

P. M. Akin
Elementary School

Student
Handbook

2009-2010

Can DO Kids

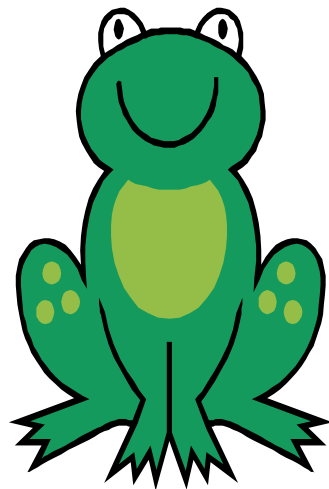


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Welcome to Akin Elementary

On behalf of the entire Akin Elementary staff we welcome you to the 2009-2010 school year. Akin Elementary has a long tradition of excellence, and it is our hope that during this year, this excellence will result in your child's achievement of his or her highest potential.

This handbook has been prepared to help answer questions students and parents may have about the activities, procedures and rules for the successful daily operation of Akin Elementary. We believe that by following these, our school will be a safe environment in which all students can learn and grow. We encourage you to read and discuss these policies with your child. It is our hope that you will have a better understanding and appreciation of our school.

We are pleased that you are a part of the Akin Community. If you have questions concerning the guidelines of your child's activities, we encourage you to contact the school at 972-429-3400. We look forward to your involvement and cooperation in making this year successful.

AKIN ELEMENTARY

MISSION STATEMENT

P.M. Akin Elementary School, in partnership with parents and the community, will provide a positive, safe, and nurturing environment where all children will become successful learners and responsible citizens.

SCHOOL PLEDGE

I pledge my best to Akin Elementary. Today, I will show kindness, respect, and fairness to others.

SCHOOL SONG

Can-Do Song

I am a Can-Do Kid
Yes, I'm a Can-Do Kid
I can do anything.
I work hard each day.

When I am grown and gone
I'll always get along
Cause I was a Can-Do Kid.

Can-Do!

SCHOOL MASCOT

Frogs

Akin Elementary

TITLE 1 PARENT/SCHOOL COMPACT 2009-2010

At Akin Elementary School, we work hard to provide a supportive and successful climate for students. We believe that a working relationship between school staff, parents, and students must be maintained to ensure a positive and productive education for all students. To keep this relationship strong, certain expectations must be achieved by students, parents and staff.

As a **student** I will:

- Arrive to class, ready to learn on time every day.
- Do my best on all assignments, in school and at home, and turn in my work on time.
- Be an active participant in class.
- Seek assistance for skills or concepts that I do not fully understand.
- Maintain appropriate behavior by respecting the school, students, staff and family.
- Strive to approach learning with a positive attitude.

As a **parent** I will:

- Be supportive of our school, including attending Parent/Teacher Conferences, school-wide functions, programs and activities in which my child is participating.
- Be willing to ask the appropriate personnel for support or clarification as needed.
- Provide a quiet time and place for homework and assist my children with assignments.
- Ensure that my children attend school for the full day, every day.
- Ensure that my children receive proper nutrition and adequate sleep.
- Report absences immediately to the school office.
- Encourage good study habits.
- Read to my child regularly and be an interested listener as s/he reads to me.
- Seek information from my child's teacher regarding his/her progress.
- Model the belief that learning is a life-long process that takes place at home as well as at school.

The **school** will:

- Solicit parent and community input regarding the education of our children.
- Offer flexible scheduling of parent meetings, training sessions, assemblies and school functions to maximize parent participation.
- Promote open communication between home and school.
- Provide translations of written notifications and interpreters as needed.
- Acknowledge individual student accomplishments.
- Address individual student needs.
- Attend to cultural diversity while promoting the development of the whole child.
- Focus on the development of social skills.
- Provide quality programs and instruction.
- Be available to you and your child.

Student Signature

Parent Signature

Staff Signature

Akin Elementary Student Handbook 2009-2010

A

A-TEAM

Akin Elementary students are recognized for outstanding work and citizenship throughout the school year. A-Team Assemblies are held each six weeks to celebrate special achievements, academic excellence, positive citizenship, perfect attendance, unique accomplishments and other citations. Parents, family members and friends are always welcome and encouraged to attend.

ABSENCES

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

Steps to follow when a child is absent:

1. A parent should contact the school stating the reason(s) for the absence.
2. Upon returning to school, the child must bring a note stating the reason(s) for the absence.
3. If a child is taken to a doctor, please ask for a doctor's note and send it to school when the child returns.
4. If a child cannot go out for recess or participate in P.E. he/she must bring a signed note stating the reason(s) for being excused.
5. Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.

