



August 24, 2009

Dear Parents,

It's a big day for all of us, that first day of school, and we at Daniels Elementary want it to be the first of many productive, rewarding, and worthwhile school days.

Every child is unique, and we will do everything we can to see that your child receives the type of education that is right for him or her.

We will be offering opportunities for your child...

- to become totally involved in basic learning experiences appropriate to his/her needs
- to experience success rather than failure
- to learn to cooperate with other people
- to discipline himself/herself
- to build a good feeling about himself/herself
- to feel and act more mature.

We ask for your support, and we look forward to working with you. We hope this booklet will establish our partnership this school year.

Yours in the interest of children,

Amy Billeiter, Principal

Please retain this booklet for future reference.

LEARNING AND WORKING TOGETHER

As a Tom Daniels Elementary School student, it is my responsibility to:

- believe that I can learn, expect the best from myself, and work toward success daily
- show respect for myself, my school, and other people
- attend school regularly
- comply with school rules
- take home materials and information needed to complete assignments and complete them in a thorough, legible, and timely manner
- discuss with my parents what I am learning in school
- come to school prepared with my homework and supplies
- work to resolve conflicts in positive, nonviolent ways
- work cooperatively with students and staff.

As the parent of a Tom Daniels student, it is my responsibility to:

- believe my child can learn; strive to help my child succeed daily
- supervise television watching by replacing it with reading, talking, listening to my child
- set aside a specific time/place to do homework; study area should be well lit and quiet with needed materials (pens, pencils, crayons, paper)
- show respect and support for my child, the staff, and the school
- attend at least two parent/teacher conferences
- help my child to resolve conflicts in positive, nonviolent ways
- sign and return all papers that require a parent or guardian signature
- see that my child attends school regularly and is on time (7:45 a.m.) as this is my child's job.

The staff of Tom Daniels accepts the responsibility to:

- believe that each child can learn and expect success relative to that child
- motivate and respect each child
- provide an environment that promotes active learning
- respect and value the uniqueness of his/her family
- hold at least two parent/teacher conferences a year
- help children to resolve conflicts in positive, nonviolent ways
- provide quality teaching and leadership
- demonstrate professional behavior and a positive attitude
- have an open mind about each child's behavior and ability to learn.

PREFACE

This booklet contains a great deal of required and useful information for a large number of parents and students. Therefore, it cannot be as personal a communication as we would like, and so we address students, not directly as "you" but rather as "the student," "students," or "children." Likewise, the persons who have assumed responsibility for and with whom students live may be their parents or their legal guardian or a person who has agreed to take responsibility for the student as a parent would; we will call these person's "the student's parent," for ease of reference, throughout this booklet.

Students and parents also need to be familiar with the Kerrville ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning.

The Student Handbook is issued as a guide to parents and is designed to be in harmony with Board policy. If there is a conflict, the KISD Board Policies will prevail and will be accepted as final. A copy of the KISD Policy Manual is available in the school library.

GENERAL INFORMATION

SCHOOL DAY

- 7:30 Office opens; Staff on duty
- 7:45 First bell/Students may report to classrooms/
Breakfast line closes
- 7:55 Tardy bell/Class is in session
- 3:00 Dismissal, grades kindergarten through five
- 3:45 Teachers end duty day
- 4:00 Office ends duty day

Students are supervised at all times during the school day by either a teacher or teacher aide. Students walking to school or being transported by automobile, and not

eating breakfast at school, should arrive at school no earlier than 7:30 a.m.

AFTER SCHOOL CARE

Parents are responsible to arrange for consistent, reliable after-school care for their child/children. Several day care facilities in Kerrville provide after school care for children of working parents. YMCA, as an independent contractor, provides after school care on the Daniels campus. Information is available by calling 896-8000.

Students are dismissed at 3:00 p.m. Kerrville ISD provides supervision for students until 3:25 p.m. **Any student who has not been picked up by 3:25 p.m. will be taken to the daycare location on the school campus.** Parents are required to pick up their child at that location and pay \$10.00 per day directly to YMCA for services provided.

ATTENDANCE

Regular school attendance is essential for students to make the most of their 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.

In Texas, children between the ages of 6 and 18 are required to attend school unless exempted by law. School employees investigate and report violations of state compulsory attendance law. Parents are subject to criminal prosecution if attendance requirements are not met. Texas attendance laws require districts to file complaints against parents in court when a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year or on 3 or more days or parts of days within a four-week period.

