



McCALL ELEMENTARY
400 Scenic Trail
Willow Park, TX 76087
817-441-4500
Julie Choate, Principal

STUDENT
HANDBOOK ADDENDUM
2018 - 2019

August 21, 2018

McCALL ELEMENTARY MISSION STATEMENT

The mission of McCall Elementary School is to provide each a safe, positive, and nurturing environment where students, staff, and parents work together to embrace life-long learning for all.

SCHOOL MOTTO



What begins here changes the world!

SCHOOL WIDE RULES

1. Be on time.
2. Be prepared to learn.
3. Follow directions.
4. Be respectful of the learning environment.

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AWARDS AND HONORS

Students will be recognized for achieving the A honor roll and A-B honor roll on the report cards each six weeks. Perfect Attendance will also be recognized at each 6-weeks assembly.

Cafe Schedules

Daily Lunch Schedules are as follows:

Kindergarten	11:40 – 12:10
1 st Grade	12:40 – 1:10
2 nd Grade	10:45 – 11:15
3 rd Grade	12:20 – 12:50
4 th Grade	11:55 – 12:25
5 th Grade	11:15 – 11:45

CLINIC / MEDICAL OFFICE

Accidents or Illness

In case of illness or injury, first aid will be administered by the school nurse, principal, or office personnel. If your child is seriously injured while at school, we will make him/her comfortable and call the parent/guardian immediately. If the parent/guardian can't be reached, emergency contact information provided previously by the parent/guardian will be used. **Parents are asked to make sure that all telephone numbers are correct.**

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

Seriously ill children cannot stay at school. The clinic is for short term illness, and parents should make arrangements to pick up ill children for the health protection of everyone.

STUDENTS SENT HOME WITH A FEVER OF 100 DEGREES OR ABOVE, OR SYMPTOMS OF ILLNESS SUCH AS VOMITING OR DIARRHEA MUST NOT RETURN UNTIL FREE OF FEVER AND FREE OF SYMPTOMS FOR AT LEAST 24 HOURS. (i.e. If you pick your child up from school at 12:00pm with a fever and the fever does not fall below 100 until 2:30 pm, you may not send your child to school until 2:30 the following day. The fever should be gone without the use of medication.)

Medication Policy

If it is necessary for the student to receive prescription medication in order to remain in school, a licensed physician, parent, or legal guardian must complete a **Prescription Medication Permit** form and return it to the school nurse (see Appendix A). The medication must be in the original prescription bottle, carefully labeled with the student's name, dosage, doctor's name, and name of medication. The pharmacy can supply two (2) bottles for this purpose. Any change in medication or dosage should be accompanied by a new note from the physician, a new bottle with the correct label, and a new Prescription Medication Permit form. No more medication than the amount needed for five days should be brought to school. Medication sent in baggies or unlabeled containers will not be given. Narcotics will not be given at school.

Any non-prescription medication given for 3 consecutive days must have a medication request signed by the physician to continue administration.

Three (3) times a day medication can be given at home before school, after school, and at bedtime. Example: Antibiotics. No vitamins, food supplements, or products containing Aspirin will be given at school. (i.e. Excedrin-Migraine) The school does not provide aspirin or any other medication.

Medication will be kept in the nurse's clinic. Please **DO NOT** allow children to keep medication with them - this includes any type of over-the-counter medication as well as prescription medicines. Medication Request Forms are in Appendix A or may be picked up from the clinic.

Emergency Medical Treatment and Information

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

CONFERENCE PERIODS

Parents are encouraged to discuss their concerns with the teacher. If you wish to schedule a conference, please telephone the office to arrange for an appointment or email the teacher. **Parents should not go to the classroom for a conference during class time.**

It is very important that you schedule any and all visits with your child's teacher - students and teachers are not to be interrupted during their class time. When arriving for a conference, please sign in at the front office. **Visitor badges must be worn at all times.**

Conference Period Schedule

Kindergarten	8:45-9:40
1 st Grade	10:45-11:40
2 nd Grade	7:45-8:40
3 rd Grade	9:45-10:40
4 th Grade	1:55-2:50
5 th Grade	12:55- 1:50
PE/Music	11:40-12:55

DRESS CODE

The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Skirts, dresses, shorts and skorts must be at least fingertip length. (Girls are required to wear shorts under their skirts because of P.E. or similar activities.) Athletic shorts must be worn with bike shorts or sliders. Shorts must be longer than shirts and/or sweaters. Shorts must have a straight edge (no cutoffs). Cheerleader's uniforms must comply with length guidelines.
- Midriiffs, halter tops, see-through tops, low-cut tops, open-sided shirts for boys and girls, and backless blouses, tank tops that are less than 2 inches on the shoulder are not to be worn by themselves. (When arms are raised above the head, the bottom of the shirt should still meet the

top of the short, skirt, or pants/jeans.) All clothing shall be so designed as to cover the chest area and underclothing. Appropriate undergarments must be worn. Sleeveless shirts must be hemmed and properly fitted. No fashion holes, rips, or tears in pants above fingertip length or shirts are allowed. No tight fitting shirts or shorts. Pants/shorts should fit at the waist or a belt should be worn. No sagging pants/shorts will be permitted.