ACADEMIC ACHIEVEMENT AND GRADING

Akin Elementary works with every child and his/her "Can Do" attitude. It is the goal of Akin Elementary for every child to flourish and succeed in the tasks of learning.

Teaching and learning are based on Texas Knowledge & Essential Skills (TEKS) for every grade level and subject area. Approaches are used daily to assist each child in his/her learning development. It is imperative that teachers and parents communicate frequently so a child's progress may be understood thoroughly.

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, social studies, and science. In addition, a student must attain an average of 70 or above in language arts and in mathematics.

Parents are informed frequently of their child's progress through notes and phone calls from the teacher, formal progress notes, report cards and conferences. Additionally, students in grade 3 must meet standards on the State reading exam; students in grade 4 must meet District promotion standards.

A uniform grading systems is used in the elementary schools. The following numerical marks will be used in a student's work and on report cards: 90-100 (A); 80-89 (B); 75-79(C); 70-74(D); below 69 (F); S-Satisfactory; N-Improvement needed. Students in kindergarten and first grade receive a checklist of skills mastered. Grading policies and procedures will be available from your child's teacher/grade level shortly after the school year begins.

A **report card** of student's grades and absences will be issued to parents every six weeks. At the end of each three weeks of a grading period, all parents will receive **progress reports**. A parent-teacher conference will be requested if less than 70 in any class is recorded on a report card.

Report Cards will be issued according to the district calendar.

Grade book Access: We are pleased to announce the implementation of Assess+, our electronic grade book. An exciting feature of Assess+ is Parent Access, which provides registered parents the ability to monitor the grades and attendance of your students. Parent Access is available for grades 2-12. Students in grades Pre-K, K and 1 receive a hard copy report card based on mastery of individual skills.

To register, please complete the following:

1. Review the Parent Acceptable Use Policy at <https://xview.wylieisd.net/xview/infor/aup.aspx>
2. Bring the following to the school office:
 - This completed form
 - Your Driver's License or State issued ID

Note: To protect the integrity of student information, you must be listed as a contact on the student enrollment form.

AKIN ELEMENTARY

1100 Springwood Lane
Wylie, Texas 75098
(972) 429-3400
Fax (972) 442-5744
www.wylieisd.net

ARRIVAL TIME

Children may enter the building as early as 7:00 a.m. PLEASE DO NOT SEND CHILDREN EARLIER THAN THIS TIME.

Students use two entrances to the school; the south entrance is for those who walk or are driven by their parents; the north entrance is for school bus and day care vans.

Children in grades PreK-2 are to report to the cafeteria; children in grades 3 and 4 are to report to the gym. All children eating breakfast must report to the cafeteria. Children are not to loiter outside the building or in any part of the building prior to the start of school.

All children will be dismissed to their classrooms at 7:20 a.m. Children are considered tardy if they are not in their classrooms when the 7:35 a.m. bell rings.

ATTENDANCE

Akin Elementary supports the philosophy that the instructional program is a vital part of formal education. We further believe that is necessary that students attend school the maximum number of days for instructional purposes. Parents are strongly discouraged from taking students out of school for any reason other than family emergencies.

Students are required to maintain a level of attendance, which enables them to meet their responsibilities as learners. Students and their parents hold the main responsibility for school attendance and for following the attendance policy.

In Texas, children up to the age of 17 are required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law.

IN ORDER TO RECEIVE CREDIT IN A CLASS, STUDENTS MUST BE IN ATTENDANCE FOR AT LEAST 90 PERCENT OF THE DAYS DURING A SEMESTER. Students who are in attendance for less than 90 percent of the days in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

The district accepts the following as extenuating circumstances for the purpose of granting credit for a class/grade: personal illness, sickness/death in the immediate family, weather/road conditions that may make travel dangerous, and any other unusual cause acceptable to the principal with prior approval.

If the attendance committee finds that there are no extenuating circumstances for the absence, or if the conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class.

STUDENTS WHO HAVE BEEN ABSENT FOR ANY REASON MUST BRING A NOTE EXPLAINING THEIR ABSENCE AND ARE ENCOURAGED TO MAKE UP THE WORK THEY MISSED WITHIN THE TIME GIVEN BY THE TEACHER. FAILURE TO MAKE UP WORK MAY RESULT IN ACADEMIC PENALTIES.

Reasons for absences must be submitted in writing and signed by the parent or guardian. Notes must accompany the child upon his/her return to school. **PLEASE INCLUDE ON THE NOTE THE DATE, YOUR CHILD'S FULL NAME, REASON FOR ABSENCE AND YOUR NAME.** Excessive absences due to illness may require verification by a physician. An attendance phone line may be utilized to report an absence. An absence not reported by 9:30 a.m. will be verified by the attendance clerk. The attendance phone number is (972) 429-3404. **NOTE:** If a student arrives after 9:30 a.m., he/she is considered absent for the day.

