

Stephen F. Austin Primary School
Family & Student Handbook
2011-2012



Tigers ROAR!

SFA Primary School
740 South 7th Street
Slaton, TX 79364
(806) 828-5813: phone
(806) 828-2079: fax

Slaton Independent School District

Stephen F. Austin Primary School

Micki Moses, Principal

Kristine Parker, Assistant Principal

Lori Burk, Counselor

Message from SFA Primary Administration

August 2011

We are pleased to welcome you and your family to Stephen F. Austin Primary School, home of the roaring tigers! The 2011-2012 school year promises to be very exciting. Our staff is committed to providing your child with the basic skills necessary for success in the future and to providing the best instructional programs possible.

We are proud to be part of such an excellent school, one that has respectful and high-achieving students, and outstanding and enthusiastic staff, and a supportive parent community. In our efforts to make our school's program effective, we understand and support the importance of a working relationship between home and school. This cooperative attitude will enhance your child's educational experience.

We look forward to working with you this year. Please read and discuss the information in our handbook with your child. You will find this handbook to be an excellent resource throughout the school year. We welcome your support in developing a strong home-school partnership. You are encouraged to contact our administration and staff whenever you have questions, comments, or concerns.

Sincerely,

Micki Moses



Tigers ROAR!

Stephen F. Austin Primary School



Tigers ROAR!

Vision Statement

Stephen F. Austin Primary School is an educational community dedicated to nurturing life-long learners by providing a high quality of educational experiences that meet the needs of our ever-changing population and society. Through the collaborative efforts of home, school, and community, all students will be given the opportunity to reach their highest potential.

Mission Statement

The Stephen F. Austin Primary School Community will strive to:

- **R**emain Safe
- **O**utstanding Citizen
- **A**wesome Attitude
- **R**espect & Honor School Rules
 1. Do things that will not prevent me from teaching, nor you or others from learning.
 2. Respect yourself, others, and your school.

These expectations will be reinforced through

- Assisting students as they strive to reach their highest potential
- Creating a positive, safe, and motivating environment for students and staff
- Treating all members of the school community with respect and courtesy
- Promoting responsible citizenship
- Encouraging healthy lifestyles for all members of our school community
- Instilling in our children a sense of discovery and joy of learning.

School Office Hours:		7:45-4:00
School Telephone Number:		806-828-5813
School Nurse:	Alisha Henzler	806-828-5813
School Cafeteria:		806-828-5813
School Fax Number:		806-828-2079
Headstart Field Site Worker:	Jessie Meuer	806-828-5813
Bus Coordinator:	Clinton Daniels	806-828-6591 ex. 220
Website:	www.slatonisd.net	

Board of Education:

Superintendent:	Dr. James Taliaferro	806-828-6591
Assistant Superintendent:	Mrs. Julee Becker	806-828-6591

SCHOOL DAY START TIMES:

Regular Day:

Early Release Day:

ATTENDANCE:

The State Board of Education definition for attendance for public school districts: A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g. field trip), for at least half of the regular school day. Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. Excused absences are legitimate absences from school due to illness or unavoidable commitments. When a parent determines that an absence is necessary, parents are requested to contact the office (806) 828-5813 before 9:00 AM. The parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse to his/her teacher who will send it to the office.

Excused Absences- Students receive an excused absence when they are absent from school for the following reasons:

1. Reasons of health, including illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.
2. Religious holidays
3. Funeral or death in the family.
4. Approved school activity, including field trips.
5. Suspension or expulsion.
6. Special activities or emergencies with the consent of the parent or other person having control of the child in limited circumstances.

VACATIONS ARE NOT EXCUSED ABSENCES

Tardiness- Tardiness at Stephen F. Austin is defined as arriving at school after 8:05 a.m. When a child is late he/she must report to the office before going to his/her classroom.

Early Dismissal- Students are expected to stay in school until dismissal time for instructional purposes. If a student must leave school before 3:00, the person who picks them up must be listed on the enrollment form and/or dismissal procedures form to sign them out of school. To ensure a safe environment, this person will be asked to show identification.