A student who attends fewer than 90 percent of the school days shall be retained at the end of the school year unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

* A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.

* A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness, or illness or death in the immediate family.

* A family emergency or unforeseen or unavoidable instance requiring immediate attention.

* Observation of religious holidays

Absences resulting from recreational business trips, working, or babysitting will not be approved or excused.

Once students are in attendance for the day, they are excused to leave the school only upon the personal request of the parent. Students leaving school before the regular dismissal time must be checked out through the office. **Students will be released only to parents or legal guardians, unless the school has been contacted by the parent to provide specific permission for release.**

When returning to school after an absence, the student must bring a note signed by the parent that describes the reason for the absence. If no written excuse is provided within 3 days after the student's return, the absence will be considered **unexcused**.

A student's absences for any reason should promptly make up specific assignments and/or complete work assigned by the teacher. Students who do not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

EXTENDED ABSENCES

When a student is absent for two days or longer, teachers will provide missed assignments, if desired. Notify the school office prior to 8:30 a.m. and the assignments may be picked up after 2:00 p.m.

TARDIES/ EARLY RELEASE

Being on time to school and class is a vital part of students' education. Being on time allows the teacher to begin instruction immediately with no loss of time, eliminates unnecessary class disruptions, and also teaches student responsibility.

At the elementary school level, the student's are often dependent on the parent to assure that they are at school on time. As a family, please develop morning routines that will allow your child to be at school on time and spare them the embarrassment and confusion of entering class late.

Parents must walk their child to the office and sign them in if they are tardy to school. Students will be counted tardy if they are not in their classroom by 7:55 a.m.

Students should remain in school for the entire day and not leave early except for emergencies and scheduled appointments. Parents are encouraged to schedule their child's appointments after school hours, if possible. Student will not be regularly released from school at times other than the end of the school day.

Repeated instances of tardiness and/or early release will result in a referral to the school attendance officer, and to the appropriate truancy court. **Beginning with the 6th tardy, a student may be assigned a detention (before, during, or after school) to make up the class time lost.** Parents will be notified in advance when the detention will be scheduled and will need to make arrangements for after-school transportation for the day.

SCHOOL LUNCH PROGRAM

Both breakfast and lunch are served at Daniels Elementary. Cafeteria prices are \$1.00 for breakfast and \$1.50 for lunch.

KISD cafeterias utilize a debit card system. All student accounts are accessed with a student ID card. **All school meals must be purchased in advance.** Prepayment of several days, weeks, or months is

encouraged. Any amount of money may be put in the student's account. A drop box will be available in each school cafeteria for deposits. Payments received after 9:30a.m. will not be posted until the next day. Payments may be made at any cafeteria for any student. Payment must be by check with student ID and name listed, or cash must be in an envelope with name and student ID listed. No change will be given; all money will go into the student's account. **No money will be handled during the lunch periods.**

No charges are permitted. Students without money in their account will receive an alternate meal of fruit and milk (lunch only).

Children who qualify under the Federal Free Lunch Program will receive both breakfast and lunch free or at reduced prices. Parents are encouraged to review the lunch form; the income guidelines are designed to assist parents with school meal costs. For assistance, contact the school office.

Student lunch schedules are:

Kindergarten	11:35-12:05*
First Grade	11:15-11:45*
Second Grade	11:55-12:25*
Third Grade	10:55-11:25*
Fourth Grade	12:15-12:45*
Fifth Grade	12:35-1:05*

*Last 5 minutes of lunch reserved for recess.

EMERGENCY TELEPHONE NUMBERS

Any changes in home or work addresses, home or work telephone numbers, emergency contact numbers, etc. should be reported to the school office as soon as possible. In an emergency situation, this information can be critical.

MEDICINE

Students may not possess prescription or non-prescription drugs or medications at school. If a prescription or over the counter medication must be taken by a student at school, the medication must be kept in the school clinic and be administered by specified

school personnel according to established procedures:

*All medications must be brought to the school clinic by the parent or guardian.

*The medication must be FDA approved, in the original container, labeled with the student's name, with directions for the dosage to be administered.

*A medication permission form, signed by the parent/guardian, must be received by the school prior to school personnel giving any medication to a student.

*Any medication not used by the student should be picked up by the parent/guardian. Medication not picked up will be destroyed at the end of the school year.