•A neat and clean appearing hairstyle is required. No extreme style or color will be allowed.

•Clothing shall not display or reflect:

- o Risqué, vulgar, suggestive, offensive, or violent design.
- o Violent language or negative comments.
- o Advertisements dealing with drugs, alcohol, or tobacco on any apparel and/or accessories.

•Any kind of hat/head covering and/or forehead bands and sunglasses worn by a student shall be removed from their person when he/she enters the building. No bandannas are allowed.

•Shoes with rubber, steel, or hard plastic cleats, such as those used in little league, football, baseball, etc., are NOT to be work at school. For safety purposes, NO beach/sandal flip flops/backless shoes/shoes with removable wheels and no platform shoes over 2 inches are to be worn. Appropriate rubber-soled tennis shoes (athletic type) for P.E. are required.

•Students' dress, personal grooming, and additional accessories shall not lead school officials to believe that such items, dress, or personal grooming will disrupt, interfere with, disturb, or detract from school activities.

•No exposed facial or body piercing other than the ear shall be allowed.

School administration shall have the right to appraise any current fashion or fad and determine its appropriateness for school wear.

Final decisions on questionable clothing will be made by the administrator in charge.

Exceptions to the rules will be made if a student is prohibited from wearing requested attire due to religious doctrine.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student may be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

FACILITY USAGE

The outside playground and soccer field are available to use on a first come first serve basis after school hours. Usage of the inside of the building must be scheduled with the district facility coordinator at the administration building 817-441-8327.

FIELD TRIPS

Each grade schedules appropriate field trips throughout the year. Some of these trips will require monies to attend. If you are unable to pay for the trip due to financial concerns, please make your teacher aware as soon as possible and he/she will work with you to get assistance. We want everyone that wants to attend to be able to. Unfortunately, once a trip has been paid for there will be **no refunds** issued. Parent chaperones must have a background check for the current school year submitted online at least 2 weeks prior to the field trip date. No student siblings are allowed if the parent is a chaperone. Go to <https://aledoisd.quickapp.pro/> to fill out the background check. Finally please do not post on any social media until the trip is complete.

GIFTED AND TALENTED PROGRAM

GOALS

The gifted and talented program was developed to ensure our students are challenged to achieve their highest potential and that curriculum and learning opportunities are in line with specific needs, interests, and abilities.

The district's goals for meeting student needs include the following:

- implementing an ongoing identification process of screening and selecting students based on multiple and specific criteria (both qualitative and quantitative) utilizing a selection committee
- developing and implementing a variety of differentiated and substantive learning opportunities that are linked meaningfully to the core content areas of language, math, social studies, and science
- providing ongoing and appropriate training and staff development opportunities for administrators, counselors, and teachers involved in serving gifted and talented students
- soliciting parent and community involvement to promote collective participation in the gifted program
- evaluating the effectiveness of the gifted program for the purpose of continued improvement and development

IDENTIFICATION

According To the Texas Education Code, a gifted and talented student is: "a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capability in an intellectual, creative, or artistic area, possesses an unusual capacity for leadership, or excels in a specific academic field."

GRADING / MAKEUP/ LATE/ HOMEWORK POLICY

Make up work when absent: Students shall be expected to make up assignments and tests after absences. Assignments or tests not made up within the allotted time will be subject to the Late Work Policy.

Students will have one day for each day they are absent (i.e. absent 2 days, they have 2 days to make up the work). A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

Late Work Policy: Students will be given 3 school days to complete assignments for no penalty. After the 3rd school day the assignment will be recorded for a maximum of 70. After that day if the assignment is still not completed and/or turned in and parents have been contacted, the grade may be a zero. The time begins from the day the assignment is due.

Redo Guidelines: Students will be given 3 school days to redo assignments and tests on which they receive a failing grade. The maximum grade they may receive is a 70. The time begins from the day the student receives the graded assignment or test.

Homework: Maximum minutes of assigned homework for all subjects are as follows –

K-2 = 30 minutes daily (all subjects combined)

3-5 = 45 minutes daily (all subjects combined)

Please note that this time does not include late work, absent work or work not completed during class time.

Minimum number of grades fall:

Grades – 1-5

Math – 6 daily and 2 tests

Social Studies - 6 daily and 2 tests

Science - 6 daily and 2 tests

Language Arts - 10 daily and 2 tests

Minimum number of grades spring:

Grades – 1-5

Math – 8 daily and 2 tests

Social Studies - 8 daily and 2 tests

Science - 8 daily and 2 tests

Language Arts - 12 daily and 2 tests

INTRADISTRICT TRANSFERS AND REASSIGNMENT

The granting of a transfer off of the home campus is an extremely rare occurrence and will be based solely on an identified educational need of the child. Transfers will be considered on an individual student basis only. See Appendix B.

KINDER ACCELERATION

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests or achievements tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

Contact campus administration to make this request.

