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STATEMENT OF ASSURANCE

The Chapel Hill Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing educational services, activities and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The Chapel Hill Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

The Director of Administrative Services has been designated to coordinate compliance with these requirements.

Thomasine Cleaver
Director of Administrative Services
11134 CR 2249
Tyler, Texas 75707
(903) 566-2441
(903) 566-8469 FAX

ASBESTOS MANAGEMENT INFORMATION

Information about asbestos inspections, response actions, and post-response action activities can be obtained from the Chapel Hill Administration Office. The telephone number is 566-2441.

ASSESSMENT

Throughout the year, Wise students will be participating in various testing programs. The purpose of these assessments is to help the school determine the effectiveness of the overall instructional program and to assist individual planning for each student's education.

Teachers continually monitor and assess what the students are doing. Reteaching and reinforcement of skills are planned as a result of this informal teacher-directed assessment.

All K-2 students are given the Texas Primary Reading Inventory, according to state guidelines, in order to measure reading skills.

District benchmark tests are given to measure each student's progress in mastering the state-required skills. Mastery of these skills is necessary in order to be successful on the TAKS test required in third grade.

A nationally standardized achievement test is given to all students at appropriate grade levels. This test allows the teachers to compare our students' progress with other students nationwide. An intelligence test is also given to appropriate grade levels. Both tests results also help in planning for individual and campus instruction. Results of these assessments will be made available to parents.

ATTENDANCE

Students are expected to be in school except in cases of *emergency, illness or school-approved absences*.

It is also the law in Texas that children between the ages of 6 and 18 must attend school. Children enrolled in pre-kindergarten or kindergarten also are required by law to attend school, according to Texas Education Code 25.085©. School employees must investigate and report any violations of the state compulsory attendance law.

If your child must be absent, a written note giving the reason for the absence must be sent to school within **three (3)** days of the child's return to school. Excused absences are due to illness or emergency. A doctor's statement may be required for an extended illness.

According to the Texas Education Code, children enrolled in school must attend school 90% of the scheduled school days. For students whose attendance is less than the minimum required, a campus attendance committee will meet at least once each semester to review these students' attendance records. Absences that are not approved shall be designated as unexcused absences, even if the student had parent permission not to attend school.

Parents/guardians who allow their children to miss school are in violation of the compulsory attendance laws if the absence is not excused. The student's parent/guardian is subject to prosecution if the pupil is absent without an excuse for ten (10) or more days or parts of days in a six-month period or is absent on three or more days or parts of days within a four-week period. The parent will be sent a warning in writing if, in a six-month period, the student has been absent without an excuse five (5) times for any part of a day.

Please Note: Class time is important. Any doctor's appointment should be scheduled, if possible, at a time when the student will not miss instruction.

BIRTHDAY PARTIES/INVITATIONS

Your child's birthday is a special day. You can send cookies or a simple snack for the entire class if your child's birthday is during the school year. The teachers also request that no birthday parties be planned for the classroom.

Birthday invitations cannot be distributed at school unless there is an invitation for everyone in the class. If it is an all-girl party, then every girl gets an invitation; an all-boy party means every boy gets an invitation. This eliminates children having hurt feelings.

BRINGING ITEMS TO SCHOOL

Because of safety and other reasons, pets, toys, science equipment, and other related items should not be brought to school unless they are to be used in a planned school-related activity, and the teacher has requested the student to bring them. The teacher will notify parents, in writing, when students should bring such items.

BUS TRANSPORTATION

Chapel Hill ISD provides bus transportation to all students who live in the district and who want to ride the bus to and from school. This service is provided at no cost to students. The district transportation office determines bus routes and any subsequent changes. Further information may be obtained by calling *David Davenport* at 903-566-3776. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students are expected to follow behavioral standards established in the district code of conduct.

PLEASE NOTE

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

CAFETERIA SERVICES

When sending money to school for meals, send the correct change in a sealed envelope with your child's name, teacher, amount enclosed and the reason for it. A check is better. Make it payable to *Wise Cafeteria*. All students receive eligibility information and an application for free and reduced-price meals. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the District Food Services Department at 903-565-5100.

Students may also bring lunches from home and purchase milk in the cafeteria. Students cannot bring carbonated drinks (coke, etc.) to school.

CAFETERIA SERVICES (Continued)

All parents wanting to receive free and reduced meals for their children must fill out a form **each** new school year in order to qualify. It is the responsibility of the parent or guardian to obtain the form from the school office or the cafeteria if one is not sent home with your child. Letters are sent home via your child to inform you of his/her status when an application has been approved. The rules and qualifications for free & reduced meals are state mandated.