*See Board Policy FFAC (LEGAL), (LOCAL), (REGULATION) for additional information, including self-administration of asthma or anaphylaxis medication.

Based on House Bill 1688, a student may possess and self-administer asthma, diabetes, and/or anaphylaxis (severe allergic reaction) medication if a school treatment plan is on file. For information, contact the school nurse.

ILLNESS

If your child becomes ill at school, your child should tell the teacher, who may send the child to the school nurse. The parent will be notified if there is an illness or injury that requires treatment or if the child should be sent home.

Your child will be sent home for any abnormal or acute condition, including the following: fever, any suspected contagious disease (chicken pox, open sores, skin rash, pink eye), vomiting and/or diarrhea, etc.

The school district is required by the Texas Department of Health to exclude from school any child that is found to have head lice. All students who have lice will be excluded and must have their hair rechecked and be free of all lice and eggs before returning to class. Only one day of excused absence is allowed for treatment of lice. Periodic head checks will be performed at

school. If positive cases are identified, they will be referred to the parent for treatment. If you find head lice at home, please let your campus nurse know so she can check the appropriate classes.

HEALTH EDUCATION CURRICULUM (Grade K-12)

The Kerrville ISD Human Sexuality Curriculum is based on the Texas Essential Knowledge and Skills, which has been adopted by the Texas Education Agency for all Texas public schools. The KISD curriculum has been implemented for several years, per State requirement. The curriculum has been approved by the Kerrville ISD Board of Trustees upon the advice of the KISD School Health Advisory Council, comprised of local teachers, parents, and community representatives. Parents are always welcome to preview the curriculum materials at any time and have the right to remove their child from any part of the instruction. If you are interested in previewing the curriculum, contact the school counselor.

ACCIDENT INSURANCE

Accidents will happen! All school activities are supervised; however, the school is not responsible for medical costs associated with a student's injury. As a service to parents, an optional, low-cost, non-deductible student accident insurance program is available to assist parents in meeting medical expenses. Information regarding this program will be sent to you during the first week of school.

SCHOOL EMERGENCY PLAN

Daniels Elementary School has developed a school emergency safety plan. Drills are conducted regularly. In case of off-site emergency evacuation, parents should listen to local radio stations for off-site location and reunification procedures.

VISITORS TO SCHOOL/ CLASSROOM INTERRUPTIONS

Parents and other interested adults are invited to visit Daniels Elementary School and its classes. When visiting classes, check with the teacher several days in advance to determine what activities are planned. Some activities, such as testing situations, do not lend themselves to classroom visitations. Visits shall not be permitted if their duration or frequency interferes with instruction or disrupts the normal school environment.

All parents and other school visitors are asked to report to the school office upon arrival on campus. This requirement is designated to safeguard student safety and to assure that all visitors have legitimate business at Daniels Elementary.

Students from other schools or relatives of Daniels' students are not allowed to visit the classes. Preschool children may not accompany students to school. We can assume no responsibility for children who are not officially enrolled at Daniels Elementary.

To minimize classroom interruptions, parents are asked to leave any items forgotten at home (lunches, books, homework, etc.) in the school office. These items will be delivered to the classroom during non-instructional times.

At the end of the school day, students are receiving end of day messages, homework reminders, or review and reinforcement of the day's instructional activities. Please help us keep your child focused on school activities up to the last minute...3:00...by remaining in your vehicle, the front lobby, or on the front porch until dismissal of classes.

TEXTBOOKS

School policy requires that textbooks remain covered if taken out of the classroom. Lost books must be paid for in full; damaged books are assessed a fine.

TELEPHONE

The telephone in the school office is a BUSINESS phone. Students are not permitted to use the telephone without

permission. In situations of serious concern, students will be permitted.

STUDENT DRESS

School is a student's place of business. It is important that the home assist the school in enforcing acceptable standards of dress for elementary students. The school district dress code will be enforced by all staff members at Daniels Elementary School.

PARENT-TEACHER ORGANIZATION

The words "energetic," "positive," and "supportive" describe the members of the Daniels Elementary Parent-Teacher Organization. Our booster club, in the past years, has sponsored many educational opportunities, volunteer services, family activities, and gifts to the school. **Get involved! Join PTO and support your child's school!** PTO activities are developed and organized by the Executive Board at its monthly meetings. Dates and times of PTO monthly meetings are publicized in the school newsletter and on the school marquee. Members are encouraged to attend and become an active member! Working together we can make a difference.