Truancy- A student enrolled in school with 4 (four) unexcused absences in one month, or 10 (ten) unexcused absences in a school year will be considered truant. Parents have the responsibility to assist

school officials in remedying and preventing truancy. Truancy can result in removal from early childhood programs.

Illness:

Children who are not feeling well will be sent to the office by a staff member. If the student has a temperature of 100 degrees or more, parents will be called to come pick them up. If a student suffers any kind of head injury, parent will be notified immediately by the school nurse or office personnel to decide if the student should remain in school or see a doctor. Please keep your child home with any contagious symptoms for 24 hours after symptoms have subsided (including but not limited to: scabies, vomiting, diarrhea, fever)

In case of injuries, we may need to contact you. It is necessary that the school always have a phone number- yours and two emergency numbers- that may be reached at all times. Please notify the school when any emergency information changes during the school year, such as a new phone number, new job, etc.

Medications:

The school cannot (and will not) administer medication without written parental permission. Students should not bring any medication, prescription, or non-prescription to school. All medications must be delivered to the school nurse by the parent. The medication must be in the original container and a formal permission slip must be completed and signed in order for the nurse to administer it at school. All medication will be kept in locked storage. Do not send any medications (cough drops, for example) with your child to self-medicate. Please arrange a conference with the nurse to discuss any medical issues that our staff needs to be aware of concerning your child.

Hearing/Vision Screening- Hearing and vision screenings are conducted yearly for all pupils. Any problems in these areas are reported to the parents by the nurse. If parents have questions regarding any health problems, the nurse will be available for consultation.

ARRIVING and LEAVING SCHOOL:

We will be safe arriving and leaving school each day. Students are only allowed to cross at crosswalks and must obey the Safety Patrols. Parents and student arriving at school must enter through the front door and go directly to the cafeteria. Do not drop off students before 7:20 because there is NO supervision before that time. When dropping off your child in front of the building, please be considerate of those behind you. If your child is not ready to exit the vehicle, or if you stay and watch them walk all the way into the building, it creates delays and traffic backups for everyone. Please pull your vehicle to the curb for the safety of your child and to prevent traffic backups. You are welcome to park along 7th Street and walk your child into the building if you have any concerns.

*Any changes in your child's normal dismissal routine should be communicated in writing or by phone call to the homeroom teacher and/or office before 2:00pm on the day of the change. This allows for communication between the office and classroom teacher.

**Inclement Weather: Please listen for school delays/closings on the radio or on television. The automated phone system will also be used in such cases to notify parents of cancellations or delays on bad weather days.

Visits during the school day:

Please park in the front and enter the building using the front entrance. Doors will remain locked at all times throughout the day. Go directly to the office to sign in and get a visitor's badge. Classroom volunteers are always welcome. Some of the ways parents may help include: in the classroom, art room, library, office, recess, lunch room, computer lab, assisting students with reading in room. If interested, please call the office or tell your child's classroom teacher. **Prior to any assignment volunteers must complete a Volunteer Form and give permission for SISD to complete a background check to determine whether any criminal convictions are on record.**

Leaving School:

In order to create a safe environment for school dismissal, each class will have a designated departure area outside the school building. Students not picked up by 3:10 will be escorted to the office and supervised by a teaching assistant. Parents must come to the office to sign-out your child after 3:10. Parents need to have children picked up no later than 3:20 so that our teaching assistants may take care of their instructional responsibilities.

In the event of inclement weather, students will be released from their classrooms, rather than dismissing from the designated departure outside the school building.

BUS GUIDELINES:

Transportation Director: Clinton Daniels

Student Discipline: contact Mrs. Moses or Mrs. Parker at (806) 828-5813

Transportation Assignments are made on the basis of the student's home address. If your child is to be picked up from and/or transported to a location other than his/her home residence, please call the transportation director.

SFA Bus Safety Rules:

- 1- Listen to the bus driver.
- 2- Keep your hands to yourself.
- 3- Sit facing forward and stay in your seat.
- 4- Place your backpack in your lap.
- 5- Talk using an inside voice.

Process for referring bus conduct problems- bus conduct reports are issued by the driver when a student does not follow the bus safety rules. The consequences include:

- 1- The first report is a warning from the principal.
- 2- The second report is a call home to the parent.
- 3- The third (or more) report(s) may include a bus privilege suspension for 1 or more days.

