

Kerrville I.S.D.

EARLY CHILDHOOD CENTER



Parent Handbook

2011-2012

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GENERAL INFORMATION

Address: 1011 Third St.

Phone: (830) 257-1335

Fax: (830) 257-7885

Director: Brenda Heimann

Education/Enrollment/Disability Coordinator: Chris Simone

Health Coordinator/ Nurse: Debbie Lea, R.N.

Family & Community Partnerships Coordinator: Pam Peter

Director's Secretary: Patricia Valero

Coordinator's Assistant: Rebecca Cantu

Receptionist/ Attendance Clerk: Karen Saunders

Dress your child comfortably, as they will be involved in a very active and sometimes messy schedule. Tennis shoes or other rubber soled shoes are best for the active play of preschool children; we do not allow children to use the outdoor equipment when they have on open-toed shoes, sandals, flip flops or any shoe with a non-rubber sole. This guideline is for your child's safety and enjoyment of our outdoor learning time.

Please bring a complete change of clothes for your child, clearly labeled with his/her name. These will be stored with your child's personal things.

Please **DO NOT** allow your child to bring toys, money, jewelry, other valuables or dangerous items to school.

STUDENT CODE OF CONDUCT / DRESS CODE

The KISD Early Childhood Center (ECC) follows the KISD Student Code of Conduct, including the Dress Code, as it relates to children in the ECC. Any clothing or grooming that may be reasonably expected to cause a disruption or may interfere with the school learning environment may be prohibited by the campus director. A copy of the Code of Conduct may be obtained at www.kerrvilleisd.net or in the ECC office.

Dress Code for Students

The Kerrville ISD dress code is established to teach grooming, hygiene, respect for authority, instill personal discipline, prevent disruption, and to promote learning, modesty, and safety.

- Hair must be clean and neatly groomed. Only natural hair colors are acceptable. *Hairstyles that are distracting are not acceptable (e.g. shaved patterns, asymmetrical designs, mohawks or spikes).
- Earrings may be worn only in the ears. No other visible pierced jewelry/decoration is allowed. Earrings/jewelry may not be distracting.
- Shirts and t-shirts are to be worn appropriately as defined by the campus administrator.
- The torso of the body should be covered at all times.
- Pant legs must not drag the ground/floor.
- Dresses, shorts, skirts, and skorts must be of modest length, no shorter than the fingertips when arms and hands are extended downward at the sides of the body.
- Shoes must be worn. Open toe footwear is prohibited.

- Transparent clothing and extremely faddish attire are prohibited.
- Caps or other headwear may not be worn in buildings or enclosed areas.
- Clothing and/or accessories that are gang related are prohibited.
- Clothing and/or accessories that advertise or suggest profanity, alcoholic beverages, tobacco, drugs, or violence are prohibited.
- Grooming, including cosmetics and colognes, should be age appropriate.

Parents of students who are in violation of the dress code will be contacted to come to the campus to correct the issue. Repeat violators of the dress code may be subject to disciplinary action including wearing a uniform prescribed by the administrator for a period of time.

*Final decisions regarding dress and grooming acceptability, rest with the campus administration.
(FNCA LOCAL)

CHANGES IN STUDENT/PARENT INFORMATION

If there are changes in your home address, any telephone numbers, emergency contact numbers, etc. they should be reported to the school office as soon as possible. *You must make these changes in person, in the school office and provide a NEW proof of residency (i.e., phone bill, electric bill, lease, etc. with the enrolling parent's name on the document).* **In an emergency situation, this information is critical.** Also, be sure to update information on any important changes in your student's medical condition or medications.

CHILD CUSTODY

It is the Program's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. Sharing information about such situations may be helpful to the staff (and your child) and will remain strictly confidential. *The school cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the school has been furnished with legally filed, executed and current documents.* Copies of all court documents must be submitted to the ECC Director or Parent Involvement Coordinator. In case of conflicts, the proper authorities will be contacted.