Students shall receive credit for satisfactory make-up work after an excused absence.

NOTE: A student who must leave school during the day must bring a note from his/her parent that morning. Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Tardies:

- Children are considered tardy if they are not in their classrooms when the 7:35 a.m. bell rings.
- Excessive tardies will result in students losing school privileges, such as lunch recess, to make up the time that is lost due to the tardies.
- Parents have the responsibility of getting their child to school on time.

Note: See specific tardy procedures located in the TARDIES section of this handbook.

B

BICYCLE SAFETY

Children may ride bicycles to school; however, the school will not accept responsibility for the safety of the bicycles. Locks are recommended.

Bicycle riders need to follow all safety rules and use designated road ways. **BIKE RIDERS MUST WALK THEIR BIKES WHEN THEY ARRIVE ON SCHOOL GROUNDS.** Bike racks are located near the bus entrance to the building.

BREAKFAST

Breakfast is served each morning from 7:00-7:20 a.m. Students eating breakfast should arrive by 7:05 a.m. Students are required to be in the classrooms and ready for class by 7:30 a.m.

BUS TRANSPORTATION

Bus transportation is provided for students who reside a designated distance (2 miles) from Akin Elementary School. Bus routes are determined by WISD transportation department to best accommodate the expedient delivery of all students.

The Wylie I.S.D. provides transportation to and from the schools as well as for most extra-curricular activities. Bus conduct must always be in an orderly and disciplined manner. The bus driver and any other employees of the District who may be on a bus from time to time shall have the same authority as that of a teacher on campus with regard to control of activity on a bus. In the event any occupant of school provided transportation or any person while in route to or from a school related function or event shall violate any part of the Student Code of Conduct or other district policy shall be reported to the principal or assistant principal on a discipline referral form. Parents will be notified. Students may be suspended from the bus for disciplinary reasons. Persistent misconduct may result in suspension from the bus for the school year.

C

CAFETERIA

The Akin Elementary staff and food service department encourages every student to eat nutritional and balanced meals. Students are offered a breakfast and lunch program daily at Akin Elementary School.

Prices for individual meals are as follows:

| | <u>Breakfast</u> | <u>Lunch</u> |
|--------------------|------------------|--------------|
| Students | \$ 1.25 | \$1.90 |
| Students (reduced) | \$.30 | \$.40 |
| Adults | \$1.75 | \$2.75 |

Wylie ISD and Akin participate in the National School Breakfast and Lunch Program and offer free and reduced-price meals based on a student's financial need. Information can be obtained from the WISD Food Service Director.

Students may pay for meals by the day or pay into their accounts at any time. Payments may be made in the cafeteria prior to 7:30 a.m.

A child may bring his/her lunch from home at anytime. Milk and juices are offered daily through the cafeteria for all students whether they bring their lunches or purchase a school tray.

Students who have special dietary needs should contact the school office for special arrangements.

Throughout the school year, parents and grandparents may eat with their students. Special lunches and breakfasts will be held during the school year as well. Parents will be notified through the Frog Express of such events.

A lunch menu will be sent home at the beginning of the school year and is available on the District's website.

Texas Public School Policy-

- Elementary Schools may not serve or provide access for students to Foods of Minimal Nutritional Value (FMNV) as well as candy on school premises. There are three times during the year that this nutritional policy may be exempt. Akin Elementary will observe exemption from this policy during *winter holiday parties, spring parties, and end-of-year celebrations*.
- Elementary schools may not serve "competitive foods", from outside of the school campus between the hours of 10:50 a.m. and 1:00 p.m.
- Parents may not bring "edible treats" to their child's classroom, but we do allow children to share trinkets or party favors if they choose to do so.

- Parents may provide snacks and lunches of their choice to their own child but may not provide them to children of others.

Any questions or concerns regarding the Texas Public Schools Nutrition Policy may be directed to:

Valerie Plumlee, Principal (972) 429-3400, or
Theresa Johnson, Director of Child Nutrition (972) 429-2334

CHANGE OF ADDRESS/PHONE NUMBER

Please inform the school office of any address/phone number changes as soon as possible.

CHARACTER EDUCATION

We emphasize Character Education at Akin Elementary. Our program promotes values through Six Traits of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

CONDUCT

Akin Elementary follows a school-wide discipline management plan based on the Wylie ISD Student Code of Conduct. Each grade level specifies age-appropriate behavioral expectations with class rules posted in every room. Along with these rules, the consequences are also stated. These rules and consequences are explained to the children beginning the first day of school and are reviewed throughout the year.