COMMUNICATION:

*Students will bring home a daily work folder and citizenship report every day. This folder will contain all home/school communications and any classroom news and student work to share with parents. Teachers appreciate parental interest and involvement at SFA. When it is necessary to meet, please arrange times with teachers before school, after school, or during teacher conference periods. Parents may call the office to set up a conference or ask to have a teacher return their call. Teachers will not have time to talk with parent when class is in session because it takes away from classroom instructional time. Please note that any classroom concerns that are brought to the attention of the office will trigger the question of "Have you spoken with the classroom teacher about this?"

Notes to School- Notes should have the date, student's first and last names and teacher's name

Notes from School- Please check your child's backpack for his/her daily folder for notes from the classroom teacher.

Monthly Calendar- Look for the campus calendar to come home during the last week of the previous month as well as PTO newsletters with upcoming events and pertinent information.

Telephone Calls- All phone contact with teachers should go through the main phone system. Teachers will return phone messages as soon as possible.

Website- Please check the website for additional information and to visit links for parents and students.

Email- Teacher's email addresses are located on the website. Teachers will return email messages as soon as possible.

*****What you can do to help your child be successful in school***:**

- Praise your child each day for something he/she has done and listen attentively to what is said about his/her day.
- Read/talk with your child every day. Read during vacations and the summer break.
- Keeps the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence your child's behavior.
- If you have concerns about your child's academic or social performance at school, the first step is to contact your child's teacher immediately.

DISCIPLINE:

Students must exhibit good citizenship at all times to ensure an environment conducive to learning. Students are expected to make responsible choices at school and in locations that reflect upon Stephen F. Austin Primary School. Stephen F. Austin Primary School has built a foundation based on Positive Behavior Support, Conscious Discipline, and Kelso. Students become active participants in their learning and participate daily in activities that promote problem-solving. Students learn through the guided discovery approach of Conscious Discipline and Kelso. If a student needs redirection, a consistent approach to discipline is taken, which often involves a break for the child to sit and think about his/her behavior and a time to practice the desired behavior. Students who misbehave in a way that endangers themselves or other, or keeps others from learning will receive a folder write-up. If a student is sent to the office for inappropriate behavior, parents will be notified.

Monthly Citizenship grades will be given based on the following:

0-3 Write Ups = E- Exceptional Behavior

4-6 Write Ups= S- Satisfactory

7-9 Write Ups= N- Needs Improvement

10+ Write Ups= U- Unsatisfactory

Students can earn a "U" by displaying behaviors that endanger themselves or others, keep others from learning, and/or violate the guidelines in the Student Code of Conduct Booklet. Students who receive 2 or more "U's" on monthly reports for citizenship may have certain privileges taken away by the building principal (example- end-of-year activities, etc.)

OUR SCHOOL RULES:

1. Do things that will not prevent me from teaching, nor you or others from learning.
2. Respect yourself, others, and your school.
 - R- Remain Safe
 - O- Outstanding Citizen
 - A- Awesome Attitude
 - R- Respect & Honor School Rules

SAFETY:

- Building security is a top priority for Stephen F. Austin Primary School. All student are fully supervised while they are in school. The earliest arrival time for students is 7:30 a.m. All doors will be locked while school is in session. We ask guests to wear a badge for the entire day while visiting. ***Security is everyone's responsibility.*** Please notify a school staff member should you observe suspicious behavior or an unsafe condition. Unauthorized persons shall not be permitted in school buildings of on school grounds. School administration is authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.
- No guns, knives, firearms, weapons, or any other dangerous instruments, including martial arts weapons, capable of threatening or causing injury or death may be brought on to school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to appropriate disciplinary action.
- Videotaping/Photographing of Students: Professional staff may tape individuals or groups in order to improve teaching and planning. These tapes are not used publicly or for other purposes. On occasion, photographs of students are placed in newspapers or on the school website, concerning events at school. ***If, for any reason, you do not want your child photographed for the newspapers or the website, please send in a written request stating such at the start of the school year.***

STUDENT SERVICES:

Services will be provided to students on an as needed basis.