LIBRARY

The mission of the McCall Library is to equip students to be knowledge seekers and foster a love of reading. The library operates on a fixed/flex schedule. One week students visit the library as a whole class for a lesson and book check-out and the next week teachers can sign up for a small group or whole class collaboration to support their curriculum. Parents are encouraged to visit the physical library during school hours and access our online resources via our website at me.aledo.schoolfusion.us or like our Facebook page [facebook.com/ McCallLibrary](https://www.facebook.com/McCallLibrary). Please contact our librarian Mrs. Felker with any questions efelker@aledoisd.org.

LOST AND FOUND

To facilitate the return of lost items to pupils, please label supplies and articles of clothing. A "lost and found" area is located in the cafeteria where students and parents may check for misplaced items. All articles not claimed by the end of each semester will be given to charity. The school administration will make a good faith effort to recover lost or stolen items; however, Aledo ISD nor McCall Elementary is responsible for those items.

PARENT / TEACHER / STUDENT COMPACT

The mission of McCall Elementary School is to provide each individual a safe and nurturing environment, for social and academic growth, in preparation for the challenges ahead.

**Community, Parents, Schools, and Students
Partners in Each Child's Education • Success for All**

As a teacher, I, _____, will

- believe that each child can learn;
- respect and value the uniqueness of each child and his or her family;
- provide an environment that promotes active learning;
- assist each child in achieving the essential academic learning requirements;
- document ongoing assessment of each child's academic progress;
- maintain open lines of communication with students and parents;
- seek ways to involve parents in the school program; and
- demonstrate professional behavior and a positive attitude.

As a parent/guardian, I, _____, will

- believe that my child can learn;
- show respect and support for my child, the staff, and the school through activities such as volunteering;
- see that my child attends school regularly and is on time;
- provide a quiet place for my child to study at home and encourage my child to complete all homework assignments;
- attend parent/teacher conferences or respond appropriately;
- maintain and foster high standards of academic achievement and positive behavior;
- talk with my child about his or her school activities each day and sign and return all papers that require a parent/guardian signature;
- encourage my child to read at home and apply all their learning to daily life; and
- help my child to resolve conflicts in positive, nonviolent ways.

As a student, I, _____, will

- believe that I can learn;
- come to school prepared with my homework and supplies;
- work hard to do my best in class and complete my homework;
- discuss with my parents what I am learning in school;
- have a positive attitude towards self, others, school, and learning;
- respect the cultural differences of other students, their families, and staff; and
- work to resolve conflicts in positive, nonviolent ways.

As members of the McCall educational community, together we are partners in your child's education as we uphold the intent of this compact.

HOME COPY

PARENT CONCERNS

The District encourages students and parents to discuss their concerns and complaints first through informal conferences with the appropriate teacher, principal, or other campus administrator in accordance with Board policy FNG (LOCAL).

Concerns should be expressed as soon as possible to allow resolution at the lowest possible administrative level beginning with the teacher or campus administrator closest to the situation. Complaints must always begin at the level in which the concern occurred. See Appendix C.

PARENT LINK

PARENT LINK is an automated telephone system that calls the telephone numbers listed with important information such as school closings and other pertinent announcements. Please make sure we have accurate telephone numbers through-out the year so that you may receive the important and timely information.

PARENT PORTAL

In order to improve communication between school and home, Aledo ISD provides access for parents and guardians to view their child's grades via the internet in a system known as Parent Portal. This system provides access to grades and attendance teachers have entered into their electronic grade books. Each year, parents/guardians must register as new users through the district's web site. Students' Portal IDs **cannot** be given over the phone.

PARENT TEACHERS ORGANIZATION (PTO)

Please join our local PTO unit. In the Aledo community we have an outstanding PTO organization which provides many services and donations to our school. We would like for you to be a part of this fine team. Information is available online at www.aledopto.org.

PARTIES

There will be three organized parties during the school year. If your child will not be participating, please let the teacher know in advance. All school parties will be restricted to 45 minutes. Setup for parties will be allowed no earlier than 15 minutes prior to the party. No siblings should be brought to the school during classroom parties. Parties will be held December 20, February 14, and June 1.

Lauren's Law regarding birthday celebration: Please submit the request form (Appendix D) or request it from the front office. This form must be submitted to the Principal 10 days prior to the event.

Invitations for off-campus parties should not be handed out at school unless there are enough invitations for the **entire** class. Invitations to overnight parties should be distributed to **all** boys or **all** girls depending on the gender of the student hosting the party.

REPORT CARDS

Written reports of students' grades and absences shall be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be notified if the students' grade average is near or below 75. If a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card shall state whether tutorials are required or only recommended for a student who receives a grade below 70 in a class or subject.

Teachers follow grading guidelines approved by the Principal/ Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

Report cards must be signed by the parent and returned to the school within two (2) days.

ROOM PARENTS

Room parents must complete background checks online at <https://aledoisd.quickapp.pro/> and pass a comprehensive criminal background check prior to the first organized event.

SCHOOL HOURS

Do not drop your child off prior to 7:15 am as the doors will be locked and your child will not be supervised. This places your child's safety at risk. The school cannot be responsible for your child's supervision and safety before 7:15am.