Parents are notified weekly regarding their student's behavior progress via weekly communication logs which come home for parent signature. Other methods of informing parents about their student's behavioral progress may include phone calls, written notes, and the Citizenship grade on the student's report card.

If repeated or severe behavior problems become evident, the teacher and/or principal will conference with the parent about the situation and course of action.

CONTACTING THE SCHOOL

If you have questions or need additional information about school activities, you are encouraged to call the school at (972) 429-3400.

D

DEPARTURE

The circular drive in front of school is for PreK (a.m.) through grade 3 pick-up. The rear drive is for PreK (p.m.) pick-up, grade 4 pick-up, registered daycare pick-up and WISD buses. While picking up students, please pull next to the curb so that the child will not cross in front of oncoming cars. Instruct your child to wait until you stop the car at the curb. Please use the designated parking spaces if you need to park and enter the school building. **Please do not use your cell phones while driving through the pick-up lanes.**

IT IS EXTREMELY IMPORTANT THAT PERSONS WHO USE THE DRIVEWAYS FOLLOW THE TRAFFIC RULES AND PROCEDURES FOR THE SAFETY OF ALL CHILDREN.

A child walking home should use only designated walk areas and follow the most direct route home.

The child's homeroom teacher **MUST** know the transportation arrangement for your child – **any changes must be made in writing to the teacher prior to dismissal time**. In case of emergency only, the school office (972-429-3400) may be called to change the plans.

DISCIPLINE

Our vision...

At Akin Elementary we will strive to be successful, and we will work as a team to ensure maximum student achievement.

Our goals...

At Akin, we will:

- Take responsibility for our own behavior.
- Focus on the prevention of discipline problems.
- Treat others and ourselves with dignity and respect.
- Work to create a positive, safe, caring and orderly school climate.
- Strive to be as successful as we can be.

One of the most important lessons education should teach is discipline. It is a shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration of other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the students. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

DOORS LOCKED

For the safety of our children, all outside doors will remain locked during school hours (7:30 a.m.-2:30 p.m.). If you wish to enter the building during the day you may do so through the front entrance.

DRESS CODE

Students at all times should maintain a neat and respectable appearance. All clothing should be in good taste. Clothing with any slogans, pictures, or advertisements that are objectionable, suggestive, alcohol related or drug related are not allowed. Shorts and

dresses may be no more than three inches above the knee. Baggy pants and midriffs may not be worn. All tops must have sleeves. Any apparel which disrupts the learning environment is not permitted. Please refer to the Wylie ISD STUDENT DRESS CODE for further information.

E

EMERGENCY DRILLS

The safety of all children is one of our greatest concerns. The school holds regular drills to teach children to respond calmly in the event of any emergency. Fire drills are held once each month, tornado drills and lockdown drills are held twice each semester. Detailed escape plans and procedures are posted inside the door of each classroom.

F

FEES AND SUPPLIES

Materials and textbooks that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, notebooks, and other materials requested by the teacher (provided through school supply lists and grade level material notes). These may require some costs.

Any required fee or deposit for other events/items may be waived if the student and parent are unable to pay. Application for such a waiver may be made directly to the principal.

FOOTBALL GAMES AND OTHER ATHLETIC EVENTS

The Wylie ISD wishes to promote a sense of sportsmanship and team spirit at all athletic events. To aid in this endeavor, students are required to be under the direct supervision of parents. No running, jumping, throwing, etc, will be allowed at any district sponsored events.

FROG EXPRESS

Each month the Frog Express (school news) is published and available on our campus website. If unable to access the website, paper copies are available in the school office.

FROG FEST

Frog Fest is a weekly celebration of our students' and staff's accomplishments. This event is held each Friday morning from 7:20 to 8:00. Each grade level team will host the Friday morning activities for a six-week period.

H

HEALTH

Akin emphasizes good health habits and outlines a safety/health program.

Parents shall complete an emergency form each year that includes a place for parental consent for school officials to request medical treatment for the student, provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency, parents **must** update this information as often as necessary.

All students must be 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 include: diphtheria/tetanus, polio, measles (rubeola), mumps, rubella, Hob, and Hepatitis B. The school nurse can provide information on the required doses of those vaccines.

Parents of students with a COMMUNICABLE OR CONTAGIOUS DISEASE are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases include scabies, impetigo contagions, ringworm of the scalp, infectious forms of conjunctivitis, chicken pox, and pediculosis.