CAMPUS IMPROVEMENT TEAM

The Daniels Campus Improvement Team (CIT) serves as an advisory group to the school. Consisting of six parent/community members, six faculty members, and the Daniels school principal, the CIT reviews academic achievement of Daniels' students, reviews school improvement plans, and assists in determining campus needs.

The CIT meets two-three times per year; dates and times are published in the school newsletter. Parents and community members are invited to attend. To place an item on the agenda, contact the school administrator. All agenda items must relate to student achievement.

PARENT LIBRARY

Raising kids is tough work. They don't come with an owner's manual; it requires on-the-job training! The Daniels PTO has generously supported the **Daniels Parent Library**, a collection of books, cassettes, and videotapes for parents about parenting. Looking for ideas or information about discipline, learning disabilities, homework, peer pressure, time-out, hyperactivity, etc.? See the school librarian.

LOST AND FOUND

We ask your cooperation in labeling your child's coats, sweaters, caps, school supplies, etc. where they can be easily identified. Year after year we are faced with **many** lost articles of clothing which are not claimed. A "Lost and Found" area is maintained, and parents are welcome to look for any lost articles. Unclaimed articles will be distributed to local charities on October 30, December 30, February 28, April 30, and at the end of the school year.

SCHOOL BULLETINS

In order to keep you informed, various bulletins will be sent with your child during the school year. Please impress upon your child the importance of these bulletins reaching home. Many times a teacher will ask that you sign a note or bulletin and return it to school, in order that we may be certain you received the information.

COMMUNICATION

If the information your child tells you about a school incident, policy, or procedure doesn't make sense, it's likely you don't have "all the information." Don't let your confusion or concern grow. Please stop by the school, or telephone to arrange an appointment to talk with the appropriate teacher.

FIELD TRIPS

Students at Daniels Elementary participate in several field trips during the school year. Student trips may be planned for either education or reinforcement purposes.

Students who participate in school sponsored trips are required to ride in transportation provided by the school to the event. Parental permission is required for participation in field trips.

Students who demonstrate inappropriate conduct at school may lose field trip privileges.

STUDENT PROGRESS

PARENT ORIENTATION MEETINGS

Parents are strongly encouraged to attend the annual Parent Orientation meeting. Held during August and early September, this meeting gives you an opportunity to meet your child's teacher, learn what your child will be studying, learn classroom routines and expectations, learn about homework, and get tips to help your child succeed in school. Childcare is provided.

GRADING PLAN

Teachers will concentrate instruction on Texas Essential Knowledge and Skills (TEKS) and enrichment objectives as set forth in the District curriculum guides. The teachers of the District will teach/reteach the required TEKS so that students attain the highest level of achievement commensurate with their ability. Student academic achievement shall be based on degree of mastery of the TEKS for the applicable grade level, subject, or course.

For pre-kindergarten and kindergarten, teachers will use a checklist to determine progress and report to parents. The checklist will be based on mastery or non-mastery of the TEKS and objectives as set forth in the District curriculum document. A copy of the completed checklist will be placed in the student's permanent folder.

For First grade, numerical scores will be established in language arts and math after the first semester. For grades Second - Fifth, numerical scores shall be established for language arts, math, science, and social

studies. For Music, Library, Fine Arts, and Physical Education, S, N, and U may be used.

A) Grade Conversion Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

69 - 51 = actual number earned

50 - below = a 50 is recorded for any six-week average In grades Pre-K through 5th grade where S, N, and U are given, the following conversions will be used:

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

B) Grades shall not be reported on the report card in excess of 100.

C) A minimum of 10 grades each in language arts/reading and math per six weeks is recommended. This also applies to science in Grades 4th and 5th. A minimum of five grades per six weeks must be recorded in all other subjects.

D) Teachers should clearly communicate classroom grading procedures to students and parents at the beginning of the year.

E) Tested material not mastered is retaught and retested at least once. In grades 1st - 3rd, both grades will be recorded and averaged in the six weeks. In Grades 4th and 5th, if the student scored at least a 70 on the retest, the failing test grade will be replaced with a maximum test score of 70.

F) When a student receives a failing grade on a report card, a written request for a conference must be issued by the teacher.

G) Grades 1st - 3rd will not weight grades. In Grades 4th and 5th, consistency in the weighting of grades will be established across the grade level on each campus, with principal approval.