- English Language Learners Students (ELL/ESL)- an appropriate educational program and placement for any new ELL student will be provided within 30 days of the students' registration, provided that assessment finds Oral Language Proficiency below that of 4.0. Each spring, a review of each student's progress will occur and a tentative program for subsequent year will be planned. The assessment is used to meet the No Child Left Behind annual testing requirements.
- Handwriting Without Tears- Handwriting fluency is fundamental to learning because children think and write at the same time. When we teach children to write, we also teach them how to express themselves. If they struggle to form their letters, their ability to express themselves will suffer. Children who don't master handwriting may be slow, sloppy, or illegible writers. We focus on fun and achievement to optimize children's curiosity and joy of learning throughout school. Our goal is to help students learn proper handwriting habits and then apply those habits naturally and automatically to all writing experiences that they'll take throughout elementary school, high school, and beyond. The HWT curriculum starts when children enter pre-kindergarten. By playing, singing and building letters, they develop important skills they need to print words, sentences, paragraphs, and eventually transition to cursive.
- Head Start- Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. In 1995, the Early Head Start program was established to serve children from birth to three years of age in recognition of the mounting evidence that the earliest years matter a great deal to children's growth and development. Head Start programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional,

social and other services to enrolled children and families. They engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. Significant emphasis is placed on the involvement of parents in the administration of local Head Start programs.

- Testing/Assessment Program- Assessment is a continuous, ongoing process in our classrooms. We are continually assessing the children's progress and adjusting their programming, as indicated. Teachers will administer regular classroom assessments and benchmark assessments throughout the year.
 - Response to Intervention- The RtI team incorporates a team approach to provide prompt and sustained support to classroom teachers who request assistance in working with at-risk students. The goal of this team is to improve student performance and school adjustment through early intervention, accurate assessment of problems, and pro-active efforts to assist students. The RtI team utilizes a holistic approach to student development and is concerned with social, emotional, physical, and intellectual growth of the student. Members of the RtI team include the principal, school nurse, school counselor, parents, and representatives from the teaching staff. The team is trained to use a proven problem-solving framework that incorporates data as well as curriculum-based and observation based assessments to identify areas of concern. Referrals to the RtI team can be made by staff members or parents. The team works collaboratively to identify student strengths and needs. Parents will be notified prior to any RtI meeting. Once concerns have been identified, strategies are brainstormed and an RtI plan is developed to assist the student so that learning and school adjustment are enhanced. This process is used predominately with students who are functioning below grade level and/or are exhibiting social/emotional adjustment issues.
 - Technology- Students have access to computers in the classroom and a computer lab. Internet use is strictly regulated and supervised. There is also highly effective filtering software operating throughout the district to help eliminate visits to undesirable internet sites. Slaton ISD follows the Texas Essential Knowledge and Skills that specify skill expectation by grade from Pre-K to Grade 12.
 - Suspected Child Abuse- All staff members are obligated by law to report suspected child abuse and neglect to the Children's Protective Services (CPS). Slaton ISD follows all statutory requirements in regard to reporting child abuse/neglect.
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CLASSROOM PARTIES/CELEBRATIONS-

We have three parties per year (Christmas, Valentines, and End-of-Year). Students may celebrate their birthday between 2:30-3:00 with the prior permission of the classroom teacher. Please do not go "overboard" with birthdays (cupcakes and cookies are allowed; please avoid cakes that must be cut). Students are not allowed to distribute invitations for private parties at school unless the entire class is invited in order to prevent hurt feelings or potential problems. Please discuss with your child's teacher any potential allergies before bringing birthday snacks.

BULLYING:

"Bullying" behavior by any student in the Slaton Independent School District is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt act(s) by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate another student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the year. Students may file verbal or written complaint concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teacher and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. ANY report of suspected bully

behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

PHYSICAL EDUCATION (PE) & SUPERVISED PHYSICAL ACTIVITY (SPA):

Physical activity is an integral part of the school day and students go outside for at least 30 minutes each day, weather permitting.