SCHOOL LUNCH PROGRAM

Breakfast and lunch are served at the ECC and a child meal schedule will depend on the hours he/she attends. Cafeteria prices for students are \$1.00 for breakfast and \$1.75 for lunch. Adult prices are \$1.25 for breakfast and \$2.75 for lunch. KISD cafeterias utilize a debit card system. 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 a student's account. A drop box will be available in each school cafeteria for deposits. Payments received after 9:30 A.M. will not be posted until the following day. Payments may be made at any cafeteria for any student. **Payment must be by check with the student's ID and name listed, or cash must be in an envelope with the name and student ID listed** or lunches can be prepaid using Family Access on the Kerrville ISD website. No change will be given; all money will go into the student's account. No money will be handled during meal service. A student without money in their account will receive an alternate meal. ****Children who qualify under the Federal Free Lunch Program will receive breakfast and lunch free or at reduced prices. Parents are encouraged to utilize this service;*

*the income guidelines are designed to assist parents with school meal costs. For assistance, contact the school office.****

CAMPUS SECURITY

Our primary concern is the safety and wellbeing of our students and staff. In order to provide a safer, more secure environment, we require all visitors to our campus to enter the campus through the office. Visitors will be required to check in at the office, show a valid I.D. and receive a visitor pass. Please bring current **photo identification** with you as we utilize a registered sex offender identification system (Raptor) to screen all campus visitors. Help us create the safest possible school environment for your child by complying with this procedure.

SCHOOL CLOSURES DUE TO INCLEMENT WEATHER

Please listen to a local television or radio station for any announcements regarding school closings due to inclement weather. Updates will also appear on the KISD website. An automated phone message may also be sent. Emergency plans are in place to ensure child safety on the ECC campus.

LOST AND FOUND

We ask your cooperation in labeling your child's coats, sweaters, accessories, and school supplies so that they may be easily identified. (Please do so on the **INSIDE** of the article, for safety) Every year many lost articles of clothing go unclaimed. A "Lost and Found" area will be provided in the ECC office and parents are welcome to look for any lost articles. Unclaimed articles of clothing will be distributed to local charities January 15th and at the end of the school year.

HOLIDAY AND BIRTHDAY CELEBRATIONS

Celebrations are an important part of our school activities. Each teacher will celebrate these days with a *healthy* snack they will prepare in the classroom. (The ECC does not allow families to bring food or gifts from home.) If you would like to be present or assist with the birthday celebration for your child, please speak with your child's teacher before the actual birthday.

VISITORS TO SCHOOL

Parents and other interested adults are invited to visit the ECC. When visiting, all parents and other school visitors must report to the school office upon arrival to campus and present **valid photo identification**. This requirement is designed for student and staff safety and to assure that all visitors have legitimate business at the ECC. To minimize classroom interruption, parents are asked to leave any items they have forgotten to send with their child (lunches, folders, blankets, etc.) in the school office. These items will be delivered to the classroom during appropriate times.

SOCIAL EVENTS

School rules apply at all school social events. Guests (must be over 18) attending these events are expected to observe the same rules as students, and a family inviting a guest will share responsibility for the conduct of his or her guest.

TRANSPORTATION

Transportation of children to and from school is provided based on need and the general KISD bus service guidelines. You will be asked to complete a transportation request in person in order to use the bus service, make changes to drop-off and pick-up points and to change those persons allowed to receive your child from the bus. **No changes will be made over the phone.** Children will only be released to persons 18 years of age and older who are listed on the transportation form. **Please be sure each person is able to provide identification; children will not be released to anyone unable to provide valid photo ID.**

We will not make frequent changes to your transportation arrangements. This includes car or bus riding changes and/or frequent changes to your drop-off/pick-up locations. If you plan to pick up your child from school rather than him/her riding the bus, this **must be done 1 hour prior to departure.** We are unable to remove a child from the bus once they have boarded.

CAMPUS TRAFFIC PLAN FOR VEHICLES

Traffic safety on campus is a concern. We encourage parents to discuss safety practices in and around vehicles with their children and **emphasize the importance of being particularly vigilant and careful in the parking areas.** Your cooperation as a parent in following this traffic plan will help create a safer environment for children and a more convenient operation for everyone both before and after school. The ECC Traffic Plan follows:

Enter the drive from Third Street and park in the large parent parking area to your left. This is a ONE-WAY area which exits to College Street. Handicap & Staff parking are located near the buildings.