Parents are responsible for charges made before applications are processed. Only two charges (in a row) will be allowed. If a child does not have money or has not been approved for free or reduced meals, a sandwich and milk will be provided. You may send money to be credited to your child's account for the week or for the month. There is **no** charging at breakfast.

MEAL PRICES FOR 2006 - 2007

Breakfast	\$.75
Lunch	\$1.50
Adult Breakfast	\$1.25
Adult Lunch	\$2.50

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, the principal shall exclude from attendance students who are infected with certain reportable diseases, as defined by the Texas Department of Health. Children infected with one of these diseases cannot attend school while the disease is contagious and cannot return to school until the readmittance criterion has been met.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral (A, B, or C)	Rubella (German Measles), including congenital
Campylobacteriosis	Impetigo	Salmonellosis, including typhoid fever
Chickenpox	Infectious mononucleosis	Scabies
Common cold w/fever	Influenza	Shigellosis
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Streptococcal disease, invasive
Meningitis, Bacterial	Mumps	Tuberculosis, Pulmonary
Gastroenteritis, Viral	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)
Giardiasis	Ringworm	
Head Lice (Pediculosis)		

PLEASE NOTE

Students infected with head lice will not be allowed to attend school until they have received appropriate treatment. When a student returns, he/she must present proof of treatment by bringing the box top from the lice shampoo. The nurse will also check the child upon his/her return to school to see if the treatment was successful.

COMPLAINTS BY PARENTS

Usually parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, Chapel Hill ISD has adopted a standard complaint policy.

In general, a parent should first discuss the complaint with the teacher. If unresolved, the complaint should be discussed with the campus principal. If still unresolved, a written complaint and a request for a conference should be sent to the Superintendent.

CONDUCT AND DISCIPLINE

Refer to District Student Handbook and District Code of Conduct

COUNSELING

Refer to District Student Handbook

CREDIT BY EXAMINATION

An elementary student will be permitted to take examinations to earn credit for an academic year (K-4) for which the student has no prior instruction. This means a student can “skip” a grade. The parent must initiate this process by registering the student to take the examinations for acceleration no later than 30 days prior to the scheduled testing date. The counselor coordinates this testing.

DRESS CODE

Students are expected to dress in a neat and attractive manner that reflects pride in themselves and their school. We rely on parents’ good judgment to help students know what to wear. Generally, students should wear clothes which are safe, **do not disturb or distract other students**, and are appropriate for learning. Any form of dress or hair style which is considered contrary to good hygiene or which is detrimental to the purpose or conduct of the school will not be permitted.

Shorts are permitted for both boys and girls but they must be long enough to look appropriate. Likewise, skirts and dresses must be long enough to look appropriate. Tank tops, halters or other similar clothing will not be allowed. Shirts advertising alcoholic beverages or tobacco or those with obscene or questionable printing on them will not be permitted. Trenchcoats will not be allowed. Proper shoes for physical education must be worn. (Students will participate in P.E. and recess daily.) Hats must be removed when in the school building. Earrings are not allowed for boys or girls due to safety. Backless shoes (flip flops and sandals) are **NOT** allowed due to safety during any part of the school day.

DRILLS – FIRE, TORNADO, ETC.

Fire drills are conducted once each month and tornado drills are conducted twice each semester. Detailed escape plans are posted inside each classroom, as well as throughout the building. Each class has an escape route to an outside area a safe distance from the building.

During tornado drills each classroom goes to a designated area within the building. All children sit with hands covering head, which rests on knees.

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school 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. Also, if treatment by a physician is necessary, an ambulance will be called to transport the student to the hospital. The parents will be responsible for all medical expenses and charges.

Therefore, parents are asked each year to complete an emergency card consent form. They should also keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies, etc.) throughout the school year. Please contact the school nurse to provide any updates.

ENROLLMENT/WITHDRAWAL

The documents required for enrollment include the child's
official birth certificate,
current immunization record,
official social security card,
parent's driver's license,
proof of residence in the Chapel Hill ISD.

An enrollment form and an emergency card will be completed for each child enrolled at Wise. Please help us keep the information on these forms current concerning address, telephone numbers or other changes. Also, please mention any unusual physical/medical problems your child may have so it can be recorded on the emergency card.

A cumulative record folder is maintained in the office for each student at Wise Elementary. Copies of the required enrollment documents will be kept in your child's cumulative folder. *By law, both parents/guardians, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes.* A parent/guardian 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 custodian of all records for pupils at Wise Elementary. Records may be reviewed during regular school hours. The records custodian will respond to reasonable requests for explanations and interpretations of the records.

If a child is to be withdrawn from Wise Elementary, the parent/guardian must notify the office concerning the date and reason for the withdrawal. A withdrawal form will be needed in order for your child to enroll in another Texas public school.