7:15 am – 3:45 pm	Office Hours
7:15 am	Building opens to students / breakfast served
7:30 am	First bell, students go to classrooms / breakfast over
7:40 am	Tardy bell, classes begin
9:30 am	Attendance Bell (If you arrive after this time without a Dr's note you will be counted absent)
3:00 pm	Dismissal Time

Breakfast is served each day from 7:15 am until 7:40 am. Early arrivals not eating breakfast will go to their grade level center areas. After school transportation changes must be called into the office no later than 1:30pm.

SCHOOL RULES

1. Students may not bring knives, firearms, fireworks, bats, clubs, or any instrument that can be used as a weapon to school. Students found to be in violation of this policy shall be subject to disciplinary action. (AISD Discipline Management Plan, AISD Policy Manual, Texas State Penal Code)
2. Students cannot have tobacco in any form at school or school events.
3. Students cannot have or be under the influence of alcohol, marijuana, or prohibited drugs at school or at school events.
4. Chewing gum or candy must not be chewed or eaten on campus, inside or outside the building. Other objects, such as paper clips, tacks, paper, etc., should not be in students' mouths.
5. Shoes of some kind must be worn at all times during the day.
6. Students may bring a re-closable water bottle to class.
7. Students are not permitted to play outside upon arrival at school. They must go immediately to the appropriate area and wait until the teachers on duty dismiss all students at the 7:35 am bell. Students should leave the campus grounds as soon as school is dismissed at 3:00 pm unless they are staying at school for a special school function.
8. No toys or hand held video games should be brought to school unless the teacher has given permission. (These items should not be used even with permission during instruction time).
9. Radios / MP3 players / CD players / head phones may not be used during school hours 7:45 am-3:00 pm.
10. No invitations or cards may be distributed unless every student in the class is included (see additional information under parties).
11. Pets are not permitted in the school building.
12. Flowers or other types of similar items delivered to school for students will not be accepted from anyone except the parent or relative of the student. The student will be called at a convenient time to see what has been delivered. The delivered item will be left in the office to be picked up by the student at the end of the school day.
13. Students may not use, display or have in operational mode a paging device, cellular telephone or telecommunications device at school during the school day. Cell phones are prohibited in the classroom, restrooms and testing areas.
 - * Display or operation of the above mentioned devices will result in the device being Taken up and parent/guardian notified to retrieve the device from the front office.
 - ** Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others or is made without the prior consent of the individual being recorded is prohibited.
 - *** Paging device definition Texas Education code 37.082
A telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

SELLING ITEMS AT SCHOOL

Candy and other items will not be sold by individual students or groups at any time, other than district sponsored groups such as Student Council and Choir.

SEVERE WEATHER

District and campus personnel monitor any weather events very closely. Please see Appendix E for specific steps we will take in the event of bad weather.

SPECIAL SERVICES

If a child is experiencing learning difficulties please refer to Appendix F for support service information.

McCALL ELEMENTARY STAFF 2018- 2019

Julie Choate
Principal

April Riley
Assistant Principal

Shannon Reynolds
Counselor

April Zambreski
Secretary

Pam Christiansen
PEIMS Secretary

Kay Day
Nurse

Kindergarten

Casi Faulk
Lauren Haynes
Jennifer May
Mary Susan Neill
Stacey Utley

1st Grade

Amanda Coomer
Lara Decker
Lisa Garton
Evelyn Rivera
Tina Shoptaw
Susan Wilson

2nd Grade

Shara Hetherington
Julie Johnson
Kristi Lipscomb
Corey Sylvis
Carrie Young

3rd Grade

Chelsea Cook
Liz Garcia
Haley Loftin
Crystal Mehrhoff
Leshia Valencia

4th Grade

Samantha Buckles
Andrea Ferreira
Alden Gideon
Hannah Loftin
Laura Rester

5th Grade

Caitlin Burton
Sarah Cravens
Maggie Dorrell
Lori Harbuck
Kami Ramos
Kelly Sanders

Library

Debbie Bennett

P.E.

Sue Spreier, P.E.
Tracy Griffin, Aide

Music

Angie Cassada

Gifted/Talented

Kim Watson

Computer Lab

Melinda Bradley, Aide

Literacy

Marci Harkins
Keri Russell

ESL

Carol Rodgers

Content Mastery /Resource

Allison Cleworth
Gilley Hill
Cathie Delaune, Aide

Functional Academics

Dawn McNair

Melinda Skiles, Aide

Diagnostician

Jennifer Owens

Speech

Stacy Cliver
Vilma McAdams

STUDENT SUCCESS INITIATIVE

Please refer to Appendix G for information.

TARDY POLICY

Students are required to be in their assigned area (seats when in the classroom) prior to the 7:40 am bell to avoid being tardy. Tardiness not only means lost instruction time for the tardy student, but it is also disruptive to the teaching and learning activities conducted in the classroom. Excessive tardies may result in time needing to be made up before or after school hours.

Tardy students must obtain an admission pass from the office before entering class.

