in the "borderline" of being ill, it is a good idea to call the school nurse or send a note to the teacher. Be sure to let the school know where you can be contacted in case your child's condition worsens.

If your child complains of headaches, stomachaches or frequently does not feel well, it is wise to mention it to your doctor. Also, it is not uncommon for children to have physical complaints when they are anxious about a test or an event – or even when they have realized that staying home brings a little extra attention.

[See Student Illness under Health-Related Matters in the HPISD Student Handbook.]

#### First Aid for Illness and Injury

Every effort is made to keep your child's environment safe at school. However, in the event of a serious accident or emergency, the parent is contacted immediately. When a parent or guardian cannot be reached, an ambulance is summoned and the student is taken to an appropriate facility. The school nurse will accompany and stay with the child until the parent arrives. To ensure optimum care, the "Health Information Section" from online registration is kept on file in the nurse's office. Referring to the "Attendance Guidelines for Illness" and adhering to school policy whenever your child is not feeling well will help us to keep all children at school healthy.

#### Head Lice

Head lice are a common problem among school age children. Anyone can get head lice; there is no respect for age, socioeconomic level, or cleanliness. Infestations can be transmitted from one person to another via head to head contact, or by sharing combs

and brushes, hats, headbands and other items used on or near the hair. Prompt treatment is important to keep the problem from spreading.

We ask that parents check their children for lice regularly throughout the school year. A head check should take 5-10 minutes. In good lighting, carefully examine the child's whole scalp, paying special attention to the nape of the neck and behind both ears. Nits found within 1 cm of the base of the hair shaft suggest, but do not confirm, an active infestation. Unlike dandruff and dried hair products, white eggs (nits) will be firmly attached to the hair shaft near the scalp. Adult lice are more difficult to locate because of their brief lifespan and mobility. If you do find live head lice, the child must be treated before they can return to school. Please notify the school nurse if your child has been treated for lice.

For more information, please visit <http://www.dshs.state.tx.us/schoolhealth/lice.shtm> or contact your child's pediatrician for their preference of treatment.

[See also Head Lice in the HPISD Student Handbook.]

#### Immunization Requirements

Current immunization requirements are outlined in the attached chart available at the HPISD School Health Services link at [www.hpisd.org](http://www.hpisd.org).

[See Immunizations in the HPISD Student Handbook.]

#### Medications

Policy for the administration of medication during school hours:

- Only those medications that are necessary for a student's medical care and that cannot be given outside school hours will be administered. Even medications that are scheduled for three times a day can usually be given outside of school hours.
- Medication must be in its original, properly labeled container (no baggies or zip-locks please). Please request your pharmacist to provide two labeled bottles of medication: one for home and one for school. Also, if a dosage is changed, a new label must be made – medications can only be given per label instructions.
- Please provide written consent and specific instructions for each medication. There are medication cards available for this purpose in the school clinic.
- Medications must be age appropriate. Aspirin is an important example: Aspirin usage by children and adolescents has been associated with the rare, but often fatal, syndrome, Reye's Syndrome. The nurse may not administer aspirin or any aspirin-containing product without specific physician permission.
- The school nurse cannot dispense over-the-counter (non-prescription) medication such as Tylenol, cough syrups, antihistamines, etc. These medications must be provided from the home (with written permission/instructions).
- Only medications that are up-to-date may be administered. Please check the expiration date before sending medication to school.
- Injectable medications may only be administered by the nurse or a trained designee, and only in life-threatening situations (for example, adrenaline for severe allergic reactions). There must be on file written authorization and instructions from the physician (a special form for this is available in the school clinic).

- Special agents, such as herbs, amino acids and homeopathic remedies will require the following before they will be administered: physician description of content and possible adverse effects, written parent consent, specific instructions for use.
- Students are encouraged to remember to report to the clinic/office for their medications.
- Students who have parent and physician authorization and written consent and instructions on file in the school clinic may carry asthma inhalers during the school day. We urge you to keep an extra inhaler in the clinic as a back up.
- Prescriptions and nonprescription medication requests and parent/physician requests are to be renewed at the beginning of each new school year. Prescription medications may only be given if prescribed by a physician licensed to practice medicine in the United States.
- At the end of each school year, medications will need to be picked up by the parent or guardian. Students will be permitted to bring home leftover medication only if they have parent/guardian consent. Any medications that are not picked by the last day of school will be discarded.

[See Medicine at School in the HPISD Student Handbook.]

#### Student Health Advisory Committee

The Texas Education Code 28.004 requires all public schools to establish a local school health advisory council. In accordance with this code, the Highland Park ISD School Health Advisory Council holds annual meetings.

It is further required that the following be posted for public information:

- HPISD School Board Policy EHAB (Legal) - Adopted to ensure that elementary school and middle school students engage in physical activity.
- HPISD School Board Policy FNC (Legal) and FNCD (Local) and the Student Code of Conduct - Prescribes penalties for the use of tobacco products by students and others on school campuses, at school-sponsored, or school-related activities.
- Highland Park ISD does not participate in the Federal Lunch Program outlined by the Child Nutrition Act and is not required to adopt policies on restricting student access to vending machines, but does operate by campus guidelines and access procedures for age-appropriate use of vending machines

[See School Health Advisory Council under Health-Related Matters in the HPISD Student Handbook.]

#### School Counselor

There is a certified counselor on each elementary campus. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. The counselor conducts classroom guidance activities and works together with parents, students, and staff in order to enhance student success. Students may work with the counselor individually or in groups. In addition, the Student Support Team (SST) is available to provide assistance or referral of outside resources to students referred by parents or staff members because of academic, emotional, or social concerns.

To schedule an appointment with the school guidance counselor, please contact the counseling office @ 214-780-3440 or email Jennifer Blazek @ [blazekj@hpsid.org](mailto:blazekj@hpsid.org) .

[See Counseling in the HPISD Student Handbook.]

#### Request for Private School Recommendation

When the school receives written permission for the release of student records to any elementary or secondary school, public or private, Highland Park ISD is happy to provide any objective data in the student's permanent record file. That includes transcripts of grades, results of norm-referenced and criterion-referenced tests, records of suspensions. As a matter of professional practice, we will have no comment on subjective issues such as study habits, academic potential, parental involvement/support, commitment, motivation, or academic effort. Staff members acting in their professional capacity are asked not to provide such comments. This practice is based on our belief that we should avoid subjective judgments about our students and avoid any legal liability for such comments.

#### Student Records

Confidential student files are maintained in the main office. For security reasons, the school cannot release information about students without parental permission.

[See also Student Records in the HPISD Student Handbook.]

#### Withdrawal

When a child is to be withdrawn from school, contact the school office so that all records can be cleared (library fines, lunch loans, etc.) and academic records prepared to send to the new school. Please provide as much advance notice as possible when withdrawing. A withdrawal form, obtained from the school office, must be completed prior to the student's withdrawal.

[See also Withdrawing from School in the HPISD Student Handbook.]