At PE & SPA students will:

1. Play in the designated area
 2. Use equipment safely.
 3. Follow teacher directions
 4. Keep their hands and feet to themselves.
 5. Use appropriate language.
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DRESS CODE & GROOMING:

- Students are encouraged to dress in clothing appropriate for seasonal conditions. Heelies are not allowed, and students are strongly recommended to wear sneaker-type shoes and comfortable clothing.
 - Clothing & Grooming shall not lead school officials to believe that dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
 - Sleeveless garments are permitted if the width is at least 3 inches at the top of the shoulder. Spaghetti-strapped/halter-tops are permitted if appropriate undershirt is worn.
 - Shorts should be worn under all dresses or skirts to allow for active movement throughout the day.
 - Modern hairstyles that do not impair vision or reflect cult or gang culture are permitted. Boy's hair shall not extend below the collar of the shirt, and not be as long as to be in the eyes below the earlobe. Mohawks and shaved designs in hair are not permitted.
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COUNSELING:

Stephen F. Austin employs a school counselor, Lori Burk, to assist students as requested by parents, teachers, or the school principal. The counselor directs student assessment and referral process for English as a Second Language and Response to Intervention. Parents are encouraged to contact the counselor if the need arises. The counselor will make available to parents a description of the services offered and programs planned for your child under separate cover. 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.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students or themselves may be barred from participation by the principal. While on a field trip, all students are considered to be "in" school. This means that school conduct and dress standards will be appropriate for the field trip activity. A signed permission slip is required for each trip. Information concerning departure date, destination, and cost of each trip will be sent to parents/guardians prior to each trip. Parents are always invited to attend field trips. Due to liability issues, arrangements should be made for younger siblings of SFA students to stay at home on field trip days. Younger siblings will not be permitted to attend field trips.

EMERGENCY PREPAREDNESS

Emergency drills are held at regular intervals as required by state law. Slaton Independent School District has developed a plan to efficiently manage many types of emergencies. Although we cannot anticipate

every single problem associate with an unexpected emergency, it is important to have all school employees and students prepared to minimize confusion should such an even occur in our community. Students must follow the campus emergency plans posted in each classroom. Students are expected to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

HOMEWORK:

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Specific homework assignments may strengthen basic skills, extend classroom learning, stimulate and further develop interests, reinforce independent study skills, develop initiative, responsibility and self-direction, stimulate worthwhile use of leisure time, and acquaint parents with the student’s work in school. All students are encouraged to practice reading daily either independently or with an adult.

SUPPLIES:

Parents are asked to provide supplies and materials for their child’s personal use. Parents may volunteer to provide materials for classroom use or special projects during the school year, but may not be asked to do so by school staff. All teachers will have “wish lists” containing items that can be used in your child’s classroom. Please feel free to ask for a copy of this list at any time during the school year.

LUNCH:

The cafeteria at Stephen F. Austin Primary School has a tradition of being a clean and friendly place. Students may bring their lunch from home or purchase a tray in the cafeteria. Students will receive a monthly calendar containing daily menus. Lunch tickets may be paid for in advance in our school cafeteria by putting money in your child’s account (we strongly encourage this). Each meal costs:

Regular Lunch- TBD

Reduced Lunch- \$.30 Breakfast/ \$.40 Lunch

Visitor’s Lunch- TBD

Holiday Lunch- TBD

*Money can also be spent on ice cream. Ice cream is available for purchase on FRIDAYS only.

Parents are strongly encouraged to come and eat with their children throughout the school year. We ask that all visitors sign in through the office and wear a visitor’s badge. Also, due to state regulations, any food brought in from outside the school must be given to the students by their parents (please do not bring food to share with your child’s classmates.)

LOST & FOUND:

Please label all articles of clothing, backpacks, and lunch boxes to minimize lost articles. Any articles found in the school or on school grounds will be turned into the main office. Lost and found articles are located in the cafeteria. Unclaimed articles will be donated at mid-year and at the end-of-the-year.

OPEN HOUSE/CURRICULUM NIGHTS:

Pre-Kindergarten and Kindergarten meet the teacher nights will be held mid-August. The exact dates for Curriculum Nights and program format will be announced at the start of the school year.