H) A classroom teacher is required to assign a grade that reflects the student's relative mastery of an assignment.

I) A classroom teacher may not assign a minimum grade for an

assignment without regarding the student's quality of work.

PROGRESS REPORTS/REPORT CARDS

At the end of the third week of each grading period, the district shall provide to the parent/guardian a notice of academic progress, or progress report. The week following each six weeks grading period, report cards, reports of student's grades and absences, shall be issued to the parents. The report shall provide for the signature of the parent and must be returned to the District. When applicable, special codes will be used to report that a child is receiving accommodations, modifications, or is not achieving and/or meeting standard grade level expectations. The codes are as follows for Kindergarten and Fifth Grade:

1. Code "X" may be used for students receiving 504 accommodations.
2. Code "Y" or "19" may be used for students receiving special education modifications established in ARD meeting.
3. Code "Z" may be used for learners who are working below grade level and require modified strategies and/or a significant amount of extra assistance through tutoring, reteaching, etc. Without this extra help, the child would most likely be failing. This code is designed to indicate that the child is not achieving at grade level, even though the grade is passing.

If the student receives a six-week report card grade of less than 70 on a scale of 100, the report shall state the need for a parent conference. Report cards must be signed and returned to school within three days.

HOMework

"Student achievement rises significantly when teachers regularly assign homework and students conscientiously do it." So says the U. S. Department of Education in

their pamphlet, What Works: Research about Teaching and Learning. Extra studying helps students at all levels of ability. When average-ability students do three to five hours of homework a week, their grades usually equal those of high-ability students who do no homework. Homework boosts achievement because the total time spent studying influences how much is learned. Time is not the only ingredient but without it little can be achieved.

Students at Tom Daniels will regularly be assigned homework. It will be assigned to reinforce skills and concepts being taught at school; to utilize reading assignments to prepare for future lessons; to develop student responsibility and learning independence; and to develop research skills. Homework assignments should be clear as well as motivating to students. Homework should have a definite positive influence on a student's achievement. It should be supportive of classroom activities in that it:

1. Reinforces skills and concepts being taught at school'
2. Utilizes reading assignments to prepare for future lessons;
3. Develops student responsibility and learning independence; and/or
4. Develops research skills.

Homework should indirectly be supportive in teaching responsibility and good study habits. Parents are encouraged to become involved in helping their children develop these good study habits.

Parents need to be aware of homework guidelines adopted by all Kerrville schools:

1. Homework should not be assigned as punishment.
2. Once a concept/skill has been taught and the teacher has checked understanding, homework assignments that provide additional practice are appropriate.
3. Teachers should consider co-curricular activities, school night programs,

standardized testing, and major tests/exams when scheduling tests and homework.

4. In certain instances, enrichment activities may be assigned as homework prior to a particular concept being covered in class. Teachers will exercise discretion in grading such assignments.

5. Students should not fail a grading period solely on the basis of homework-related grades.

The following maximum time homework allotment guidelines will be considered to avoid overburdening students with homework on any given night. However, students who do not use study time wisely may consistently exceed the following time allotment guidelines. A parent-teacher conference is advised when this occurs.

Kinder/T - 1	10 minutes per night
1 st Grade	15 minutes per night
2 nd Grade	25 minutes per night
3 rd Grade	35 minutes per night
4 th Grade	40 minutes per night
5 th Grade	50 minutes per night

(All times are subject to an additional 15 minutes of optional reading time at the discretion of the teacher.)

Grades 1st-3rd: Grading Late Work
NOT due to student absence

Points will not be deducted for late work as long as it is submitted within 3 school days, unless other arrangements have been made with the teacher.

Grades 4th-5th: Grading Late Work
NOT due to student absence

A maximum of five points per day, up to a maximum of 20 points will be deducted if submitted within five school days. After five days, a zero will be recorded. (Homework for which a zero is recorded in the grade book will still be checked for accuracy.) The zero can be made up to a maximum grade of 70.

Students will be allowed to use recess, tutoring, and/or homeroom time to complete late assignments. Homework will be

considered late when it is turned in after the class period when the assignment is due.

Homework has been proven to be a powerful tool for ensuring your child's success in school. Look at homework as a daily opportunity to have a positive impact on your child's education and future. You can let your child know his education is a priority in your family, and homework is a part of that priority. We ask for your assistance; we encourage you to meet with your child's teacher to develop a positive parent-teacher relationship.

