

Hilltop Elementary



Handbook

2011 -2012

Hilltop Elementary School 1050 Harrison Lane Argyle, TX

Lisa Lyles, Principal, Mandi Pels, Assistant Principal, Michael Ball, Counselor

PREFACE

To Students and Parents: Welcome to the 2011-2012 school year! For this year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us in this endeavor. The Hilltop Elementary Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into two sections:

The first especially for parents, with information all parents will need to assist their child and respond to school-related issues;

The second for students and their parents, to provide information about curriculum and other activities, school operations and requirements. Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parents must be familiar with the Argyle Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found at the back of this handbook and in the elementary office. The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

A copy of the District's policy manual and a copy of this handbook are available in the school office or on line at www.argyleisd.com

Nondiscrimination

Argyle Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:
Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Telena Wright / Chris Daniel

800 Eagle Drive
Argyle, TX 762265
(940)-464-7241

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Dr. Telena Wright / Chris Daniel

800 Eagle Drive
Argyle, TX 762265
(940)-262464-7241

Services for the Homeless and for Title I Participants

Other designated staff personnel you may need to contact include:

Liaison for Homeless Children and Youths, who coordinates services for homeless students:

Dr. Telena Wright
800 Eagle Drive
Argyle, TX 762265
(940)-464-7241

Parent Involvement Coordinator, who works with parents of students participating in Title I programs:

Dr. Telena Wright
800 Eagle Drive
Argyle, TX 762265
(940)-464-7241

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

SECTION I IMPORTANT INFORMATION FOR PARENTS

This section of the Hilltop Elementary School Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:

Parental involvement

School Arrival and Dismissal

Report cards, progress reports and homework

Assessment Testing

Grading Guidelines

Promotion and Retention

Medicine at school

Student records

Student or parent complaints and concerns

Counseling and Special Programs

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include: Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. The Parent Portal is available for students in grades 2-4.

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at [940-464-7241](tel:940-464-7241) for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.

Becoming a school volunteer. For further information, ask the elementary office or contact the classroom teacher. Participating in campus parent organizations. Parent organizations currently include PTA and the Hilltop Dad's Club.

Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, contact Lisa Lyles, Principal.

Attending Board meetings to learn more about district operations.

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns: Political affiliations or beliefs of the student or the student's parent. Mental or psychological problems of the student or the student's family. Sexual behavior or attitudes. Illegal, antisocial, self-incriminating, or demeaning behavior. Critical appraisals of individuals with whom the student has a close family relationship. Relationships privileged under law, such as relationships with lawyers, physicians, and ministers. Religious practices, affiliations, or beliefs of the student or parents. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in: Any survey concerning the private information listed above. School activities involving the collection, disclosure, or use of personal information collected

from your child for the purpose of marketing or selling that information. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA. Parents also have a right: To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum. To inspect a survey created by a third party before the survey is administered or distributed to your child. To review your child's student records when needed. These records include:

- Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child (released test).
- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
- When it is used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.

School Arrival and Dismissal

The following areas are open to students before school begins at 7:45 a.m. There will be no supervision for students until 7:20 am, so please do not bring them to school before this time. Students in grades pre-kindergarten through second are to report to the cafeteria until released for class at 7:35 am. Students in grades third and fourth are to report to the gymnasium until released for class at 7:35 am. If your child needs to eat breakfast, they can go to the cafeteria beginning at 7:20am.

Pre -Kindergarten through Second grade students dismiss at 2:35 pm. All students riding the bus dismiss at 2:40 pm. Third and Fourth grade students dismiss at 2:45 pm.

To allow for a timely dismissal, do not arrive more than 10 minutes early.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

To help eliminate confusion, please wait outside in your car for your child. Picking your child up early from school is discouraged, as this causes students to miss part of their instruction. Early dismissal should be limited only to those rare occasions when students are scheduled for a medical appointment.

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School

Students arriving after the 7:45 am bell will report to the office. A tardy slip will be issued to the student so he or she can enter their classroom. The office keeps a record of tardiness and when warranted sends reminder letters concerning the importance of prompt school attendance.

Extenuating circumstances will be considered by the principal or designee, but it is important to note that tardiness is not normally excused.