Withdrawal forms cannot be completed until all items are cleared with the cafeteria, library, and school office.

FIELD TRIPS

Field trips are an important part of the learning process. They are planned in order to enrich and expand what has been taught in the classroom. There are certain procedures that must be followed when Wise Elementary sponsors a field trip.

1. When a field trip is to be taken, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip.
2. Each student participating in a school-sponsored trip will go and return on transportation provided by CHISD.
3. Each student participating in a school-sponsored trip shall be under the supervision of authorized school personnel.

4. Enclosed in your handbook is a Field Trip Permission form which gives your child permission to attend all local campus to campus field trips. Please sign and return.

IMMUNIZATION REQUIREMENTS

According to state law, all students must be fully immunized against certain diseases. The immunizations required are:

diphtheria,
rubeola (measles),
rubella,
mumps,
tetanus,
Haemophilus influenzae type B,
Poliomyelitis,
Hepatitis A,
Hepatitis B, and
varicella (chicken pox).

The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. She will make sure your child's immunizations are current.

All immunizations should be completed by the first date of attendance. However, if this is not possible, a student may be provisionally enrolled and allowed to attend school for thirty (30) days, provided at least one immunization in the series has been received.

Proof of immunizations may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent/guardian stating that immunizations conflict with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the parent/guardian must present a certificate signed by a U.S. licensed

physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

LAW ENFORCEMENT GUIDELINES

When law enforcement officers or other lawful authorities such as Child Protective Services wish to question or interview a student at school, several guidelines will be followed. School personnel will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student. If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

State law requires the school to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court;
- To comply with the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student is engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court,
- To comply with a properly issued directive to take a student into custody;
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the

principal does not have the authority to prevent or delay a custody action, notification may occur after the fact.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with your child's name. Found clothing articles are placed in the school's Lost and Found box which is located outside of the main office. *Unlabeled or unclaimed clothing is turned over to Goodwill or Salvation Army at the middle of the school year and at the end of the school year.*

MEDICATIONS

Any medicine given at school must be prescribed by a physician, must be in the original bottle and must be delivered in person by the parent/guardian to the school. Also, written authorization from the parent/guardian must be given to the nurse before she will give the medicine. Teachers cannot give medications.

Over-the-counter medications must be accompanied by a physician's note stating the school nurse should administer the over-the-counter medication. Amounts and times must be included in the physician's authorization.

When a child takes a medication all year long (asthma, allergy, ADD/ADHD medications), one note to be kept on file all year long will be acceptable. These medications must also be in the original containers.

Please do not send cough drops, throat drops, vitamins, etc. to school with your child.

PARENT INVOLVEMENT, RESPONSIBILITIES AND RIGHTS

Refer to the District Student Handbook

PARENT-TEACHER CONFERENCES

Student academic growth increases when the home and school work together. Communication is a major part of this process. The parent or the

teacher may initiate a conference. Certain “required” conferences will be held but other conferences may be held at any time mutually suitable to both parent and teacher. Parents are asked to phone or send a note ahead of time to allow a teacher to make arrangements for the conference.

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before the application. Information concerning these applications may be obtained for the Chapel Hill Administration Office. The telephone number is 566-2441.

PRAISE AND ENCOURAGEMENT

It is so very necessary that you let your child know that you think what he/she is doing in school is important.

- Ask about daily activities at school.
- Ask to see papers from school and discuss the work.
- Give praise and encouragement.
- Give helpful criticism when needed.
- Be supportive of your child’s teacher.

Allow your child to see your pride in each gain made. No matter how little the growth, be sure to give praise.

PROMOTION AND RETENTION

A student may be promoted to the next grade level only on the basis of academic achievement or demonstrated proficiency of the subject matter of the present grade level. To earn credit in a grade level, a student must receive a grade of 70 based on grade level standards in reading, math, science and social studies. Standards for mastery are outlined in the Texas Essential Knowledge and Skills (TEKS) provided by Texas Education Agency.

A student must also meet the state attendance requirements in order to be promoted to the next grade level.

REPORT CARDS AND PROGRESS REPORTS

Progress reports are sent home at the end of the first three weeks of a grading period to notify parents if the student's grade average is near or below 70 or below the expected level of performance.

Report cards are sent home after each 6-weeks grading period. The reports are usually sent the Thursday following the end of the grading period. Attendance for the grading period, as well as academic progress, will be reported.

When the report card is received, the parent should examine it carefully, sign it and return it the next day. If the parent feels a need for a conference, they may contact the child's teacher.

SCHOOL FACILITIES

Persons wishing to utilize school facilities must complete a facility usage request. This may be obtained in our campus office. Both the principal and district must approve the request.