PARENT TEACHER ORGANIZATION (PTO):

PTO and parent volunteer programs are vital to our school’s success. There will be periodic PTO meetings held throughout the school year. We encourage you to show your Tiger Pride and support by joining and supporting the PTO. Membership forms will be sent home and beginning of the year and will also be

available in the office. Reminders about PTO meetings and flyers regarding parent volunteer activities will be in Daily Folders when appropriate. If parents are interested in volunteering, please inform the classroom teacher and the office staff.

BRIGHT BEGINNINGS PROGRAM:

The Bright Beginnings Program consists of a maximum of 6 children of Slaton ISD staff members in preschool together with children who have been identified through the Preschool Program for Children with Disabilities (PPCD) as eligible for special education. Children in Bright Beginnings learn through developmentally appropriate activities and play. A literacy-rich environment and positive interactions with peers and adults facilitate language enrichment, social skills, emotional intelligence, self-help skills, pre-reading skills, and cognitive skills. The Program follows a district-adopted curriculum for Pre-K called “We Can”, which is based on thematic unit topics. The goal is to introduce, rather than to take mastery, the concepts and vocabulary of the units. For more information on this innovative program, please contact Denise Kirby at (806) 828-6595.

SCHOOL CEREMONIES AND OBSERVANCES:

An opportunity will be provided at the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance, Texas Pledge, and Tiger Pledge. Participation in these activities is voluntary.

TIGER PLEDGE:

“I’m proud to be an SFA tiger. I will ROAR! R- Remain Safe, O- Outstanding Citizen, A- Awesome Attitude, R- Respect and Honor School Rules. SFA Tigers ROAR!”

TOYS, VALUABLES, ETC.

Students are not permitted to use such items as radios, CD players, MP3 players, tape recorders, camcorders, DVD players, cameras, cell phones, electronic devices or games at school without written requests from classroom teachers. These items will be collected and returned to the parent at the end of the school year.

TEACHER QUALIFICATIONS:

Parents have the right to request information about the professional qualifications of their child’s teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught, the teacher’s undergraduate major and any graduate degrees or certifications a teacher may have.

STUDENT PROGRESS:

Students will receive a progress report at the end of every month. Progress is primarily based on teacher observation and checklist-type assessments. Parents, teachers, or administrators may initiate a conference at any time during the school year. Conferences are held during school hours, though every effort will be made to accommodate parent schedules.

SPECIAL EDUCATION:

Special education services are available to students with disabilities. The Slaton Independent School District follows all the statutory requirements regarding the identification of, and services deliver to, students with disabilities. Parents are involved during all phases of the special education process.

NOTIFICATIONS:

Asbestos Management Plan- The district's Asbestos Management Plan, designed to be in compliance with state and federal regulation addressing asbestos, is available in the Central Office. If you have any questions, please contact Clinton Daniels (806) 828-6591.

Pest Management Plan- The district applies only pest control products that comply with state and federal guideline. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment may contact Clinton Daniels (806) 828-6591.

Equal Opportunity- Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offering, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

STUDENT RECORDS:

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled student at the assigned school. The Superintendent of Schools, Dr. Jim Taliaferro, is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed, during regular school hours, upon completion of the written request form. These records custodian or designee will respond to reasonable request for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interest are the only person who have general access to a student's records. "School officials with legitimate educational interest" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student which disabilities under IDEA or an individually designated program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluation programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of their records.

The parent's or student's right of access to and copies of, student records does not extend to all records. Material that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former student after they are no longer students in the district, do not have to be made available to the parents or students.

A student over 18 and parents of minor student may inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and student are not allowed to contest and student's grade in a course through this process. Parents of the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principals' or superintendent's office.

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copies of students' records are available at the cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the records will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, computer and/or video images, e-mail address, participation in officially recognized activities and sports, weight and height of members of athlete teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Organization the names, addresses, telephone number, and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student), provided such information is to be used by the PTO for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the transfer in writing, the sending District is required to send a notice when the records are being sent to the new district.