Conduct Before and After School

Teachers and administrators have full authority over student conduct during after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

REPORT CARDS, PROGRESS REPORTS, AND HOMEWORK POLICY

Report cards with your child's grades or performance and absences in each class are issued to you at least once every six weeks. At the end of the first three weeks of a grading period, you will be given a written unsatisfactory progress report if your child's performance in any course [in English language arts, mathematics, science, or social studies] is near or below 70, or is below the expected level of performance. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within two days.

GRADING SYSTEM

The **Pre-Kindergarten** and **Kindergarten** report card is a skills checklist sent home at the end of each six weeks. Numerical grades are NOT given to Pre-Kindergarten -First grade students.

The **First grade** report card depicts progress in the following manner: E-Excellent Progress S-Satisfactory Progress I-Improvement Needed U-Unsatisfactory

Students in **grades 2 through 4** receive numerical grades. Numerical grades are equal to the following letter grades: A= 90-100 B = 89-80 C = 79-75 D = 74-70 F = Below 70

Citizenship grades are awarded in the following manner: E = Excellent S = Satisfactory I = Needs Improvement

Report Cards

Report cards are issued on Wednesday following the end of each grading period. Report cards are to be signed and returned to the school within two days from the date of issuance.

Progress Reports

Progress reports are issued during the third week in each grading period. Progress Reports are given to students with a 70 or below in any given subject. These are to be signed and returned to your teacher within two days.

Grading Policy:

Pre-Kindergarten -First Grade -Grades will be weighted equally based on skills and ability.

Second grade-Fourth Grade – Daily work, which includes homework and quizzes, count 60%

Tests count 40% Late work is accepted and graded based on the following guidelines:

- Third and Fourth grade: 10 points a day is deducted for every paper that is late. After 5 days the assignment is a zero. It is the teacher's responsibility to inform the student of late assignments.
- Students may correct failing daily assignments for a maximum grade of a 70.
- Test grades stand and cannot be corrected.

Homework Policy

The following guidelines are intended to direct homework practices at Hilltop Elementary. Teachers assign homework for many reasons:

- to offer additional practice opportunities
- to reinforce classroom instruction

- to extend and enrich learning experiences, with the different needs of students in mind.
- Teachers will provide modifications and enrichment to the assignments as needed. Also, They will be flexible regarding a student's access to resources, providing the tools and materials or suggesting substitutes when necessary. Homework assignments should be high quality assignments and should be relevant to a student's educational experience. Listed below are the suggested daily time guidelines for homework at each grade level:

Kindergarten 10-15 minutes 1st Grade 10-20 minutes

2nd Grade 20-30 minutes

3rd Grade 30-45 minutes

4th Grade 30-45 minutes

Teacher Responsibilities: To provide homework activities following the guidelines stated above To explain and clarify assignments and provide appropriate materials when needed To provide feedback for students concerning assignments To maintain open communication with parents and students Student Responsibilities: To organize, complete and submit assignments on time To gather needed materials for homework assignments To maintain open communication with their teachers and their parents.

Parent Responsibilities: To support his or her child's educational experience by assisting with and monitoring assignments To encourage his or her child to complete and turn in assignments To maintain open communication with the teacher and the child

STATE ASSESSMENT

Students at certain grade levels will take state assessment tests (such as STAAR) in the following subjects, as well as routine testing and other measures of achievement:

Mathematics, annually in grades 3–4

Reading, annually in grades 3–4

Writing, including spelling and grammar, in grade 4

PROMOTION AND RETENTION

A student will be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

For students in grades 3 and 4: Parents of students who do not perform satisfactorily on their state assessments (STAAR) will be notified that their child will participate in special instructional programs designed to improve performance. Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or ESL teacher.

Standardized Testing:

Standardized tests are given as required by law as well as to determine program needs and to ensure accountability for student achievement. Norm referenced tests compare a student's performance with the average performance of others in a large group. Criterion referenced tests compare a student's performance to a set established performance standard. The purpose of the testing program is to monitor student achievement. The results of the tests are used to identify strengths and weaknesses in the academic areas. The results are also used to determine the effectiveness of the educational programs and how the program can be improved.

After the testing is completed and the scores are returned, parents will be notified in writing. If parents have any questions about the standardized testing program, they should contact the school.