SCHOOL HOURS: ARRIVAL/DISMISSAL

The school day starts at 8:00 am and ends at 3:00 pm, Monday through Friday. **A student will not regularly be released before the end of the instructional day, unless the principal has granted approval. Parent cooperation is requested in observing the daily school schedule.** Parents will be required to attend a "mandatory parent meeting" if student accumulates 3 tardies within a 6 weeks period. Parents will also be called in for a parent conference if students are checked out of school early (before 3:00) more than 3 times within a 6 weeks period.

Children will not be allowed on the Wise campus before 7:30 in the morning. They must go directly to the classrooms unless they are going to eat breakfast in the cafeteria. Teachers are not in their classrooms until 7:30.

Many of our children ride buses. The buses unload in the bus loop by the cafeteria. A teacher and/or aide will meet the buses in the bus loop.

Cars are not allowed in the bus loop. Children riding to school with parents cannot arrive earlier than 7:30. A teacher and/or aide will meet the cars in the loop by the office.

Car riders are not dismissed until 3:00. Because pick-up children are escorted to the outside awning in front of the west end of the building, parents should remain in their vehicles. The children are supervised until loaded into the cars.

If a student is to be picked up during the school day, **the parent must report to the office** in order to get the child. If anyone other than the parent is to pick up the child, the parent must give permission by sending a note or telephoning the school. Identification will be required in order for any person to pick up a child.

If a student is to go home with another student, permission notes are to be received from parents of each child. These notes are to be approved by the principal and given to the appropriate bus driver or pick-up personnel.

Any changes in the way a child is to go home must be communicated to the office BEFORE 2:00 or the usual procedure will be followed.

Wise Elementary personnel reserve the right to call, verify, and confirm any changes to an individual student's pick-up routine for the safety of all students.

SCHOOL INSURANCE

Under state law, the district cannot pay for medical expenses associated with a student's injury. However, school insurance is available to all students. A packet will be available for each student on the first day of school. Purchase of this program is optional. If you choose to buy this insurance and need a claim form, the forms are available in the school office.

SCHOOL SUPPLIES

Each student should come to school with the necessary school supplies. A school supplies list for each grade level is available in the office.

SEVERE WEATHER-RELATED SCHOOL CLOSINGS

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio and television stations will announce the school district decision no later than 6:30 a.m.

If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. If the procedures will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early.

SNACKS

Most classrooms have a snack during the day. Your child's teacher will guide you on what to send. Fruit or fruit snacks are best. Raw veggies, crackers and popcorn are also good. Candy and chips do not provide appropriate nutrition for snack time.

SPECIAL EDUCATION RECORDS

Refer to District Student Handbook

SPECIAL EDUCATION SERVICES

Refer to District Student Handbook

STUDENT RECORDS

Refer to District Student Handbook

TELEPHONE

The school telephone is for *school business calls only*. Students are not permitted to use the telephone unless an office staff person gives permission.

VISITORS

Parents and grandparents are encouraged to visit school and participate in the education of their child. We request that parents avoid conferences with the teacher during such visits but rather schedule a conference for a mutually acceptable time.

For the protection and safety of everyone in the building, *all visitors must report to the office* when they first enter the building. **Please do not go directly to the classroom or stand in the hallway. Do not come to school early and stand in the hallway, waiting for school to be over. It is very disruptive to students and teacher.**

Visits to individual classrooms during instructional times are permitted only with approval of the principal and/or teacher and only if the duration and/or frequency do not interfere with the instructional environment.

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instructional time. The office will know the class schedule and the appropriate time to communicate with the teacher.

Students from other schools are not permitted to visit class with your child.

Inter-District Transportation

I give my consent for my child, _____, to be transported by means of Chapel Hill Independent School District transportation to all Chapel Hill ISD campuses for the purpose of field trips. I agree to hold Chapel Hill ISD, the school employee in charge, and the driver furnishing transportation harmless from any liability or damages as a result of any accident.

Parent / Guardian Signature

Date

Media Release

We have many exciting things happening at Wise Elementary and we would like to share these things with our parents and the community. *The Tyler Morning Telegraph* has agreed to run pictures and articles of events involving our students. Also, *Edline* gives us great opportunities to “show-off” the wonderful things of Wise on our web site that can only be accessed by parents with authorization. Please sign and return this form to your child’s teacher giving your permission to include your student’s picture and name in these publications. Thank you, in advance, for your support to our school!

_____ Yes, my child’s name and picture may be released to the newspaper and Edline publications.

_____ No, I do not want my child’s name or picture included in any publication.

Student Name: _____

Parent Signature: _____ Date: _____