TEACHER/CLASSROOM REQUEST

McCall Elementary campus administrators will make every effort to accommodate all requests but cannot guarantee that they will be granted. We must consider the needs not only of your request but also the needs of the entire campus, including student-to-teacher state mandated ratios, and student/teacher needs.

To make a formal request for a teacher or classroom assignment for your child please use the following procedures:

- All requests must be made on Aledo ISD Classroom Request Form (see Appendix H).
- Refrain from naming a specific teacher in your request but rather describe the characteristics you are looking for in a teacher. *Many times parents make a request for a specific teacher based on a recommendation from a neighbor or friend, and while the teacher may have been a perfect fit for that individual's child, it may not be for your child.*
- **All requests for the upcoming school year must be submitted prior to the last day of school of the current year.** *Much thought and effort goes into teacher assignments. This is a process that begins in May and continues throughout the summer, due to new registrations and student withdrawals. For us to accommodate a request received after the last day of school, we often have to move several students around.*

VISITORS

Parents and other visitors are welcome to visit the school. **All visitors are to check in with the office prior to going to the classroom areas and wear a visitor pass while in the building.** Please be prepared to show a state driver's license to obtain the pass.

Visits to individual classrooms during instructional time are permitted only with the principal's approval and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Students from any other school are not allowed to visit unless approved by the principal; this can create an overcrowded classroom situation which may cause a problem for the teacher.

For those who want to volunteer at any Aledo ISD campus or sponsored event/field trip, each volunteer **MUST** complete the form online at <https://aledoisd.quickapp.pro/> and pass a comprehensive criminal background check. **This must be completed every school year, please allow 2 weeks to get results.**

The status of a volunteer application does not affect one's ability as a parent to visit the campus for lunch or special events using the existing sign-in process,

***** Addendums will be added to student handbooks directed by Aledo ISD, state and federal policies. Addendums will be sent home with students to address changes or additions.**

STUDENT PLEDGE

I AM A McCALL ELEMENTARY STUDENT,
AND I BELIEVE:

I AM AN IMPORTANT PERSON.

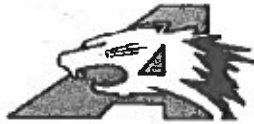
I AM RESPECTFUL, RESPONSIBLE AND
PROUD.

I MAKE A DIFFERENCE EVERY DAY.

I WILL GIVE MY BEST EFFORT TO BECOME
A LIFE-LONG LEARNER.

WHAT BEGINS HERE CHANGES THE
WORLD.

Appendix A



ALEDO INDEPENDENT SCHOOL DISTRICT

A Past to Remember; A Future To Mold

MEDICATION POLICY

1. A copy of the medication request form used for prescription and non-prescription medication is in the school handbook. Rules for administration of medication must be followed as stated on this form.
2. Alejo ISD reserves the right to refuse to administer any medication that does not conform to current medical practice. For safety purposes, no products containing aspirin will be given at school without a doctor's order. (i.e. Excedrin Migraine)
3. A new medication request form will be required each year. This pertains to prescription and non-prescription medications.
4. Alejo ISD does not provide any medication for students. All medications must be furnished by the parent and must be accompanied by the medication request form.
5. It is the parent/legal guardian's responsibility to inform principals, nurses, teachers, and other appropriate staff members of any special medical conditions such as seizures, diabetes, or asthma that may require medication or medical procedures during school hours.
6. Students that do not follow medication policies will be subject to disciplinary action. (i.e. sharing an inhaler with another student).



ALEDO INDEPENDENT SCHOOL DISTRICT

A Past to Remember; A Future To Mold

Medication Request Form

Administration of Medication at School: The only medication given at school will be that which is necessary to enable a student to remain in school. If possible, all medication should be given outside school hours. If necessary, medication will be given at school under the following conditions:

- **All medicines must be kept in the Nurse office.** Students may not carry medications, except for inhalers or Epi-Pens with written physician's orders.
- A Medication Request Form must accompany each medication. Forms are kept in the front office and Nurse's office.
- **Non-prescription medications:** must be in the original container and labeled with the student's name. Only bottles of 100 count or LESS will be accepted due to limited storage space. OTC medications will not be given more than 3 days in a row without physician orders.
- **Prescription medications:** must be in original, properly labeled container. Pharmacies can supply two (2) bottles for this purpose. Medication sent in baggies or unlabeled containers will not be given. Narcotics will not be given at school. Prescription medications will not be given without specific written request signed by both parent/legal guardian and the physician. The request should be made on the appropriate form supplied by AISD or the physician.
- **Inhalers:** The physician must specify on the medication request form if a student must carry an inhaler with them. A second inhaler must be kept in the nurse office for emergencies. If a student does not follow physician's orders, the privilege will be revoked.
- **Three (3) times a day medication:** should be given at home before school, after school, and bedtime. Example: antibiotics
- No vitamins, food supplements, or products containing aspirin will be given at school. Example: Excedrin Migraine
- Empty medication containers will be given to the student to take home for refills. Medication brought to school must be given to the nurse upon arrival in the morning. No medications may be carried on the bus.
- Medications must be picked up at the end of the school year or it will be destroyed.