MEDICINE AT SCHOOL

No district employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except: Authorized employees, in accordance with policy, and:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and

will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, for which the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor for treatment of the particular emergency; and When the parent has previously provided written consent to emergency treatment on the district's form. A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse for information.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood-or behavior altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents certain rights. The law specifies that certain general information about Argyle ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within thirty school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to: The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.

District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order. A school to which a student transfers or in which he or she subsequently enrolls. The principal is custodian of all records for currently enrolled students at the assigned school. The

superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is: 800 Eagle Dr. Argyle, TX 76226 The address of the principal's office is: 1050 Harrison Lane Argyle, TX 76226 A parent may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request 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, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

The parent's or eligible student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or 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, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or online at [www. Argyleisd.com](http://www.Argyleisd.com)

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees.

Classroom Assignment Appeals

If a parent/guardian believes their child's educational placement is inappropriate to address his/her educational needs, they may submit this request in writing to the campus principal within the first two weeks of any given school year.

After consultation with the parent/guardian and classroom teacher, the principal, assistant principal and counselor will make a final decision and inform the parent/guardian.

Decisions may be appealed to the Superintendent.

Parents have the right to request a transfer of their child to another classroom if your child has been verified by administration to have been a victim of bullying as the term is defined by Education Code 25.0341.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to the teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; and finally, to the principal. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

COUNSELING Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact Michael Ball at 940-464-7241.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, and migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the elementary office at 940-464-7241.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. If a child does not pay for or return the lost textbook, their report card will be held.

SECTION II OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct; use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE

- Attendance
- Communicable Diseases
- Conduct
- Law Enforcement
- Distribution of Materials
- Dress and Grooming
- Immunizations
- Transportation
- Visitor Guidelines

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education— to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs or from required tutorials will be considered truant and subject to disciplinary action.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines: All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose.

A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student. The committee will consider the acceptability and authenticity of documented reasons for the student's absences. The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

When a student must be absent from school, the student or parent must bring a note, signed by the parent that describes the reason for the absence.

Make-up Work

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student. Students are expected to master the essential knowledge and skills and meet subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

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.

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.tdh.state.tx.us/>.

CONDUCT

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Ipods, Gaming Systems, Cell Phones, and other Electronic Devices

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, (cell phones do not apply) unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in restroom areas at any time while at school or at a school related or school sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the Student code of conduct and may include confiscation of the device.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The district encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

A student who believes he or she has been harassed by another student or by a district employee is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL).

Sexual Harassment / Sexual Abuse

Students must not engage in unwanted or unwelcomed verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The district will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Chris Daniel.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

The principal 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 at school.

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers a valid objection.

The principal ordinarily will be present unless the interviewer raises what the principal considers a valid objection.

The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

To comply with an order of the juvenile court.

To comply with the laws of arrest.

By law enforcement officer if there is probable cause to believe the student has 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 released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is required by state law to notify: All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors. All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school publication, Insights, and the yearbook, are available to students and parents. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the district does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the

superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the superintendent or designee's decision in accordance with policy GF (LOCAL). The principal has designated the elementary office as the location for approved non-school materials to be placed for voluntary viewing by other students.

DRESS AND GROOMING

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

Students are **not** to wear the following:

1. Any clothing or apparel that:
 - a. Is considered unsafe, dangerous, or a health hazard
 - b. Contains offensive or obscene symbols, songs, slogans, or words degrading any gender, cultural, religious, or ethnic values
 - c. Contains language or symbols oriented toward violence, sex, drugs, alcohol, or tobacco
2. Any attire or grooming disruptive to the instructional process, which may include, but is not limited to:
 - a. Bare midriffs
 - b. Halter tops, tank tops, sheer or see-through blouses, spaghetti straps
 - c. Short shorts or extremely short skirts (extreme is defined as at or above fingertips).
 - d. Tight or revealing clothing
 - e. Clothing that allows underwear to be exposed
 - f. Caps, hats, headbands, sunglasses, nose rings, earrings for males
 - g. No roller blades, skates, tennis shoes with skates built in
 - h. Hair styles proven to be a distraction in the classroom

The final decision in determining appropriate school dress and appearance shall rest with the teacher, counselor, or principal.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Except as approved by policy, fund-raising by outside groups is not permitted on school property.

Health Related Matters Physical Activity for Students in Elementary School

In accordance with policies at EHAB and EHAC the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held 6 meetings. Additional information regarding the district's School Health Advisory Council is available from the school nurse.