- ⊕ **FOLLOW THE DIRECTIONS of ECC staff directing traffic!** The safety of our children is something every staff member at ECC takes very seriously. By following their directions, traffic will move quickly and smoothly and the safety of our children will be ensured.
- ⊕ **DO NOT take children out of your vehicle while others are attempting to park beside you.** With the number of cars which must get into and out of the parking lot, it is a very busy place. You are putting your child at risk when you have them exit your car in this manner.
- ⊕ **HOLD YOUR CHILD'S HAND at all times when near the driveway or other high traffic areas around the ECC.** Our children are very small and need constant supervision around traffic. Due to their size, they are not easily seen by oncoming traffic and may quickly dart

in front of a moving vehicle. If you have more than two children, have the children form a 'chain' by having the ones holding your hand, hold the hand of the additional children.

- **Cross the driveway at the crosswalk in front of the double gate.** Please walk beside the driveway, on the sidewalk until you are in front of the gates, then cross. With everyone crossing in the same location, the chances of a pedestrian being injured is greatly reduced.
- **Drop off and pick up of children is through the double gate ONLY.** With the exception of the office, access to the campus may not be gained through any other entrance. Always check in through the office outside of regular drop off and pick up times.
- **Watch your speed!** Proceed SLOWLY through the traffic lane & parking lot and always yield to pedestrians.
- **Exit onto College Street.** Our drive is one-way traffic from Third Street to College Street.
- **NO CELL PHONES IN A SCHOOL ZONE...THAT INCLUDES OUR DRIVEWAY & PARKING AREAS!** You are not only risking the safety of our children, but a \$200.00 traffic violation fine as well. It is the law!

****In keeping with the law, be sure you place your child in an approved child-safety seat****

SCHOOL BUS REGULATIONS

By state regulation, students who live two or more miles from school are eligible for bus transportation. Bus routes, stops, and times are determined by the district transportation office. For information call 257-1335.

Bus riding is a privilege which may be revoked should parents or students not follow bus guidelines. 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 not deface the bus and/or its equipment. Students or parents of students who vandalize the bus will be required to make restitution for damages.
5. Passengers shall keep backpacks, feet, and other objects out of the aisle of the bus.
6. Passengers shall not smoke or use any form of tobacco on a school bus.
7. Acceptable classroom conduct shall be required while riding or waiting for the bus. Disruptive or dangerous behavior will subject the passenger to disciplinary action.
8. Upon leaving the bus, the parent/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/her 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.

To ensure your child's safety an adult (listed on your child's transportation form) must be at the bus stop to receive your child. Excessive return of a child to campus, due to lack of an adult to receive them, may result in a 3 day bus suspension or loss of bus privileges. Due to the increase in bus riders, the KISD Transportation Department is unable to accommodate special requests, such as riding the bus to visit friends, relatives, babysitters, etc.

STUDENTS NOT PICKED UP AT DISMISSAL

Students are supervised at all times during the school day by either a teacher, teacher aide or other designated staff member. Once students are dismissed, KISD cannot provide childcare for those students whose parents arrive late for pick-up. Any student who has not been picked up within 5 minutes after dismissal will be taken to the office. Three attempts will be made to contact the parent or emergency contacts. Once all attempts are exhausted, the Kerrville Police Department will be contacted to take custody of the child.

STUDENT 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. In Texas, children who are enrolled in school are required to attend unless exempt by law. School employees investigate and report violations of state compulsory attendance laws. **A parent, whose child attends fewer than 90 percent of the days classes offered or 10 days in a 2 month period, may be asked to attend an attendance review committee meeting to review the causes of frequent absences. The following MAY be considered extenuating circumstances:**

- ☞ A documented health care appointment.
- ☞ A temporary absence resulting from any cause acceptable to the teacher, director, or superintendent, including personal illness, or illness or death in the immediate family.
- ☞ A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- ☞ Quarantine.
- ☞ Documented educational travel approved by campus director.
- ☞ Prearranged leave for religious reasons.

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

Once children are in attendance for the day, they are excused to leave school only upon the personal request of the parent/guardian. Children leaving school before the regular dismissal

time must be checked out through the office. Children will only be released to parents or legal guardians or those persons the enrolling parent has listed on the emergency contact form. **In the interest of safety, ANYONE picking up a child will be asked to provide official photo identification.**

What to Do When Your Child Is Absent From School

If a student is absent from school the parent or guardian must notify the school by phone at 257-1335 before 9 a.m.

When returning to school after being absent, the student must bring a note signed by the parent that states the child's name, date(s) of absence, and describes the reason for the absence. You or your child must give the note to his/her teacher. **This note must be received within three days or the absence is considered unexcused.**

Students absent more than 5 consecutive days, or those with questionable attendance history, are required to have a doctor's note in order for the absences to be excused. *Students absent for 10 consecutive days or 10 days in a 2 month period, may be withdrawn from school and placed on a waiting list.* Parents may re-enroll the child at a later date, space permitting. Truancy laws apply to all ECC students.

TARDIES/EARLY RELEASE OF STUDENTS

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 before the official start time. At the preschool level, the student is dependent on the parent to assure that he/she is at school on time. As a family, please develop routines that allow your child to be at school on time.

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. **Excessive instances of tardiness, early release, or late pick-up will result in a referral to the KISD attendance officer.**

STUDENT HEALTH AND MEDICAL INFORMATION

If there are any changes in home or work addresses, home or work telephone numbers, emergency contact numbers, etc. report them to the school office as soon as possible. In an emergency situation, this information can be critical. **Please inform the school office of any changes of telephone numbers, addresses, etc. Also, be sure to update information on any pertinent changes in your student's medical condition or medications with the nurse.**

During the school year your child will be benefiting from school district health services. These services will be provided by the school nurse or under her direct or indirect supervision.

Pediculosis (Head Lice) Screening - The Texas Department of Health requires any child that is found to have head lice be excluded from school until the child has been treated. According to school district policy, all eggs must be removed from the child's hair prior to returning to school (*only one day of excused absence is allowed for treatment*). The parent/guardian and child must visit with the school nurse prior to being readmitted to class. Periodic classroom checks will be conducted at school. Parents/guardians can help to minimize the problem by checking their own children on a regular basis and treating the hair if necessary. Information regarding lice detection and treatment is available in the nurse's office.

Care of Ill or Injured Students - Our goal at the ECC is to work with your regular sources of health care and to assist you in locating a permanent medical/dental home, as needed. The school health program does not take the place of regular health care or routine visits to your physician/dentist. This program does not relieve the parent/guardian of the responsibility of providing health care for his/her child, but hopefully assists the parent/guardian. First Aid will be provided for injured children

and ill children will be cared for until the parent/guardian or emergency contact arrives to assume the care of the child. Parents/guardians will be asked to pick their children up from school if fever or a potentially contagious condition is present. Children should be free of fever, vomiting, and/or diarrhea for at least 24 hours prior to returning to school, without the assistance of medications such as Tylenol, Pepto Bismal, etc.. There will be times when the above symptoms are absent, yet the child feels so ill that he/she is unable to participate in the regular classroom routine. Parents/guardians will be asked to pick the child up if this occurs. Please call or visit the school nurse if you are unsure about whether your child is well enough to attend school. Also, please contact the school nurse as soon as possible if your child has special health needs or if his/her health status changes during the school year.

Health Emergency Care - Actions as deemed necessary will be taken to assure the safety of your children in the event that the parent/guardian or emergency contact cannot be located.

Health Information and Community Resources - The KISD nurses have access to a tremendous amount of health information and materials. Please contact our school nurse if you need any assistance regarding health, safety or nutrition.

MEDICINE AT SCHOOL

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, ECC must have a doctor's order, the medication must be kept in the original container in the school clinic and be administered by specified 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 or guardian, must be received by the school prior to school personnel giving any medication to the student;
- ⇒ Any medication not used by the student should be picked up by the parent or 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

Only medications with FDA approval will be administered. **Homeopathic agents, home remedies, and medications from outside the United States, i.e. Mexico, will not be administered.**

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are diphtheria, tetanus, polio, hepatitis B, varicella, measles, mumps, rubella, haemophilus influenza, hepatitis A, and prevnar.

Students who are not current on immunizations will be excluded from school until the required immunizations are obtained and proof is presented to the school nurse. 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 should not be immunized for any reason the student or parent must present a notarized affidavit (Exemption from Immunizations for Reasons of Conscience). This form must be obtained from the Texas Department of Health office in Austin, Texas. The certificate must be renewed every two years.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or her designee so that other students who may have been exposed to the disease can be alerted. These diseases include:

amebiasis, campylobacteriosis, chicken pox, common cold with fever, fifth disease (erythema infectiosum), gastroenteritis, viral giardiasis, head lice (pediculosis), hepatitis (viral A), impetigo, infectious mononucleosis, influenza, measles, (rubeola), Meningitis, (bacterial), mumps, pinkeye, (conjunctivitis), ringworm of the scalp, Rubella (German measles, including congenital). Salmonellosis, including typhoid fever, scabies, shigellosis, streptococcal disease, invasive tuberculosis, pulmonary whooping cough, (pertussis).

BACTERIAL MENINGITIS

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. 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 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.

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?

The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

How can meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information about bacterial meningitis:

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 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 Centers

for Disease Control and Prevention: www.cdc.gov and Texas Department of Health: www.tdh.state.tx.us.

NUTRITION

Our school assists families in meeting their child's nutritional needs and establishing good eating habits that nurture healthy development and promote lifelong well being. We provide a nutritionally balanced breakfast, lunch and/or snack daily to each child. All meals served will be based upon the USDA food program guidelines/meal patterns. We also provide resources and information to parents to help them prepare nutritional meals for their families. We believe nutritional services are for the entire family. Therefore, a registered dietician is available to help you with any nutritional needs; appointments can be made with the Nurse.

PARENT INVOLVEMENT

PARENT/TEACHER CONFERENCES

Parents are urged to have conferences with teachers concerning their student's progress. The ECC asks parents to attend two scheduled conferences per year; one during the fall semester and one during the spring semester. Such conferences will enable you to become more familiar with your child's progress and development in school. Parent-teacher conferences take place after school hours or during the teacher's conference period. Should you need to arrange a conference during the school year, please call the ECC office to arrange a time.

PARENT INVOLVEMENT OPPORTUNITIES

Many opportunities are available to parents who would like to become involved at the ECC. You may volunteer in our classrooms, be a part of the many parent leadership opportunities both on campus and within the Kerrville ISD. Please contact the Parent Involvement Coordinator Pam Peter for more information (257-1335).

PARENT INFORMATION AREAS

Each classroom has a parent area located near the entrance of the classroom. Please look for the following types of information in these areas: menus, current newsletters, other information for parents, items from the lending library, etc. Located in the ECC office is an information area that provides job postings, local public information and other useful information for parents.

PARENT LENDING LIBRARY

A Parent Lending Library is available to all ECC parents. This Library uses an honor system for return of materials. This library has children's books, games and adult reading material. Please see an office staff member to check out these materials.

REVIEWING INSTRUCTIONAL MATERIALS

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. The ECC uses a variety of curriculum resources and follows the State Preschool Guidelines & the Head Start Child Outcomes. For information regarding these, please contact Chris Simone, Education Coordinator, at 257-1335.

FAMILY LITERACY

Family Literacy builds on and supports "family" strengths as well as "literacy" skills. It reinforces the parent's status as their child's first and primary teacher. The KISD Early Childhood Center provides vital information to parents in areas such as teaching a child the importance of learning how to read at an early age, making the environment clean and safe for children, and assisting parents and children in transitioning into a regular school system. Since self-sufficiency is one of our goals, parents are given the opportunity to further their skills in budgeting, job skills, nutrition, health, child development and other topics important to family success. Workshops provided for families are intended to help parents continue to be the best teachers of their children and full partners in their education.

COMPLAINTS AND GRIEVANCES

Parents who have concerns or questions about anything related to their child's education should first discuss the problem with the teacher. If the teacher's resolution of the problem is not satisfactory to the parent, the parent may request a conference with the principal. If the principal's decision is not satisfactory, the parent may request a conference with the superintendent or his designee. If the problem has not been resolved to the parent's satisfaction, the parent may follow procedures as outlined in Kerrville ISD Board Policy.

CHILD ABUSE AND NEGLECT

In an effort to protect the well being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The center staff has been trained to identify the signs and symptoms of abuse and neglect. If symptoms or situations arise which indicate abuse or neglect, designated agency personnel will document and report the suspected abuse. The center is required by law to cooperate with any investigation of child abuse and neglect. *Family Code 261.302(b)*

DIRECTORY INFORMATION

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it. However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within 10 school days of your child's first day of instruction for this school year.

STUDENT RECORDS

A cumulative record is maintained for each student from the time the student enters KISD until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents (those named on the child's birth certificate), whether married, separated, or divorced, have access to a student's records unless a parent's rights have been legally terminated and the school has been given a copy of the court order terminating these rights. The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website at www.kerrvilleisd.net.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents who withdraw their student from the ECC are required to come to the office and complete the withdrawal form. Before records can be forwarded to the receiving school, all necessary withdrawal procedures must be completed and cafeteria accounts must be in good standing.

Legal Information

"OPTING OUT" OF SURVEYS AND ACTIVITIES

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, 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.]

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Each school day, students may 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.

REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF

You may request information regarding the professional qualifications of your child's teachers, including whether a 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.

DISPLAYING STUDENT ARTWORK

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

SCHOOL SAFETY TRANSFERS

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the Assistant Superintendent for Student Services to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Assistant Superintendent for Student Services for information. [See policy FDB.] [See **Bullying** and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

ACCESSING STUDENT RECORDS

You may review your child's student records. 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.

TOBACCO USE

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

[See the Student Code of Conduct and policies at FNCD and GKA.]

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Laurie Gagne, at 257-2200.

PESTICIDES

This school periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires use of nonchemical pest control tactics whenever possible. Parents having questions about pesticide use, including the types and timing of treatments, may contact the KISD Maintenance Department at 257-2216.

ASBESTOS MANAGEMENT PLAN

Kerrville Independent School District strives to maintain compliance with federal and state asbestos office. If you have any questions regarding this federally mandated program contact Don May, Maintenance Director, 830-257-2216 ext. 223.

CHILD ABUSE/PERSONAL SAFETY

The district has established a plan for addressing child abuse, which may be accessed at www.kerrvilleisd.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being abused or that their personal safety has been violated. In an effort to support personal safety, the ECC utilizes a child safety curriculum to educate both parents and students. This information is available for parent review by contacting the ECC Nurse, Debbie Lea (257-1335).

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 cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student 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.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective 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.
- To comply with a properly issued directive to take a student into custody.

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 to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Kerrville ISD Early Childhood Center parents have rights and should take the responsibility for making the program what they want it to be.

RIGHTS

1. To take part in major decisions affecting the planning and operation of the program.
2. To help develop adult programs which can improve daily living for my family.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without endangering my child's enrollment or progress in the program.
5. To be informed regularly about my child's progress.
6. To always be treated with respect and dignity.
7. To expect guidance for my child from staff and teachers which will help his/her total development.
8. To be able to learn about the operations of the program, including budget and requirements to fill staff positions.
9. To take part in planning and carrying out programs designed to improve my skills

and areas of possible employment.

10. To be informed about all community resources concerned with health, education, and family life.

RESPONSIBILITIES

1. To learn as much as possible about the program and to participate in major decisions.
2. To accept the preschool program as an opportunity for improving my family's quality of life.
3. To take part in the classrooms as an observer, a volunteer, or as a paid worker and to contribute my services in whatever way I can to enrich the total program.
4. To provide leadership by taking part in activities and to encourage other parents to participate.
5. To assist in my child's success by assuring my child is here on time, ready to learn.

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the

district. The district is required to give parents the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

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

Texas Project First

Partners Resource Network

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

Contact Person: Ron Chew or Laurie Gagne

Phone Number: (830) 257-2203

NONDISCRIMINATION STATEMENT

It is the policy of the Kerrville Independent School District to make the employment, programs, facilities, and accommodations in the district accessible to all persons. In its efforts to promote nondiscrimination, Kerrville ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Superintendent Dan Troxell, PhD., has been designated the compliance coordinator for the requirements of Title IX. He is located at 1009 Barnett Street, Kerrville, Texas 78028 and may be reached by telephone at (830) 257-2201.

Ron Chew or Laurie Gagne have been designated the District Coordinator(s) for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The office is located at 720 Tivy Street, Kerrville, Texas 78028, and may be reached by telephone at (830) 257-2203.