HOMEWORK

Homework is a vital part of the learning process and is given as a reinforcement of daily learning. Students must assume responsibility for their class work just as they will assume job responsibility in the future.

Students and their parents have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction.

Parents should establish a learning environment in the home by:

- Showing a positive attitude toward education.
- Taking an interest in your child's homework.
- Establishing good study conditions.
- Monitoring your child's study habits.
- Exercising patience and encouragement to your child.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The following are examples of homework assignments given students:

- Independent practice of newly learned skills.
- Enrichment activities beyond the subject matter presented in class.
- Introduction of new materials (such as reading of a chapter in the text with stated purpose of the reading).
- Independent student projects approved by the teacher.

If a child is having difficulty with homework or is spending an inordinate amount of time completing homework assignments, please notify his/her teacher immediately.

Teacher's individual homework policies are available. You are encouraged to ask your child's teacher about his/her specific homework policy.

L

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the student's name. Found articles are turned in to the school's lost and found box. Unlabeled or unclaimed property is placed on tables in front of the stage at the end of the first and second semesters. After two weeks, unclaimed items are turned over to a social agency to help others.

M

MEDICATION

A student who must take a prescription or nonprescription medicine during the school day **MUST BRING A WRITTEN REQUEST FROM HIS/HER PARENT/DOCTOR.** The medicine must be in its properly labeled bottle and given to the school nurse.

P

PARENT-TEACHER CONFERENCES

Akin Elementary encourages continuous communication between school and home. A child's education future is based upon the teacher and parent working together. It is always good educational practice for parents and teachers to conference regarding the progress and lack of progress of children. Parents are encouraged to schedule conferences. Please contact the school office at 972-429-3400 to schedule conferences.

PEST CONTROL

Our school periodically applies pesticides. Information concerning these applications may be obtained. Please contact the school office for more information or questions.

PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas Flag each day. A moment of silence will follow recitation of pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Parents must make a written request to excuse their child from participation in the daily recitation of the Pledges.

Pledge of Allegiance to the United States Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Texas Flag

Honor the Texas flag; I pledge allegiance to thee, Texas, one State under God, one and indivisible.

PTA

The Akin Elementary PTA is an exciting and important part of the school. The organization provides support for the instructional program through the volunteer program, various committees, and materials. The PTA section of the newsletter will report frequent PTA activities and school events.

Join us as full partners in your child's education! For information regarding PTA, please contact Lisa Pendley, PTA President, or Mr. Cearley, Principal.

The PTA will provide three school parties for all students: one in December, one in the Spring, and one in May.

R

RELEASE OF CHILDREN

Children will be released only to adults you have designated on the signed form on file in the office. We will not release your child to anyone whose name is not on our list. If a parent is denied custody by court, please furnish the school with a letter from the court stating which parent may pick up the child from school.

If students leave during the school day, parents must check them out in the office. Children will be called from class to the office. Children will not be allowed to wait in front of the building during school hours.

Parents are encouraged to make dental and medical appointments after school hours.

RECORD INFORMATION

Please be sure we always have your child's correct address and phone number. Also, if there is any change as to whom may pick up your child, we must have this in writing with your signature and date.

REPORT CARD

A report card of student's grades and absences will be issued to parents every six weeks. At the end of each three weeks of a grading period, all parents will receive **progress reports**. A parent-teacher conference will be requested if less than 70 in any class is recorded on a report card.

Report cards will be issued according to the district calendar.

S

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule. School will begin at 7:30 a.m. and will dismiss at 2:30 p.m.

SCHOOL SAFETY

School safety measures will be implemented at the beginning of the school year. These will be practiced and refined throughout the year. These measures will be for the safety and protection of your child.

The most notable safety procedure is that all exit doors will be locked to outside entrance at 7:30 a.m. with the exception of the front doors. All visitors, tardy students, or anyone else entering the building after 7:35 a.m. must enter through the front doors and report to the office. Doors will be unlocked at 2:30 p.m.

SCHOOL PROGRAMS

Wylie Independent School District and Akin Elementary School provide a variety of programs to meet the educational needs of all students. All programs are integrated effectively into the school day and curriculum to provide a continuity of services. Some of the programs include:

- **ALPHA-PHONICS:** Designed for students identified as dyslexic or at-risk for dyslexia. Its emphasis is on intense phonetic analysis of written language. Students are identified for placement through a screening and testing process.
- **COUNSELING:** Our school counselor is an important part of the everyday life of the school. The counselor meets with each class numerous times through the year for “Classroom Guidance” time which may include such topics as study skills, peer pressure, and various social situations. Parents are welcome to use the counselor as a resource as well. The counselor is familiar with community resources and child growth and development.
- **ESL (English as a Second Language):** Limited English speaking students are provided opportunity to develop English language skills through listening, speaking, reading, and writing exercises.
- **GIFTED AND TALENTED:** Students are identified for this program through a screening process that includes achievement testing, teacher recommendation, classroom performance, and aptitude testing.
- **SPECIAL EDUCATION:** WISD is able to provide a full range of special education programs for students residing in the attendance zone. Students, ages 3 through 21, with identified handicaps are eligible for special education services. The handicapping conditions are: speech, learning disabled, other health impaired, orthopedically handicapped, mentally retarded, emotionally disturbed, and pregnant. Students who are identified as visually handicapped or auditorially handicapped are eligible for services from birth through 21. Evaluations for special education

eligibility and determination of educational needs are available. The following programs are available to serve a child's special needs:

- **SPEECH THERAPY:** Speech services are provided for students who are between the ages of 3 and 21 who require direct language or articulation therapy with a Speech Pathologist.
- **EARLY CHILDHOOD CLASS:** The early childhood class is for students who are between the ages of 3 and 6 years (on or before September 1) and are handicapped.
- **INSTRUCTIONAL ARRANGEMENTS:** This is the full continuum of instructional arrangements available for handicapped students; implemented as determined by the special education Admissions, Review, and Dismissal Committee.
- **OCCUPATIONAL/PHYSICAL THERAPY:** These are itinerant services available to students who are handicapped and have needs in these areas.
- **VISUALLY HANDICAPPED:** These are itinerant services available to students who have needs in this area.

If a child is having a special learning need, a parent-teacher conference is strongly encouraged to discuss the possibility of expanded educational services offered at Akin Elementary.

SEX OFFENDER NOTIFICATION

The Superintendent of Schools will notify all administrators when new sex offender registration information is received. The district will maintain a direct link to the Texas Department of Public Safety Crime Records Service that, pursuant to Chapter 62 of the Texas Code of Criminal Procedure, furnishes public notice for certain sex offenders. The district will also allow viewing and printing of the sex offender information on this site at designated locations free of charge to parents of school aged children. The printing will be limited to one set per family.

The district will send information via email and regular mail to parents of students when requested. Request forms will be included in registration packets at all campuses. Parents will be asked to indicate whether or not they want the notification.

Furthermore, the district will also publish the location of the DPS website in ALL of the student handbooks (<http://records.txdps.state.tx.us/>). The Superintendent of Schools will work to ensure that information about sex offender notification guidelines is disseminated to parents and other interested patrons.

STUDENT/PARENT CONCERNS

Concerns by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. For information not included in this handbook or for complaints in these areas, please contact the principal.

On all other matters, a student or parent who has a concern or complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 15 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

It is our intention that your child's experience at Akin will be one which is positive and reaps long-term benefits for him/her. Again, we welcome you as partners as we encourage a "Can Do" attitude from your child.

STUDENT RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at Akin Elementary. The superintendent of the Wylie Independent School District is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employees, agents or trustees of the district, or cooperatives of which the district is a member, or facilities with which the district contracts for the placement of a handicapped student's IEP.

T

TARDIES

School begins promptly at 7:30 a.m. and students are tardy after 7:35 a.m.

Students are expected to be in their classrooms, prepared and ready to work by 7:35 a.m. Students who are not in their classrooms at this time are considered tardy. Students arriving late are missing quality instructional time. After any tardy, students are responsible to make up lost instructional time.

Students receiving the second unexcused tardy (and any tardy thereafter) will receive lunch detention. All tardies are considered unexcused except in cases of family emergencies or students going to a health care professional and submitting a note documenting the appointment.

TEXTBOOKS

Textbooks are the property of the State of Texas. Students are responsible for the security and care of the textbooks issued to them. All textbooks should be covered. Teachers will conduct periodic inspections to check for lost or damaged books. Fines will be assessed for damages and students who have lost books must pay the full replacement cost of the lost book before a new one will be issued.

TITLE I PARENT INVOLVEMENT POLICY

The administration, staff, and parents of Akin Elementary School believe that the improved academic achievement of each student is a responsibility shared by the entire school community.

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development in methods of reaching out to parents
- Parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making

Responsibilities

The **School** will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
- The school will employ highly qualified teachers who will be provided professional development and will continually update resources and maintain an environment that facilitates learning.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of the Title I programs, plans and policies. School planning meetings will be held in the spring of each school year.

With regard to **the Parent Involvement Policy**, the school will:

- Facilitate and implement the parent involvement policy.
- Involve parents in the planning, review and improvement of the policy at least annually by inviting them to take part in developing the Parent Involvement Policy.
- Provide the policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the Parent Involvement Policy available to parents and the community through the school website and in the school office.