Grades 1st-12th: Grading Make-Up
Work due to Student Absence

Students are expected to make up work missed during an absence and shall receive the grade earned on the make up assignment. Students have two days to make up missed work for each day absent, unless other arrangements are made with teacher. Assignments made prior to the absence are due upon return to school, unless arrangements are made with the teacher.

The teacher may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

PROMOTION, RETENTION, AND PLACEMENT

Students will be promoted on the basis of mastery of objectives and academic achievement; however, in the most extreme situations, alternatives to social promotion may be utilized. The school reserves the right to place a child in the appropriate grade level based on educational and/or developmental needs.

In assessing students of limited English proficiency for mastery of the TEKS, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in the primary language.
2. Assessment using ESL methodologies.
3. Assessment with multiple varied instruments.

The District shall establish a procedure to ensure that all students, except handicapped students whose individual instruction plan (IEP) provides for alternative achievement standards, demonstrate an acceptable mastery level of the TEKS sufficient for successful performance at the next subject or grade level as a prerequisite to a grade of 70 or above. Teachers will teach, reteach, and enrich according to individual needs and abilities.

All students in all grade levels - Promotion must be based on a variety of criteria, not solely on TAKS:

- *Teacher considerations
- *Student performance on state assessments
- *Student's grades in the course
- *Additional academic information determined by the district.
- *Students must meet attendance standards in order to be promoted.

In pre-kindergarten-fifth grades, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards(essential knowledge and skills) for all subject areas, and a grade of 70 or above in language arts and mathematics.

Unless credit is awarded by the attendance committee or regained in accordance with District policy, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

Students inappropriately placed at their grade level may be placed according to the discretion of the principal and teacher.

In addition to local policy relating to grade advancement, students in 5th and 8th grades must demonstrate proficiency by

meeting the passing standard on the appropriate assessment instrument or on a state-approved alternate assessment.

Students who do not demonstrate proficiency may advance to the next grade only if the Grade Placement Committee (GPC) determines by unanimous decision, in accordance with the standards for promotion established by the Board, that the student is likely to perform at grade level at the end of the next year given additional accelerated instruction.

The District recognizes that multiple retentions are not an effective strategy. Multiple retentions in Prekindergarten - 8th grades will be used only as a last resort and requires documented approval from the principal and/or Grade Placement Committee.

SPECIAL PROGRAMS

Tom Daniels provides special programs for gifted and talented students, bilingual students, 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 parent with questions about these programs should contact the school counselor.

CREDIT BY EXAM

Kerrville ISD provides six days per year when examinations for acceleration are administered to students in grades 1st-12th . This process is commonly called "credit by exam." Student may be accelerated one grade if they scores 90 percent or better on a series of core subject tests. Tests are administered on the first Tuesday, Wednesday, and Thursday after school ends in June, July, and August, or the Tuesday and Wednesday during the two weeks before school starts, and the first Tuesday in December. For additional information, contact the school counselor.

PHYSICAL EDUCATION

Students at Daniels Elementary School receive instruction from a trained, certified physical education teacher/instructor. This class is required by the state and should be considered as important to your student's development as the rest of their studies.

Physical education instruction is based on the needs and abilities of the students. The program is tailored to the abilities of students in the elementary grades, and includes activities such as coordination exercises, relays, conditioning exercises, rhythm games, kickball, softball, etc.

Students are required to participate in the physical education class. Parents are responsible for advising physical education personnel by written note if a child is to be excused from PE for a period of one to two days for medical reasons. Students will not be excused from PE for longer than 3 days without written recommendation of a licensed doctor.

DISCIPLINE

CLASSROOM EXPECTATIONS AND DISCIPLINE PLAN

One of the goals of Daniels Elementary School is to create an atmosphere that allows teachers to teach and students to learn. While discipline does not appear as a subject, it underlies the whole educational process. It is the training that develops self-control, character, orderliness, and a sense of personal responsibility. It is the key to good conduct and consideration for other people.

Our discipline plan is based on a very simple, sensible idea—that by setting uniform standards of behavior for all students in all areas of the school, there will never be a question as to how students are to behave. Our plan involves determining rewards and consequences for students who do or do not follow the rules. We, therefore, teach our students responsibility for their own

behavior. They are given a clear choice—to follow the rules and enjoy the rewards, or to break the rules and receive the consequences.