Student _____ Date ___/___/___ Grade _____

Physician _____ Phone _____

Physician's Signature: _____

(Required for Prescription medication administration)

I hereby request that the medication specified above be administered to the student named and I release Aledo ISD from any liability.

Parent/Legal Guardian Signature: _____ Phone _____

Medication Name	Dose	Route	Time



DISTRITO ESCOLAR INDEPENDIENTE ALEDO

Un pasado para recordar; un futuro que moldear

POLIZA DE MEDICAMENTOS

1. Una copia del formulario de solicitud de la medicación utilizada para medicamentos con receta y sin receta está en el manual de la escuela. Reglas para la administración de medicamentos debe ser seguido como se indica en este formulario.
2. Aledo ISD se reserva el derecho de negarse a administrar cualquier medicamento que no se ajusta a la práctica médica actual. Por razones de seguridad, no hay productos que contengan aspirina se dará en la escuela sin una orden del médico. (es decir, Excedrin Migraine)
3. Un formulario nuevo de medicamentos se debe presentar cada año. Esto se refiere a los medicamentos recetados y sin receta.
4. Aledo ISD no proporciona ningún tipo de medicamento para los estudiantes. Todos los medicamentos deben ser suministrados por los padres y deben estar acompañados por el formulario de solicitud de medicamentos.
5. Es el padre / tutor legal la responsabilidad de informar a los directores, enfermeras, maestros y otros miembros apropiados del personal de todas las condiciones médicas especiales, tales como convulsiones, diabetes o asma, que pueden requerir medicamentos o procedimientos médicos durante el horario escolar.
6. Los estudiantes que no siguen las políticas de medicamentos estarán sujetos a acción disciplinaria. (es decir, compartir un inhalador con otro estudiante).



DISTRITO ESCOLAR INDEPENDIENTE ALEDO

Un pasado para recordar; un futuro que moldear

Formulario Para Administración de Medicamentos

Administración de Medicamentos en la escuela: Los únicos medicamentos que pueden administrarse dentro de la escuela serán aquellos necesarios para facilitar que el estudiante siga dentro de la escuela. De ser posible, de todos los medicamentos fuera del horario escolar. Si es necesario que se administren medicamentos en la escuela, se hará bajo las siguientes condiciones:

- **Todas las medicinas deben guardarse en la oficina de la enfermera.** Los estudiantes no pueden traer medicamentos, excepto por inhaladores o Epi-Pens con receta médica.
- Un formulario para administración de medicamentos debe acompañar a cada medicamento. Los formularios están en el escritorio de la oficina de la enfermera.
- **Medicamentos sin receta:** Deben estar en su paquete original y marcados con el nombre del estudiante. Solo se aceptan botellas de 100 o menor cantidad, debido al poco espacio. Medicamentos OTC no se dará más de 3 días en una fila sin órdenes del médico.
- **Medicamentos con receta:** debe ser el original, envase apropiadamente señalado. Las farmacias le pueden dar dos (2) botellas con este propósito. No se administrarán los medicamentos que manden en bolsitas o sin marcar. No se administrarán Narcóticos en la escuela. Medicamentos con receta no serán administrados sin la debida petición por escrito tanto por los padres/tutores, como por su Doctor. Esta petición deberá hacerse a través del formulado proporcionado por AISD o por su Doctor.
- **Inhaladores:** El doctor debe especificar en el formulario para administración de medicamentos, si el estudiante lo debe llevar consigo. Un segundo inhalador puede guardarse en la oficina de la enfermera solo en caso de emergencia. Si el estudiante no sigue las ordenes del Doctor, este privilegio le será revocado.
- **Medicamentos por tres (3) veces al día.** Deberán darse en la casa antes de la escuela, después de la escuela y a la hora de dormir. Por ejemplo: antibióticos.
- Ni vitaminas, suplementos alimenticios o productos que contengan aspirinas se daran dentro de la escuela. Ejemplo: Excedrin Migraine
- Los envases vacios de medicinas, se le devolverán a los estudiantes para relleno. Los medicamentos que traiga a la escuela se le deberán entregar a la enfermera en la mañana. No pueden cargarse medicamentos en el autobús.
- Debe recoger los medicamentos al final del año escolar o serán destruidos.

Estudiante _____ Fecha ___/___/___ Grado ___

Doctor _____ Teléfono _____

Firma del Doctor: _____
(Requerido para la administración de medicamentos con receta)

Yo, por la presente, pido que el medicamento señalado sea administrado al estudiante mencionado y libero a de cualquier responsabilidad.

Firma Padre/Tutor: _____ Teléfono _____

Nombre Medicamento	Dosis	Modo de administrar	Hora

Appendix B

ALEDO ISD IN-DISTRICT TRANSFER REQUEST

The granting of a transfer off of the home campus is an extremely rare occurrence and will be based solely on an identified educational need of the child and space available. Transfers will be considered on an individual student basis only.