With regard to **parent meetings**, the school will:

- Host an annual meeting in the first semester to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of the meeting and encourage them to attend through notices sent home, weekly/monthly newsletters (Frog News), and via the school web page.

With regard to **Title I Programs and Plans**, the school will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum and assessments used and the proficiency levels students are expected to meet.
- Provide opportunities for parents to give feedback through surveys and planning sessions.
- If requested, provide opportunities for regular meetings of parents and school personnel where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Provide timely responses to parents' suggestions and questions.

With regard to **professional development**, the school will:

- Determine staff needs and, if necessary, provide training to strengthen parent involvement efforts relating to:
 - the value and utility of contributions of parents,
 - methods of reaching out, communicating with and working with parents as equal partners,
 - implementing and coordinating parent programs,
 - building ties between parents and the school,
 - increased parental participation in homework and teacher communication.

With regard to **the coordination with other programs**, the school will:

- Collaborate with community agencies and businesses to provide activities that encourage and support parent participation in the education of their student by encouraging parents to:
 - Work with the PTA,
 - Volunteer through the SMART Lab,
 - Encourage participation in the Watch DOGS Program.
- Provide materials and training to help parents work with their students to improve achievement and foster parental involvement in their children's work through:
 - Family reading/math activities,
 - Parent/Teacher conferences.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand:
 - Provide a weekly/monthly school newsletter informing parents of activities, workshops and awards,
 - Provide additional reminders and notices of opportunities as needed,
 - Maintain an updated school website,

-Provide access to educational resources for parents to use together with their students via links on the school website.

The **staff** will:

- Assist the administration in facilitating and implementing the Parent Involvement Policy and parent involvement activities.
- Advise parents of their student's progress on a regular basis through:
 - Student work folders,
 - Three week and six week progress reports,
 - Parent Access,
 - Parent/Teacher conferences.
- Be readily accessible to parents and provide opportunities for parents to meet with staff on an as-needed basis to discuss their student's progress.
- Hold at least one parent/teacher conference during the year at which the Student/Parent/Teacher Compact will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in classroom/school activities.

TITLE IX PUBLIC NOTICE

Sexual Harassment: Students must not engage in unwanted and unwelcomed verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is word, gesture, or any other sexual conduct, including request for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked to stop. For information about your rights and grievance procedures, contact the Title IX Coordinator, Dr. T. J. Farlar at 972-429-3004.

TRANSPORTATION CHANGES

If your child's transportation arrangements must be changed (e.g., not ride the bus for the day, be picked up by someone different, etc.), you must write a note to the teacher or contact the school office of the changes by 2:00 p.m. Notes sent must be signed and dated.

V

VISITORS

Parents and other visitors are welcome at Akin Elementary School. It is required that all visitors report to the school office upon their arrival. If a parent requests a visit to the classroom to observe his/her child, this observation must be pre-approved by both the principal and the teacher since visitors in the classroom are disruptive to many students. The classroom visit should be limited to no more than one hour and to one observation per semester per teacher.

VOLUNTEERS

Volunteers are an important part of the campus. Volunteers provide service and support for both students and teachers. Akin Elementary is committed to the partnership between parents and the school community.

The campus principal is directly responsible for campus volunteers. The campus principal will assess the need for volunteer services and will determine the schedule and assignments for volunteers at his/her school.

- All campus volunteers must complete a criminal background check and successfully pass the background check before volunteering on any Wylie ISD campus. **This must be completed each year prior to the volunteer working on the campus.**
- Volunteers may be assigned in the same classroom as his/her child. However, this type of assignment must be approved by both the campus principal and the classroom teacher.
- Campus volunteer activities include the following: material preparation, assisting on field trips, and assistance for classroom and/or campus celebrations/special events.
- Volunteer activities/assignments may **not include** duties which compromise the privacy of student academic records, student data, or information regarding services to students. Additionally, volunteer activities which take place in the main office may not include any activity where student or parent information is compromised. The Family Rights and Privacy Act (FERPA) requires procedures that protect the privacy of the students' educational records, services to the student, and parent/family information.
- If any concerns arise regarding volunteers, the principal will make the final determination as to whether the volunteer assignment continues or whether the volunteer assignment on campus is limited.
- All volunteers must attend a training session provided by the campus and sign a confidentially statement prior to serving as a volunteer.

Parents/community members who wish to volunteer should not be confused with a request to visit a classroom for observation purposes. If a parent requests a visit to the classroom to observe his/her child, this observation must be pre-approved by both the principal and the teacher since visitors in the classroom are disruptive to many students. The classroom visit should be limited to no more than one hour and to one observation per semester per teacher.