Vending Machines

The district has implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. Students are not permitted to use the vending machines at any time during the school day. For more information regarding these guidelines see the principal.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, rubella (measles), rubella, mumps, tetanus, hemophilic influenza 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. Proof of immunization 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 student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent 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. [For further information, see policy FFAB.]

Pledges of Allegiance, Declaration of Independence and Minute of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas Flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

In addition, you may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom that United States government extends diplomatic immunity.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety.

- Animals may be brought to school for show and tell with prior teacher approval. They must be on a leash or in a cage.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the district, under state law, cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm sounds, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill When the fire alarm sounds, all occupants leave the building and proceed to their designated area. Hilltop Elementary will have no less than eight fire drills during the school year. Tornado Drill When informed of inclement weather over the intercom, occupants move quietly and quickly to

their designated location. Hilltop Elementary will have two tornado drills during the school year. Lock-down Drill When instructed, all occupants will proceed to their designated area. Hilltop Elementary will practice lock-down two times per year.

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.

Emergency School-Closing Information

In case of severe weather or other emergencies, official information about school closings will be broadcast on television channels 4, 5 and 8 and on radio station WBAP 820. Also, information will be posted on the Argyle ISD web page.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the administration office to apply.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use with a teacher permit: Library hours are 7:35 AM-2:45 PM and additional hours as announced. A librarian is available to assist students in locating materials. All lost library books must be found or paid for by the end of the school year.

Pest and asbestos Information

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their children's school assignment area may contact **Jim Hash** 464-7241.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may conduct searches from time to time. Such searches are conducted without a warrant and as permitted by law.

Student Desks

Student desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the contents of their assigned desks. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.

TRANSPORTATION

School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student return home with the parent only.

Buses and Other School Vehicles

Further information may be obtained by calling Albert Rutledge at 464-7241 ext. 6003

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must: Follow the driver's directions at all times.

Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

Keep feet, books, and other objects out of the aisle.

Not deface the bus or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

Wait for the driver's signal upon leaving the bus and before crossing in front of the bus. When students ride in a district van or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit Hilltop Elementary School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must schedule their visit ahead of time unless coming to eat lunch with their child. Visitors are to stop by the front office, sign in and obtain a visitor's sticker.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Forms for scheduling classroom visits can be obtained in the front office.

In the interest of student safety, visitors are not permitted on the playground.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Messages to Students

Students are encouraged not to use the school telephone except in unusual circumstances and then, only after obtaining permission from school personnel. The campus secretary should receive all messages concerning a change in the afternoon schedule for a student before 1:45 pm.

Lost and Found

All clothing and other personal items should be labeled with your child's name. Articles will be placed in lost and found. Unclaimed items will be donated to charity at the end of the school year.

Do not send baseball bags, sport gloves and other equipment to school with your child for after-school, non-school sponsored activities. These items are valuable and we cannot be responsible for their safety. We do not have room in the office area to store such items. Anything brought to school which does not have an educational purpose, may be taken up and kept in the Principal's office. These items will be returned to students at the end of each week.

Parties

Due to state guidelines, only three parties are permitted during the school year.

- 1 The last day before winter holiday
- 2 Valentine's Day
- 3 End of year celebration (Kindergarten and 1st grade will have an egg hunt in the spring)

Birthdays

To avoid hurt feelings, birthday invitations are to be given at school only under the following circumstances:

- The entire class is invited
- All girls are invited
- All boys are invited Otherwise parents are asked to mail invitations.

Parent – Teacher Conferences:

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information on his or her child's school performance or when the child is experiencing problems at school. Parent-teacher conferences can be a productive way of helping to improve student performance. If there is any major change in a student's home environment, which may affect his or her school performance, parents should notify the child's teacher by sending a note or scheduling a conference. To schedule conferences, parents should contact the school office or the teacher. Teachers are not available for parent-teacher conferences during instructional time.

Elementary Code of Conduct

The purpose of the Elementary Code of Conduct is to provide students in Hilltop Elementary an effective and safe learning environment. Included in the Code of Conduct are prohibited behaviors and consequences for behaving in a prohibited manner.

A number of factors must be considered in determining the degree of disciplinary action to be taken. Among these factors is the severity of the misbehavior, the age of the student, and the student's disciplinary history.