Each teacher has developed their own discipline plan that is always in effect within the classroom. If at any time you happen to walk through the halls of our school and notice a teacher dropping marbles in a jar, marking checks on the chalkboard or making notations in the weekly PRIDE folder, you will know that the teacher is carefully monitoring behavior.

Examples of classroom rules are:

- Turn in completed assignments on time.
- Bring materials to class.
- Remain in your seat unless you have permission to leave it.
- Cooperate and follow directions the first time.
- Keep hands, feet, and objects to yourself.

Each teacher's classroom rules are posted in the classroom and are thoroughly discussed with the students so that the students will understand the expectations of the teacher.

We believe that all students can and will behave at school. We feel that all students have a responsibility to behave in a manner that will not interfere with a teacher's right to teach, nor a student's right to learn. Furthermore, students are not allowed to cause harm to themselves or others.

The choice of behavior is the student's. If a student chooses to break a rule, the teacher will have a plan such as the following:

- 1st Time: Verbal warning.
- 2nd Time: Written warning.
- 3rd Time: Loss of privilege.
- 4th Time: Note/phone call/e-mali to parents.
- 5th Time or Severe Disruption: Office referral.

If you are notified that your child has misbehaved in the classroom or anywhere in the school, we anticipate that you will back us up at home and provide a meaningful consequence for your child. It is important that our students know that both the home and school are working together to influence their behavior.

Appropriate behavior will be rewarded. Deserving students will receive from their teacher and/or other staff members; verbal praise, special activities, positive phone calls, notes or e-mails made to their parents.

This plan is aimed at creating the ideal atmosphere for your children. We want a safe, orderly school in which your children can receive the type of education they deserve.

CAMPUS RULES

The following rules will be enforced throughout the Daniels campus:

1. Profanity or inappropriate language is not allowed.
2. Students shall not throw objects at other students, push other students, or act in any manner that can bring harm to another individual.
3. Knives (any size) are not allowed at school.
4. Students shall not display, turn on, or use a cellular telephone or other telecommunication device on school property during the academic school day. Telecommunication devices generally include, but are not limited to cellular telephones, camera/video phones, and pagers/beepers. These items will be collected and returned only to the parent.
5. Students shall not bring toys, electronic games, CD players,

radios, or other personal belongings to school. These items will be collected and returned only to the parent.

6. Students shall not buy, sell, or trade personal belongings at school.
7. Students shall not chew gum on campus.

Repeated violations of rules may result in teacher/student conferences, time-out, loss of privileges, assigned school duties, isolation during lunch, phone call to parents, after-school detention, or office referral.

Serious offenses may result in parent-administered corporal punishment, in-school suspension, detention, out-of-school suspension, or home-based instruction.

Under laws adopted by 74th legislature (1995), **a teacher may remove from class** a student who **repeatedly interferes** with the teacher's ability to communicate effectively or with other students' ability to learn, and/or whose behavior is so **unruly, disruptive, or abusive** that it seriously interferes with teaching and learning. If a teacher removes a student from class, the principal may not return the student to that teacher's class without the teacher's permission. In school suspension or an alternative education placement will be provided for the student.

The detailed Kerrville ISD Student Code of Conduct is available on the Kerrville school web site (www.kerrvilleisd.net). This code, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

BULLYING OR TAUNTING BEHAVIORS

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft,

gossip or rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action.

DRUGS AND ALCOHOL

Any student, who intentionally sells, gives, possesses, uses, or is under the influence of inhalants, marijuana, alcohol, tobacco, or any controlled substance, on school property shall be subject to severe disciplinary measures.

Daniels Elementary is a Gang Free , Smoke Free, Drug Free and Weapons Free Zone.

TRANSPORTATION TO AND FROM SCHOOL

PEDESTRIAN TRAFFIC

Students who walk to and from school daily should clearly receive directions from their parents to come directly to school and return home immediately after dismissal. Designate the safest possible route. Encourage your children to develop and use safe habits. Crosswalks should be used. Avoid crossing private yards and property. Use sidewalks when available; otherwise, walk on extreme edge of the street facing traffic in single file or no more than two abreast.

BICYCLE TRAFFIC

Students in grades K, 1, and 2 generally do not have the coordination or judgment to safely ride to and from school on a bicycle. It is recommended that only students in grades 3-5 ride bicycles to school.

Specific rules include:

1. Bicycles must be parked and locked in the bike rack.
2. Walk, do not ride, bicycles on school grounds during school hours.
3. Walk bikes across busy intersections.
4. Never carry passengers.