Akin Elementary
School Supply Lists
2009-2010

Kindergarten

- 5 Folders with brads & pockets (1 red, 1 yellow, 1 blue, 1 purple, 1 green)
- 2 Primary Composition Notebooks with dotted, lined paper and a blank space at the top for a picture
- 1 package 12x18 manilla drawing paper
- 1 package 12x18 multi-color construction paper
- 1 box of classic colors Crayola Washable big markers
- 3 boxes of 24-count Crayola crayons
- 4 bottles of 4 oz. glue
- 12 #2 pencils
- 1 pair Fiskars' 5" blunt scissors"
- 1 box reclosable bags (Girls- 2 sandwich size boxes, Boys- 1 gallon size box)
- 2 box tissue (230 Count)
- 3 glue sticks
- 1 bottle hand sanitizer

First Grade

- 4 Folders with brads & pockets (1 red, 1 yellow, 1 blue, 1 green)
- 2 Primary Marble Composition Book w/ handwriting lines and story paper (100 pages)
- 1 package 12x18 manilla drawing paper
- 1 package 12x18 multi-color construction paper
- 1 box of classic colors Crayola Washable big markers
- 3 boxes of 24-count crayons
- 2 bottles 4 oz. glue
- 24 #2 pencils
- 2 large pink erasers
- 1 pair Fiskars' 5" blunt scissors
- 1 box reclosable bags (Girls-2 sandwich size boxes and Boys-1 gallon size box)
- 1 small plastic school box
- 2 boxes tissue (230 Count)
- 1 bottle hand sanitizer
- 1 8x11 short construction paper
- 6 large glue sticks

Second Grade

- 5 folders with pockets and brads (1 red, 1 blue, 1 green, 1 yellow, 1 purple)
- 3 One subject spiral notebooks (70 pgs-1 red, 1 yellow, 1 blue)
- 1 package white wide-lined notebook paper (200 count)
- 1 package 12x18 white drawing paper
- 1 package 12x18 multi-color construction paper
- 1 box of classic colors Crayola Washable big markers
- 2 boxes of 24-count crayons
- 1 12" wooden ruler (metric/customary)
- 1 box of color pencils (12-count)
- 24 #2 pencils sharpened
- 2 large pink erasers
- 2 bottles of 4 oz. glue
- 2 large glue sticks
- 1 pair Fiskars' 5" blunt scissors
- 1 box reclosable plastic bags (Girls-2 sandwich size boxes and Boys-1 gallon size box)
- 1 small plastic school box
- 2 boxes tissue (230 Count)
- 1 bottle hand sanitizer

Third Grade

- 6 folders with pockets only (1 green, 1 red, 1 yellow, 1 blue, 1 purple, 1 any solid color)
- 2 one subject spiral notebooks (70 pgs)
- 1 package of white wide-line notebook paper (200-count)
- 1 package 12x18 white drawing paper
- 1 package 12x18 multi-color construction paper
- 24 #2 pencils
- 1 package pencil top erasers
- 1 box (12-count) colored pencils
- 1 box of classic colors Crayola markers (10-count)
- 1 box of 24-count Crayola crayons
- 1 bottle of 8 oz. glue
- 2 large glue sticks
- 1 12" wooden ruler (metric/customary)
- 1 pair Fiskars 5" pointed scissors
- 1 box reclosable plastic bags (1 gallon size box-boys/2 sandwich size boxes-girls)
- 1 small plastic school box
- 2 boxes tissue (230-count)
- 1 bottle hand sanitizer

Fourth Grade

- 1 Three-ring binder (1 ½ inch)
- 1 set of 8-count dividers
- 6 folders with brads and pockets (1 green, 1 red, 1 yellow, 1 blue, 1 purple, 1 any solid color)
- 3 one subject spiral notebooks (70 pgs)
- 4 packages white notebook paper (200 ct.)
- 1 package of 12x18 white drawing paper (boys only)
- 1 package of 12x18 multi-color construction paper (girls only)
- 24 #2 pencils
- 1 large pink eraser
- 1 2-pk highlighters (yellow)
- 1 box colored pencils (12-count pre-sharpened)
- 1 box of classic colors markers (10-count)
- 2 large glue sticks
- 1 12" wooden ruler (metric/customary)
- 1 pair Fiskars 5" pointed scissors
- 1 box of reclosable plastic bags (gallon size) (Boys only)
- 1 box of reclosable plastic bags (sandwich size) (Girls only)
- 1 small plastic school box
- 1 bottle hand sanitizer
- 2 boxes tissue (230-count)
- Crayons