Name of student

Age

Grade

Last school attended

Home campus per attendance zone (2017-2018)

Parent

Address

Home phone

E-mail address

Request reassignment

From _____ (2017-18 School assigned to attend))

To _____ (School requesting to attend)

Educational reasons for requesting reassignment (attach additional pages if needed):

This request for an In-District reassignment is made with a full understanding of/and agreement to the following conditions:

1. Reassignments will be made subject to space being available in the student's grade level. In order to effectively evaluate class loads district-wide, transfers will not be reviewed for approval until the end of the first week of instruction.
2. Transportation shall be provided by the student's family.
3. Approved transfers are for one school year only. The request for an In-District transfer must be resubmitted each school year.

Signature of parent

Date

Approved Not Approved

Reason

Date

Superintendent or designee

Appendix C



PARENT CONCERN FORM

The School Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. (Policy FNG Local)

In order to better facilitate your concern in a thorough and timely manner, please complete the information below and return to the appropriate campus or district office.

Parent's Name: _____ Student's Name: _____

Grade: _____ Home Campus: _____ Today's Date: _____ Date of incident: _____

Daytime phone number: _____ E-mail: _____

Teacher's Name (if applicable): _____

Please briefly describe your concern/need: (Please attach any additional documentation if necessary)

Desired Outcome: (Please briefly describe the outcome or resolution you are seeking)

Prior communication-please check all that apply:

- I have spoken with or had a conference with the appropriate teacher regarding this situation.
 I have spoken with or had a conference with a Principal/Assistant Principal/Counselor regarding this situation.
 I have not yet spoken with any campus staff member regarding this incident.

I request the following:

- a phone call from the teacher a phone call from a campus administrator other _____
 a phone call from a counselor a conference with the teacher
 a conference with a counselor a conference with a campus administrator

Parent Signature & Date _____

Received By & Date _____

FOR OFFICE USE ONLY

____ Code 1 ____ Code 2 ____ Code 3 ____ Code 4 ____ Code 5

Appendix D

Lauren's Law Request Form

Lauren's Law

The State Board of Education, the Department of State Health Services, or a school district may not adopt any rule, policy, or program under Subsections (a), (k), (l), (l-1), or (l-2) that would prohibit a parent or grandparent of a student from providing any food product of the parent's or grandparent's choice to:

(A) Children in the classroom of the child of the parent or grandparent on the occasion of the child's birthday; or

(B) Children at a school-designated function.

Parents or grandparents that bring food items to share with other students in their child or grandchild's class must be prepackaged, all students must be included, students with food allergies must be provided an alternate choice and all food must be consumed in the cafeteria during the last five minutes of the class's regularly scheduled lunch time.

Please complete the form below and submit to the principal's office of your child's school for approval at least **10 days prior** to the day you would like to bring the food to share.

Student name

Teacher

Parent/grandparent name

Contact info

Today's date

Date you are planning to share

Proposed items (please be prepared to have alternate items to accommodate possible student allergies)

Principal

Date

Approved

Not Approved

More information requested

Appendix E

McCall Elementary Severe Weather Arrival and Dismissal Procedures

The safety of students and staff is our first priority. During inclement weather, changes in the drop off or releasing procedures for several hundred students is an intensive and tedious process. Phone calls should be kept to a minimum. Delays will occur, and we appreciate your patience and understanding. During all weather/ emergency events it is important to remember that parents entering the building must park their cars in a marked parking space. The fire lane is reserved for emergency vehicles. Personal vehicles should not be left unattended in the fire lane.

It is most important that you make plans in advance for your child's care in case school is dismissed early. You could possibly be away from your home at the time an emergency occurs. Make some decisions now so that your children will know where they are to go when you are not home. Feel free to add emergency contact names to your child's file in the school office at any time. **Persons picking up students during severe weather must be on the list of persons authorized to pick up the child.** If your plan changes during the year, please notify the school office and your child's teacher immediately. Childcare providers should be made aware of any changes as well.

It is not a good idea to rely on calling the school to have alternate directions relayed in an actual emergency. We are very busy organizing the early dismissal, and many times our telephone lines are jammed. If we should have an emergency in which the electricity is off, our telephones and computers may not be available. You will most likely be informed ahead of time if the school is on a delayed opening or possibly closing early, so please plan ahead and **make sure your child knows the plan.**

LIGHTNING OR HAIL

ARRIVAL -When lightning or hail is present, parents may park in a marked parking space and escort children into the building, or they may drop them off as normal. However, staff members will NOT be in the crosswalk during that time. Staff is on site to receive children at 7:15 am.

DISMISSAL- During lightning or hail storms, students and staff will remain inside the building until the danger has passed. Students will be held inside the building until a parent enters to escort them out. Once the severe threat is over, students will be dismissed following the heavy rain procedure described below. Kindergarten and first grade students (and their siblings) will be waiting in the kindergarten hallway. Parents may come to the door of the kindergarten hallway to escort children to cars. Second, third, and fourth grade students will be waiting in the front foyer of the building. Parents may come to the front door of the school to escort children to cars. If only heavy rain is present, students will be waiting outside under the awnings at both of the areas of the building that were previously mentioned. Bus students will not board buses until safe to do so and will likely arrive home later than usual.