5. Ride near the right side curb.

The bike parking facility is not guarded and the school can assume no liability for lost, damaged, or stolen bicycles.

SCHOOL BUS REGULATIONS

By state regulation, students who live two or more miles from school are eligible for bus transportation. The district transportation office (for information, call 257-1344) determines bus routes, stops and times.

Bus riding is a privilege, which may be revoked for inappropriate student behavior.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. When on the bus, passengers shall not stand.
4. Passengers shall keep books, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not smoke or use any form of tobacco on school buses.
7. Usual classroom conduct shall be required. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
8. Upon leaving the bus, the student shall not cross immediately in front of the bus until directed by the driver.

When a discipline concern arises on a bus, the driver will talk to the student about his conduct; this serves as a warning to the student. If a student continues to disobey the rules, the driver will complete a Bus Conduct Report, and disciplinary action,

including short or long-term bus suspension, shall occur.

Due to the increase in bus riders, Kerrville Transportation Department is unable to accommodate special requests, such as riding the bus to visit friends, relatives, baby-sitters, etc.

CAMPUS TRAFFIC PLAN

Law: NO CELL PHONES IN SCHOOL ZONES

A NEW Texas law goes into effect on September 1, 2009 which prohibits the use of a wireless device within a reduced-speed school zone.

Cellular phones may be used while the vehicle is stopped in a school zone or with a hands-free device.

Wireless devices may be used to make emergency calls to specific organizations, such as police, fire and emergency medical services.

The law also applies to bus drivers.

Violators are subject to a fine of up to \$200.00.

Morning Delivery

The inside lane (nearest the school building) is designated as the DELIVERY AND PICK-UP LANE. Students should leave your car only when you have pulled up to the zone marked with yellow stripes. **Do not stop in the middle lane to unload students.** Do not enter either faculty parking lot; do not unload students in either parking lot.

If you, the parent are coming into the building to see the nurse, confer with your child's teacher, deposit money in your child's lunch account, etc., feel free to park your vehicle in the PARKING LANE (farthest from the building) and walk with your child into the building. However, if your child is coming into the building on his own—a positive sign of self-confidence and independence—it is significantly safer for him, and eases traffic congestion, if you remain in the quick drop-off lane. High levels of pedestrian traffic at the crosswalk "bottle-neck" the traffic flow.

Afternoon Departure

The curb nearest the building is the pickup lane. Do not leave your car unattended in this lane. Students may load into cars parked in front of the school. Load as quickly as possible and then pull to the center lane. **Our goal is to have cars pull up as compactly as possible and load 5-6 cars at a time.**

For student safety, children will not be released to a car parked in the center lane.

Students in grades three, four, and five, who have no younger brothers or sisters enrolled at Daniels, may be picked up on Olympic Drive. Parents should enter the Olympic Pool parking lot, circle the parking lot, and wait for an open space along Olympic Drive. Younger students may not be picked up on Olympic Drive without special permission from an administrator.

It is the policy of the Kerrville Independent School District to make the employment, programs, services, facilities, activities, and accommodations in the district accessible to ALL persons. The Kerrville Independent School District does not discriminate on the basis of race, color, national origin, sex, or disability in the employment, programs, services, or activities offered by the district. Dr. Dan Troxell, Superintendent, has been designated the compliance coordinator for the requirements of Title IX. He is located at 1009 Barnett Street, Kerrville, TX, and may be reached by telephone at 830-227-2201. Ron Chew has been designated the district coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. He is located at 110 West Barnett Street, Kerrville, TX, and may be reached by telephone at 830-257-2203.

If a student is experiencing learning difficulties, the parent may contact an administrator to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

This school periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of non-chemical pest control tactics whenever it is possible. Should you have further questions about pesticide use, including the types and timing of treatments, you may contact Billy Taylor, IPM Coordinator, 1313 Stadium Drive, Kerrville, TX, 830-257-2216.

Kerrville Independent School District strives to maintain compliance with federal and state asbestos regulation. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions regarding this federally mandated program contact Don May, Maintenance Director, 830-257-2216 ext. 223.

The No Child Left Behind Act of 2001, which was signed into law on January 8, 2002, requires that school notify parents that the school district will provide the parent on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

At the current time, all teachers employed at Tom Daniels have met state qualifications and licensing criteria. No teachers are employed under emergency or provisional status.