STEPHEN F. AUSTIN PRIMARY SCHOOL CALENDAR
2011-2012 CALENDAR

August	18	Meet the Teacher Night- 6:00pm Pre-K; 7:00pm Kinder
	22	First Day of School
	23	Pre-K Orientation 3:00pm
	24	Kinder Orientation 3:00pm
	TBD	Handwriting Without Tears Presentation
September	5	NO SCHOOL- Labor Day
	13	Head Start Parent Meeting- 2:00pm
October	3	August/September Progress Reports Sent Home
	4	August/September Tiger Club Ceremony & Reward Day- 8:15am
	10	NO SCHOOL- Staff Development Day
	11	Head Start Parent Meeting- 2:00pm
November	7	October Progress Reports Sent Home
	8	October Tiger Club Ceremony & Reward Day- 8:15am
		Head Start Parent Meeting- 2:00pm
	23-25	NO SCHOOL- Thanksgiving Holiday
December	5	November Progress Reports Sent Home
	6	November Tiger Club Ceremony & Reward Day- 8:15am
	13	Head Start Parent Meeting- 2:00pm
	16	Christmas Party Day- 2:00pm
	19 & 20	NO SCHOOL- Staff Development Days
	21	Christmas Holiday Begins
January	2	NO SCHOOL- Holiday
	3	Holiday Ends- Return to School
	9	December Progress Reports Sent Home
	10	December Tiger Club Ceremony & Reward Day- 8:15
		Head Start Parent Meeting- 2:00pm
	16	NO SCHOOL- Holiday
February	6	January Progress Reports Sent Home
	7	January Tiger Club Ceremony & Reward Day- 8:15am
	14	Headstart Parent Meeting- 2:00pm
	16	Valentine's Day Party- 2:00pm
	20	NO SCHOOL- Staff Development Day
March	5	February Progress Reports Sent Home
	6	February Tiger Club Ceremony & Reward Day- 8:15am
	12-16	NO SCHOOL- Spring Break
	20	Head Start Parent Meeting- 2:00pm
April	2	March Progress Reports Sent Home
	3	March Tiger Club Ceremony & Reward Day- 8:15am
	6	NO SCHOOL- Holiday/Snow-Day Make-Up Day
	10	Head Start Parent Meeting- 2:00pm

May	7	April Progress Reports Sent Home
	8	April Tiger Club Ceremony & Reward Day- 8:15am
	TBD	Field Day/End-of-Year Party Day
	TBD	Awards Ceremony/Kindergarten Graduation
	24	May Progress Reports Sent Home
		May Tiger Club Ceremony & Reward Day- 8:15am
	25	NO SCHOOL- Staff Work Day

Acknowledgments

Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct

My child and I have been offered the option to receive a paper copy or to electronically access at www.slatonisd.net the **Student Handbook** and the **Student Code of Conduct and Internet Use Policy** for 2011-2012. I have chosen to:

- Receive a paper copy of the **Student Handbook** and the **Student Code of Conduct and Internet Use Policy**.
- Accept responsibility for accessing the **Student Handbook** and the **Student Code of Conduct and Internet Use Policy** by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal.

✓ _____
Printed name of student *Signature of student*

✓ _____
Signature of parent *Date*

Acknowledgment of Guidelines for Internet Use Policy

I have read and understand and will abide by the Guidelines for Internet Use Policy (and other online services). Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken as stated in the Student Code of Conduct and Internet Use Policy for 2011-2012.

✓ Student signature _____ Date _____

✓ Parent signature _____ Date _____

Authorization for Use of Student's Pictures on Website

I, parent of _____ (*student's name*), (do give) (do not give) the district permission to use the information in the above list and to use any pictures taken of my child by the school on Slaton ISD's website. I further authorize Slaton ISD to use these pictures without my prior review.

✓ Parent signature _____ Date _____

Use of Student Work in District Publications

I, parent of _____ (*student's name*), (do give) (do not give) the district permission to use my child's artwork or special project on the district's Web site and in district publications.

✓ Parent signature _____ Date _____

Authorization for Corporal Punishment

- Yes, corporal punishment is an acceptable consequence for my child **OR**
- Yes, corporal punishment is an acceptable consequence for my child, but I would like to be called before this consequence is administered. Phone Numbers: _____ (Wk) _____ (Hm) _____ (Cell) **OR**
- No, corporal punishment is not an acceptable consequence for my child.