Parents will be contacted by phone or in writing when students are facing disciplinary action as outlined in the Code of Conduct. Parents may be invited to observe their students in the classroom and /or invited to attend a conference with the principal and/or teacher for the purpose of devising a disciplinary and behavioral correction plan. Student support services, as well as punishment, may be used to address misbehavior.

Ladder of Discipline

Our Hilltop Staff would like to follow the "Ladder of Discipline" to ensure that discipline is fair and consistent. Before a student is sent to the office for continuous misbehavior in the classroom, the teacher will have notified the parent of their concern and help has been given from home and school. If students are asked to see an administrator because the conduct has continued or is dangerous, here are the steps that will be followed:

First office referral -Administrator will speak to the student. A warning and/or consequence will be given that will remind the student of the correct choice that should have been made. Communication is made with the parent either through a call, email, or face to face visit.

Second office referral – Administrator will speak to the student. Student will serve an office detention. Communication is made with the parent either through a call, email, or face to face visit.

Third office referral -Administration will speak to the student. In School Suspension will be considered. Communication is made with the parent either through a call, email, or face to face visit.

The “Ladder of Discipline” will be followed unless the offense warrants a direct In School Suspension consequence. The administrator will make that decision. Ex. Fighting, bullying, etc.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code of Conduct, the principal or designee may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided such action does not violate school board policy or procedures or state and/or federal laws.

Prohibited Behavior

1 Fighting; 2 Physical contact that is inappropriate; 3 Using or having possession of tobacco or any smoking items; 4 Using inappropriate language, written or spoken; 5 Dishonesty; 6 Verbally or physically abusing teachers, administrators, students, or any other person including but not limited to acts of sexual harassment, threats or intimidation; 7 Damaging school property or the property of others; 8 Using, possessing, giving away, or selling any illegal drugs or alcoholic beverages; 9 Damaging or setting off a fire alarm (except in cases of fire on school premises); 10 Committing any criminal act; 11 Leaving a class or the school without permission; 12 Behavior that interferes with learning, including disrespect and failure to follow reasonable directions; 13 Breaking any school or school system rule; 14 Throwing objects on school property 15 Distribution and/or use, access, upload, download of inappropriate materials on the internet. 16 The sale, give-away, barter, exchange or distribution of any food, non-prescriptive or prescriptive drugs, material, substances, toys, or other personal belongings without the expressed consent of the principal or the principal’s designee. Students who deface or destroy school property willfully, maliciously or carelessly will be charged with the full amount of damage in addition to the disciplinary procedures outlined in the Code of Conduct.

Bus Misbehavior

Students must behave on the bus. A child may receive 3 bus write-ups before they are removed from riding the bus for up to 3 days. The first 2 bus write-ups: Administrator will speak with the student, warning given, parent contacted. The third bus write-up: Administrator will speak to student, bus removal for 3 days will be

given and parent will be called. If a student's behavior warrants going to a straight bus removal, that is the administrator's decision.

Lunchroom Misbehavior

Students must behave in the lunchroom and follow the rules that are in place in the lunchroom. If students do not follow the rules, consequences will be given. 1) Removed from sitting with class at lunch 2) Student may be asked to eat in the office area 3) Parent called and will be asked to come eat with their child

The lunchroom must remain in control at all times. Students must: 1) Use good manners 2) Keep voices low 3) Not share food 4) Raise hand before getting up to go to restroom or reenter the line 5) Reenter the serving line only once after sitting down 6) Respect and obey the lunchroom staff 7) Leave their table clean on top and bottom

APPENDIX I DIRECTORY INFORMATION

My child and I have reviewed a copy of the Hilltop Elementary Student Handbook (and the Student Code of Conduct) for 2010-11. 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 code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within thirty school days of my child's first day of instruction for this school year.

Directory information includes my child's:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and In exercising my right to limit release of this information, I have marked through the items of

directory information listed that I direct the District **not** to release without my prior written consent. Print name of student:

Signature of student: Signature of parent: Date:

APPENDIX II ACKNOWLEDGMENT FORM

My child and I have reviewed a copy of the Hilltop Elementary Student Handbook and the Student Code of Conduct for 2010-11. 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 code. Please sign and date this page from the handbook, and return it to Hilltop Elementary.

Print name of student: Signature

of student: Signature of parent:

Date: