



# **Student Handbook Appendix VI**

## **Campus Addendum**

### **2017-2018**

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2050 Arbor Creek Carrollton, TX 75010

**Phone:** 469-713-5180 **Fax:** 972-350-9085

<http://indiancreek.lisd.net/>

Dear Indian Creek Families:

Welcome to Indian Creek Elementary!

We are so excited that you are a part of our Falcon family. The strength and excellence that has become synonymous with our wonderful school comes from the uniqueness of each one of us. We would not be complete without the talents, abilities, and personalities of each Indian Creek Falcon. Please know that we value each and every one of you and look forward to a year full of exciting learning opportunities and memorable experiences.

The Student Handbook is provided to help each of you be informed and successful. The information and guidelines are those that follow our goal of helping all students to become lifelong, responsible learners in a safe, nurturing, and orderly environment. Should at any time you have questions, concerns, or successes that you would like to share, please feel free to call the school office at (469) 713-5180 and arrange a conference with your child's teacher or an administrator.

As partners in your child's educational experience, open and clear communication is vital. Each Tuesday, the Tuesday Newsday folder will bring important information and schoolwork home.

We encourage you to use our many channels of communication. You can receive instant updates through the Indian Creek Website, Facebook, and Twitter. The teachers' weekly Smore newsletters, Mrs. Teddy's weekly Falcon Forecast and the ICE PTA website are all excellent ways to stay informed of Indian Creek's activities and school policies. The faculty and staff are looking forward to learning with you this year. Whether it is your first year, last year, or somewhere in between at Indian Creek, may it be one that brings your family many stimulating learning opportunities, provides positive and memorable experiences, and helps each student reach that special potential that is uniquely their own.

Sincerely,

Amy Teddy, Principal  
Indian Creek Elementary

Meredith Jones, Assistant Principal  
Indian Creek Elementary



## SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule. Students having breakfast will be released from the cafeteria by 7:40 am to ensure they are in their seats by 7:45am.

- **Class begins at 7:45 am. Students must be in the classroom or gym (on their assigned gym day) by 7:45 am or are considered tardy.**
- The school day ends at 2:55 pm.
- Students arriving between 7:20 am and 7:35 am will go directly to the cafeteria or gym. Breakfast is served from 7:20 am to 7:40 am.
- Student arriving between 7:15 am and 7:20 am may enter through the front doors only. At 7:20 am, the front drive is **ONLY** open to busses. Please use the arrival map for drop off starting at 7:20 am.
- **Supervision is not available for students before 7:15 am or after 3:00 pm.**
- The school phone is answered between 7:15 am and 3:30 pm. (469-713-5180)
- Security doors are in place at all times. Main hallways are locked to parents and students at 3:30. **Students are not permitted in hallways or classrooms after 3:30 to retrieve anything.**



## TRANSPORTATION



### BUS GUIDELINES

Bus transportation services are offered to those students living two or more miles from the school to which they are zoned. LISD's bus transportation are operated by First Student. We encourage you to take advantage of this service. Riding the school bus is a privilege. Improper conduct on the bus will result in disciplinary action being taken. Students will be expected to follow the LISD bus regulations of bus conduct on regular routes or on field trips. Only regularly scheduled bus students are to ride the school bus. Any student that may ride the bus home with a regular bus student must have a note from their parents; **this note must be signed**

by the principal before the student can get on the bus.

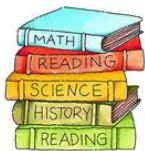
## TRANSPORTATION CHANGES/EARLY PICK UP

All students leaving school early must be checked out through the office. Only people authorized by the parent/guardian will be allowed to pick up students early. **THE OFFICE WILL ASK FOR IDENTIFICATION. This is in place for the safety of all Indian Creek children.**

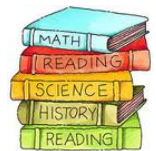
- Arrangements concerning pick up after school, etc. should be discussed with your child at home. A note should be sent to the teacher to notify and remind them of any changes in pick up plans.
- Daycare and bus retrieval must be from the front of the school as all students must have a consistent, primary means of pick-up. If you choose to pick your child up and their primary mode of transportation is daycare or bus, you will need to come into the building to sign them out.
- If a child's primary procedure for dismissal changes, the parent is required to notify their child's teacher in advance by the morning of the **day of pick up change**, or call the front office for changes the day of change of dismissal.

## EXTENDED SCHOOL DAY

- An Extended School Day program is available for students. Information for the E.S.D. program may be obtained by calling the LISD Community Education Department, (469) 713-5997. Students may not remain after school to play on the playground.



## CURRICULUM AND INSTRUCTION



Our curriculum is broadly based on the core proficiencies as defined in the Texas Essential Knowledge and Skills. We use a variety of teaching approaches that keep the students engaged in learning and make them active participants in the classroom. The district curriculum overview is available on the LISD website at [www.lisd.net](http://www.lisd.net).

## HOME TO SCHOOL COMMUNICATION

Each day take time to look through and review papers in your child's home to school folder. Tuesday Newsday folders will come home with graded work and

other school communication. Remember to check grades weekly via Skyward on the LISD website. If you do not have access to a computer, notify the teacher and she/he will provide hard copies. The Falcon Forecast will be sent weekly via Skylert and Teacher Newsletters will be sent weekly via email.

Telephone calls and emails to the teachers will be returned within 24 hours. Teachers will not be available to take phone calls during the school day. **You may either call and leave a message on their voicemail or email them to set up a conference.**

## **SKYLERT**

Skylert is the calling/email notification system the district utilizes to pass information to large groups of people at one time. Indian Creek makes use of this system on several occasions throughout the year. The primary phone number that you input into the system when completing online forms is the number used by the system. Please be sure you keep this information updated and accurate not only for this system to be effective, but more importantly in the case of an emergency, that is where we find the students information for contacting you as quickly as possible.

## **PARENT DELIVERIES/MESSAGES**

To minimize disruption to the educational process, Indian Creek does not allow delivery of items/messages to the classrooms during the school day by parents or other parent authorized individuals. In case of emergency, messages will be delivered immediately. Otherwise, the message/item will be delivered to the teacher during non-instructional time. **\*\*This does NOT include dropped off lunches\*\***

## **MAPS/LUNCH SCHEDULES**

### MAPS

7:45 – 8:15	PK Full Day
8:15 - 9:00	3 <sup>rd</sup> Grade
9:05 – 9:50	4th Grade
9:55 - 10:40	2nd Grade
10:45- 11:30	5th Grade
11:30 - 12:00	MAPS Lunch
12:15 – 1:00	Kindergarten
1:20 – 2:05	1st Grade
2:05 – 2:50	MAPS Conference
2:50 – 2:55	Dismissal

## RECESS/LUNCH

7:50 – 8:15/8:15 – 8:35	PK ½/ Full Breakfast
10:00 – 10:30/10:30 – 11:00	Kindergarten
10:30 – 11:00/11:00 – 11:30	1 <sup>st</sup>
11:00 – 11:30/11:30 – 12:00	2 <sup>nd</sup>
11:30 – 12:00/12:00 – 12:30	3 <sup>rd</sup>
12:10 – 12:35	PK ½ Day Lunch
12:00 – 12:30/12:30 – 1:00	4 <sup>th</sup>
12:45 - 1:10	PK Full Day
12:30 - 1:00/1:00 - 1:30	5 <sup>th</sup>

## **SCHOOL LUNCHES**

Please drop off school lunches or money in the office with student's full name, grade level, and teacher. The office staff will ensure they get these items before their assigned lunch time.

### **Lunch with Students**

Parents are welcome to eat lunch with their student(s). Parents may purchase a cafeteria lunch or bring food for their student and themselves. Parents may only bring food for their student. Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent permission. Parents should sit with their student in a designated area. Other students will not be permitted to eat in the designated area without their own parents.

Non-family visitors who have a legitimate interest to visit students during lunch must: Provide written permission from the parent of the student(s) they wish to visit (kept on file). Nonfamily visitors may only sit and visit with students for which they have received parental permission. Sign in through the Main Office and present a current ID for the Raptor system to receive a visitor's pass. Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.

## **REPORT CARDS**

Electronic report cards will be available for parents to view through your **Skyward Family Access** account under your **Student Portfolio Tab**. You may opt to receive

paper copies that will be sent home with your child on the Friday the week after the nine-week period ends; if you choose to opt for paper copies, directions will be posted on our ICE Website.

## **TEXTBOOKS**

Texas Education Code 31.104(d): Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.

## **STATE ASSESSMENT**

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

- Mathematics, annually in grades 3-5
- Reading, annually in grades 3-5
- Writing, including spelling and grammar in grade 4
- Science in grade 5
- iStation, an online reading assessment is given in grades Kindergarten – 5<sup>th</sup> grade
- The Diagnostic Reading Assessment (DRA) will be used when appropriate Kindergarten-5<sup>th</sup> grade

## **TECHNOLOGY USE ON CAMPUS**

- Bring Your Own Device/Technology (BYOD) For safety purposes, the district permits students to possess personal mobile telephones; however, these phones must remain on silent or turned off during the instructional day, including during all testing.
- Other devices may be used during classroom time for approved instructional purposes as requested by a teacher. Upon arrival to school, students will be asked to put their technology aside in the cafeteria/gym and engage in conversations with their peers until class time begins. Additionally, technology should be put away during hallway transition times.
- These policies are for the safety and social/emotional development of our student's ability to effectively communicate with each other.

- Additionally, 4th and 5th grade students/parents will be asked to sign an iPad Use Agreement (on Skyward with yearly enrollment forms) each year and pay a \$40 insurance fee.
- The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event.
- If a student uses a personal technology device without authorization during the school day, the device will be confiscated and given back at end of day. In the case of repeat offenses, parent will be contacted and if the problem continues, the device will be confiscated and given to the office and administrative action will be taken.
- Confiscated technology devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]
- Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

## **TOYS**

Toys may be brought to school for special occasions with teacher permission and will remain in backpacks until requested by a teacher for the project/event. All other toys should be left at home or in backpack until arriving at the student's after school care.

## **ELEMENTARY GUIDANCE COUNSELING**

Refer to LISD ES Student Handbook

## **CLUBS**

Students will have opportunities to participate in clubs of their choice at Indian Creek Elementary. Clubs may include time for NEHS, Student Counsel, and Safety Patrol to meet; however, students may also participate in creative student driven activities one day a week. At this time, students also may participate in academic interventions to support individual learning needs. Parents will be notified should their child require academic interventions by the homeroom teacher. During this time, it is our goal at ICE to build on students' strengths, creative thinking, as well as meet their academic needs.

## **BIRTHDAYS**



Students may bring a store bought birthday type treat to share with their class and teacher. It must be something that can be easily handed out and does not require plates/plastic ware to serve. If dropping off at school, please make sure the treat is labeled with the student's first and last name, grade level and teacher name. The office will deliver the treat to your student's teacher.

## Discipline



Indian Creek Elementary School is a Safe and Civil school and follows Love and Logic guidelines. For the 2017-2018 school year, Indian Creek will implement Capturing Kids' Hearts.

Indian Creek will foster a climate respecting the rights and privileges of other students, teachers and district staff. Students shall exercise their rights and responsibilities, in compliance with rules established for the orderly conduct of the district's educational mission.

The district's rules of conduct and discipline (LISD Student Code of Conduct posted on the LISD website) are established to achieve and maintain order in the school. Students who violate the laws of the state of Texas, who violate the rights of others, or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence to the responsibilities of citizens in the school community.

Additionally, the district has established the LISD Discipline Matrix Guidelines, posted on the LISD website, to foster continuity and fairness of disciplinary action across the district. Each campus classroom has specific policies and procedures established by the classroom teachers and students at the beginning of the year. Please refer to your child's teacher's weekly newsletter for this information.

Disciplinary matters that result in an office referral will be dealt with in accordance to the LISD discipline matrix.

## **DRESS CODE (LISD Dress Code Administrative Rules)**

The following guidelines are established as a point of reference for parents, students and administrators in regards to dress. All students must be clean and neatly groomed. The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment.

- Hair, by color or design, may not create a distraction to the learning environment. Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair.
- Students may not wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations. Students may, however, wear one small nose stud.
- Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by male or female students in the school building.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to the following: drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs.
- Male students may wear long pants of appropriate length or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline.
- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed, including, but not limited to the following: trench coats, miniskirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see-through clothing, fish net tops, or running/spandex shorts.
- Yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.
- All students must wear appropriate, non-visible undergarments.
- For health reasons, students are required to wear shoes appropriate for the school setting. House shoes or slippers are not appropriate for school. Flip flops are not appropriate for elementary students.
- Tattoos must not be visible during the school day.

## **STUDENT RECOGNITION**

**RECOGNITION RALLY** Indian Creek recognizes students once every 9 Weeks period for 21st Century Skills. These skills include Communication, Collaboration,

Critical Thinking, Creativity, Leadership, Curiosity, Problem Solving, Technological Literacy, Motivator, Dedication, Enthusiasm, Researcher, and Self Awareness. We feel these are necessary skills for future success and important to show students that these skills are valued by recognizing them throughout the school year. Students will receive recognition ribbons and coupons for Perfect Attendance and Honor Roll within their classrooms on report card distribution days.

## **SUPER CITIZEN**

Each nice week period, each individual classroom recognizes **Super Citizens**. That student will receive the award during the next PTA meeting. Parents will be notified of this honor so they can partake in the honoring. This student will have demonstrated the citizenship trait for that nine-weeks in an exemplary manner.

## **VISITORS, VOLUNTEERS, & CHAPERONES**

### **VISITORS TO THE BUILDING**

Refer to LISD ES Student Handbook

- Criminal background checks (to volunteer or help with field trips) are online and need to be renewed every 3 years.
- RAPTOR system is in place when entering the building. Please have your ID ready to be scanned. We are unable to scan passports.
- When in the building, please use the adult restrooms near our teacher's lounge. Our student restrooms are for students only.

### **VOLUNTEERS**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please complete a criminal background check. This can be completed on the LISD website ([www.lisd.net](http://www.lisd.net)) under the Parents tab. It can take up to 3 weeks to process so apply now! Volunteers must reapply every three years. This policy does not apply to those who, by law, are not permitted to visit with children. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be tolerated.

### **FIELD TRIPS**

Properly supervised and planned educational field trips are an important part of the instructional program. Only selected parent chaperones that have completed a volunteer/background check are eligible to attend the field trip. (This can be completed on the LISD website, [www.lisd.net](http://www.lisd.net), under the Parent tab; this may take a minimum of 3 weeks to process.) In order to ensure the safety and security of our students, no adult may be allowed to walk with a group or be in the vicinity of the class, unless they are a designated chaperone. Chaperones may not bring any other individual along, including children, as this takes the focus away from the chaperoning duties. Students may be required to stay on campus due to disciplinary and/or safety concerns as determined by the campus administrator. We appreciate your support as we strive to ensure an educational and safe field trip experience for all students.

## **PETS**

Animals are not permitted to be brought to school without specific permission from the principal. Pets are not permitted on school property between the hours of 7:15-3:30 unless confined to a vehicle.

## **SCHEDULES 2017-2018**

Indian Creek Elementary Daily Conference/Lunch/Recess Schedule is as follows:

## **SAFETY**

Fire drills, disaster drills, and school lock-down drills are regularly scheduled. Any visitor to the building is expected to follow safety instructions given by school personnel. Students will not be removed from the building during these or emergency situations by any person other than those authorized by school personnel. Parents will be notified of real emergencies that happened on campus that day, in addition to our practice all lock down drills.

## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations or the LISD website at [www.lisd.net](http://www.lisd.net).

Students may also listen to the TV for information concerning the closing of school. The TV stations will be notified as soon as possible. The decision to close school due to inclement weather is made by 6:30 a.m. Check the major radio and television

networks for information on school closings or delayed openings. If LISD is not listed, students are expected to be in school.

Level 1: A **Tornado Watch** has been issued / Conditions are right for a tornado / Thunder Storm Student release guidelines while under a Watch: car riders & day care will be released, buses will run at the discretion of the Executive Director of Student Services, walkers will be released at the discretion of the principal [or designee].

Level 2: A **Tornado Warning** has been issued for your location.

- Buildings will be open for entry only. There will be no exit until the “All Clear” is given by the administrator-in-charge. Parents and other adult visitors on campus will be sheltered as necessary and appropriate.
- Student release guidelines while under a Warning: students will remain in designated shelter areas, buses will not run, walkers will not be released.
- PARENT NOTIFICATION: SIGNS ON DOORS / SKYLERT MESSAGE WILL BE SENT OUT AT THE DISTRICT LEVEL



## HEALTH SERVICES



### IMMUNIZATION REQUIREMENTS

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A list of required immunizations can be obtained from your school nurse or from the LISD website at [www.lisd.net](http://www.lisd.net). Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse.

### ILLNESS OR INJURY

Students will be given temporary care in the event of illness or injury during the school hours. If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room.

The following guidelines should be used to help determine when your child should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school.

- Temperature of 100 or above (measured when no anti-fever medication given) (exclude until fever subsides; students must be fever-free for 24 hours before readmission)
- Undetermined rash (recommend exclusion and readmit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or child is in no danger of becoming dehydrated)
- Red eyes with discharge or crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)
- Jaundice
- Communicable diseases listed by Department of State Health Services  
Parents/guardians must come to the office to pick up their child and sign him/her out. Please make every attempt to schedule medical appointments before or after school hours. Transportation is not available other than that usually provided. Emergency Medical Services will be called if indicated.