SEVERE WEATHER WATCHES AND WARNINGS

During a severe weather watch (tornado, thunderstorm, etc.) movement outside the building is limited, and classroom instruction continues until the watch is lifted. Parents are allowed to check out their child during a severe weather watch. If a tornado warning has been issued and the campus is in the immediate path of a tornado per campus weather resources, students and staff will proceed to designated areas and immediately move to a "duck and cover" position. When a campus is in a "duck and cover" situation, parents are allowed to enter the building and take cover in an interior location. However, children will not be dismissed until the warning has been lifted and the "duck and cover" has been discontinued.

COMMUNICATION DURING SEVERE WEATHER

In the rare event of a **weather lockdown**, campus administration will utilize the ParentLink System, campus and district websites, and other tools to notify parents. Please listen to all messages left on your phone in their entirety. The staff is very busy during a weather incident and unnecessary phone calls detract from our safety mission.

Campus administration will communicate immediately and frequently with AISD administration to report current weather conditions and campus action steps taken during severe weather. Websites including <http://www.wunderground.com> and <http://forecast.weather.gov> will also be utilized.

If **Aledo ISD administration** decides to delay the start of school or close schools, parents will be notified as early as possibly via an automated calling system.

For additional updates or information regarding how severe weather may affect Aledo ISD, please visit the Aledo ISD website at www.aledoisd.org.

Appendix F

Student Handbook Statement: English

Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Texas Project First](#)
- [Partners Resource Network](#)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person: Cheryl Wooten, Director of Special Programs
Phone Number: 817-441-5199

Información sobre el manual del estudiante: Español

Asistencia para estudiantes que tienen dificultades de aprendizaje o necesitan servicios de educación especial.

Si un niño tiene dificultades de aprendizaje, el padre puede comunicarse con la persona mencionada abajo para informarse sobre la remisión a educación general en términos generales o sistema de evaluación para los servicios de apoyo del distrito. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo remisiones para una evaluación de educación especial. Los estudiantes que tienen dificultades en el aula normal deberían tomarse en cuenta para tutoría, compensación y otros servicios de apoyo académicos o del comportamiento que están disponibles para todos los estudiantes, incluyendo un proceso basado en la respuesta a intervención (RtI). La implementación de la respuesta a intervención tiene el potencial de tener un efecto positivo en la habilidad de los distritos de cubrir las necesidades de todos los estudiantes con dificultades.

El padre tiene derecho, en todo momento, a solicitar una evaluación para los servicios de educación especial. En un periodo de tiempo razonable, el distrito debe decidir si dicha evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que provea un consentimiento informado por escrito para realizar la evaluación. El distrito debe completar la evaluación y el informe en 60 días del calendario desde la fecha en que el distrito recibió el consentimiento escrito. El distrito debe darle al padre una copia del informe de la evaluación.

Si el distrito determina que no es necesaria la evaluación, el distrito le proporcionará al padre un aviso previo por escrito que explica por qué no se evaluará al niño. El aviso por escrito incluirá una explicación que les informa a los padres sobre sus derechos, si están en desacuerdo con el distrito. El distrito tiene la obligación de darles a los padres el *Aviso Sobre Procedimientos de Protección- Derechos de los Padres de Estudiantes con Discapacidades*. El distrito escolar tiene información adicional sobre IDEA en un documento complementario *Guía para el Proceso de Admisión, Revisión y Retiro*.

Los siguientes portales de internet proveen información a aquellas personas interesadas en obtener información y recursos específicos para estudiantes con discapacidades y sus familias:

- [Texas Project First](#)
- [Partners Resource Network](#)

La persona designada con quien se debe comunicar para obtener información sobre las opciones para un niño que tiene dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona con quien comunicarse: Cheryl Wooten, Director of Special Programs
Número de teléfono: 817-441-5199

Appendix G

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the grade 5 STAAR reading and mathematics tests to be promoted to sixth grade. Also, the grade advancement requirements will apply to students who take the grade 8 reading and mathematics STAAR tests.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the student needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional accelerated instruction.

Appendix H

Aledo ISD Classroom Request Form

Student Name: _____ Current Grade Level: _____

Parent/Guardian Name: _____

Instructions: Please complete this form in its entirety. Requests may not include teachers by name.

- (1) Describe characteristics of the teacher and classroom environment which are most conducive to your child's learning:

- (2) Share concerns/peer conflicts/other important information:

The following factors will be used in consideration of this request:

- The committee of campus personnel may be involved in placement decisions. Placement personnel may include: general education teachers, special program teachers, counselors, and administrators.
- All requests will be given careful consideration, and will only be viewed by campus staff which has an appropriate educational interest in the student and/or placement process.
- Student placement involves a multi-step process which includes ensuring the appropriate balance, ratios, services, and instructional support for all students. School personnel must consider the overall makeup of classes when assigning each student.
- Final placement decisions will be made by the campus principal.

Parent Signature: _____ Date: _____

(Office Use Only) Date form was received: _____