✓ Parent signature _____ Date _____

Please sign and date each section (8) on the front and back page and return it to the student's school

Authorization for Field Trips

School field trips are recognized as an important education procedure in which pupils are taken to places outside the school grounds. I, parent of _____ (student's name); give my permission for my child to participate in school-sponsored field trips.

✓ Parent signature _____ Date _____

Authorization for Directory Information and Parent's Release of Student Information

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Slaton ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of child's first day of instruction for this school year. **For school-sponsored purposes as identified in FL(LOCAL) and For all other purposes**, Slaton ISD has designated the following information as directory information: Student's name, Address, Telephone listing, E-mail address, Photograph, Date and place of birth, Major field of study, Degrees, honors, and awards received, Dates of attendance, Grade level, Most recent school previously attended, Participation in officially recognized activities and sports, Weight and height, if a member of an athletic team, and Enrollment status

I, parent of _____ (student's name), (do give) (do not give) the district permission to use the information in the above list for the **specified school-sponsored purposes**.

✓ Parent signature _____ Date _____

I, parent of _____ (student's name), (do give) (do not give) the district permission to release the information in this list in response to a request **unrelated to school-sponsored purposes**.

✓ Parent signature _____ Date _____

Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

(Secondary Schools Only)

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (student's name), request that the district not release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

✓ Parent signature _____ Date _____

Please sign and date each section (8) on the front and back page and return it to the student's school.

APPENDIX II:

Texas Education Agency Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)

- Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

Part 2. Race: What is the person's race? (Choose one or more)

- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student Name (please print)

(Parent/Guardian) Signature

Student Identification Number

Date

Texas Education Agency – March 2009

2011-2012

Please sign and date and return this form to the student's school.

Agencia de Educación de Texas Cuestionario de Información de Datos Raciales y de Etnicidad de Estudiantes/Miembros de Personal de las Escuelas Públicas de Texas

El Departamento de Educación de Estados Unidos (USDE) requiere que todas las instituciones estatales y locales de educación, recopilen datos sobre etnicidad y raza de los estudiantes y de miembros de personal. Esta información es utilizada para los reportes estatales y federales así como para reportar a la Oficina de Derechos Civiles (OCR) y a la Comisión de Igualdad en el Empleo (EEOC).

Al personal del distrito escolar y los padres o representante legal de estudiantes que deseen matricularse en la escuela, se le requiere proporcionar esta información. Si usted rehúsa proporcionarla, es importante que sepa que el USDE requiere que los distritos escolares usen la observación para identificación como último recurso para obtener estos datos utilizados para reportes federales.

Favor de contestar ambas partes de las siguientes preguntas sobre la etnicidad y raza del estudiante así como del miembro de personal. Registro Federal de Estados Unidos (71 FR 44866).

Parte 1. Etnicidad: ¿Es la persona Hispana/Latina? (Escoja solo una respuesta)

- Hispano/Latino** – Una persona de origen cubano, mexicano, puertorriqueño, centro o sudamericano o de otra cultura u origen español, sin importar la raza.
- No Hispano/Latino**

Parte 2. Raza. ¿Cuál es la raza de la persona? (Escoja uno o más de uno)

- Indio Americano o Nativo de Alaska** – Una persona con orígenes o de personas originarias de Norte y Sudamérica (incluyendo América Central), y que mantiene lazos o apego comunitario con una afiliación de alguna tribu.
- Asiático** – Una persona con orígenes o de personas originarias del Lejano Este, Sureste de Asia o el subcontinente indio, incluyendo, por ejemplo a Cambodia, China, India, Japón, Corea, Malasia, Pakistán, las Islas Filipinas, Tailandia y Vietnam.
- Negro o Africano-Americano** – Una persona con orígenes de cualquier grupo racial negro de África.
- Nativo de Hawai u otras islas del pacífico** – Una persona con orígenes o de personas originarias de Hawai, Guam, Samoa u otras Islas del Pacífico.
- Blanco** – Una persona con orígenes de personas originarias de Europa, el Medio Este o el Norte de África.

Nombre del Estudiante (por favor use letra de imprenta)

Firma (Padre/Representante legal)

Número de Identificación del Estudiante

Fecha