

# James F. Delaney

## Elementary School

Student Handbook

2007 -2008



Kennedale Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

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## Kennedale Independent School District

P.O. Box 467

Kennedale, Texas 76060

Phone: 817-563-8000 Website: [www.kennedale.net](http://www.kennedale.net) Fax: 817-483-3610

### Board of Trustees:

President: Dr. Mike Walker Vice President: Joe Taylor

Secretary: Rhonda Barnes

Members: Janet Adams Joe Alviar, Sr.  
Lori Glovier Eddie Patterson

Board meetings are held on the 3<sup>rd</sup> Thursday of each month at 7:00 p.m.  
Notices of meetings are posted at the Administration Building, school offices, and district website.

## James F. Delaney Elementary School

203 Clover Lane

Kennedale, Texas 76060

Phone: 817-563-8400 Fax: 817-483-3653

Principal- Wanda Hibbetts

Assistant Principal- Michael Dickinson

Counselor- Laurel Hambrecht

Nurse- Connie Smith

### Site Base Committee 2007-08

Wanda Hibbetts

Michael Dickinson

Laurel Hambrecht

Barbara Zimmerman

Donna Biscoe

Jill Moore

Rebecca Vondra

Sunshine Davis

Ray Busher

Shelly Wooden

Sara Bohannon

Lisa Moore

Rhonda Lediaev

Nanette Tate

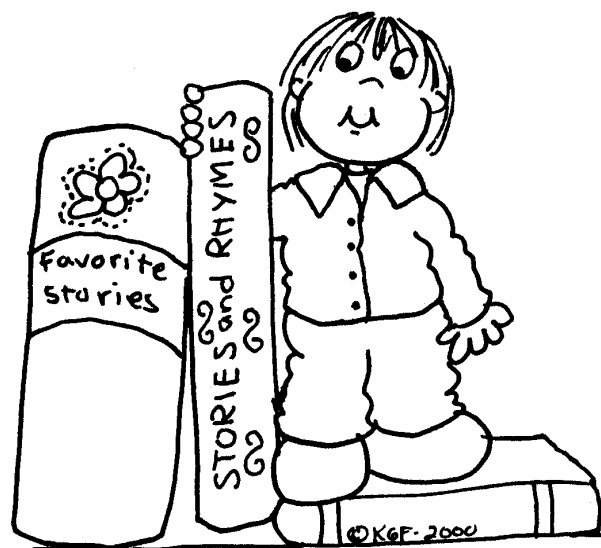
# James F. Delaney Elementary Motto

“ DEDICATED TO EXCELLENCE “

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## MISSION STATEMENT

The faculty and staff of James F. Delaney Elementary School are committed to making a fervid attempt to provide each student with the foundation needed for a life-long process of physical, social, and intellectual development. In so doing, it is our hope that each student will develop a passion for learning and a concern of the world and humankind that will lead him to endeavors directed toward a better tomorrow.



## **Admission Regulations**

In accordance with TEC 21.031, every child who lives within the boundaries of the district and resides with his/her legal parent(s), or legal guardian, or the person having legal control of him/her or by order of the court shall be permitted to attend the Kennedale School District.

The following Proof of Residency information shall be required at the time the student is enrolled:

- At least one PAID gas or electric bill/receipt (no more than one month old). Needs to show name and address

### **If No utility upon enrollment:**

- A copy of lease or closing papers from the address on the enrollment card.

### **Other items needed for registration**

- Registering parent must provide a copy of Driver's License
- Birth Certificate
- Social Security Card

***It is a requirement that all student records reflect the child's legal name. It is the responsibility of the parent/guardian to notify the school if your last name, street address, or telephone number changes at any time during the school year. This is extremely important in keeping school records up to date and to notify a parent/guardian in case of an emergency.***

**By law, both parents, whether married, separated, or divorced, have access to the records of the student who is under 18 or a dependent for tax purposes.** 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 right.

## **Attendance Regulations**

The following regulations were established by the 74<sup>th</sup> Legislature in the summer of 1995:

- A. S.B.25.092-a A student may not be given credit for a class unless the student in attendance for at least 90% of the days the class is offered.
- B. S.B.25.092-b An attendance committee shall be established on each campus in order to hear petitions for class credit by students who are in attendance fewer than the number of days required in S.B. 1.
- C. S.B.25.092-d If a student is denied credit by the attendance committee, the guardian may appeal the decision to the Board of Trustees.
- D. S.B. 25-097 –b A school district shall excuse a child from attending school for the purpose of observing religious holy days, including traveling for that purpose, before the absence if the parent/guardian submits a written request for the excused absence.
- E. S.B 25.087-b-2 A school district shall excuse a student for a temporary absence resulting from health care professional appointments if he/she begins classes or returns to school on the day of the appointment. Verification of the doctor's visit must be submitted to the office the day of the appointment or following day.

## **School Hours**

The first bell rings at 8:00am.

Tardy bell rings at 8:06am.

Classes begin 8:10

Dismissal for grades K-4 are at 3:00pm.

## **Early Dismissal Days**

There are 6 days during the school year that are designated for early dismissal staff development. On these days, students will go to school one-half day.

Early dismissal will be:

8:00am to 12:35pm (K-4<sup>th</sup> Grades)

Normal bus transportation will be provided at that time for Kindergarten – 4<sup>th</sup> grades

Early Dismissal Days will include:

October 5

November 16<sup>th</sup>

January 18<sup>th</sup>

February 29<sup>th</sup>

April 18<sup>th</sup>

June 4<sup>th</sup>

## **School Holidays**

September 3rd

December 19th-Jan 2nd

March 17th-21st

October 8<sup>th</sup>

January 21st

November 21,22,23

February 18<sup>th</sup>

May 5<sup>th</sup>

## **Student Absences**

### **Documentation of Absences**

- A. S.B.25.0087.1 excuses medical absences if the student commences or ends the day at school and brings a medical note to school upon return.
- B. When returning to school after an absence, a student must bring a note signed by the parent, which describes the reason for the absence. If a note is not provided to the school the day the student returns, the absence will be recorded as unexcused. If a reason for any absence is **suspect**, medical verification may be required. If medical verification of the absence is not provided the absence may be recorded as unexcused. When a student's absence for personal illness exceeds 4 consecutive days the student or parent shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school(FEC Local). For additional information refer to the KISD Conduct

Handbook.

- C. S.B. 25.087.1 considers absences for illness, family death or emergency, or Natural disaster as excused, and the bill further reads, “a written note from the Legal guardian must accompany the student within one day or upon his/her return. If a note is not received, the absence will be recorded as unexcused. **Make up work** for absences is due within a reasonable time after returning To school. For the purpose of this subsection, the term “reasonable time” is defined as the number of days absent is equal to the number of days allowed to make up work for 100% credit.
- D. Parents are asked to call the school office by 9:00 a.m. the day of the Student’s absence. This phone call does not take the place of a note from the parent/guardian or doctor on the student’s return.
- F. Make up work may be requested by a phone call from the parent. Assignments will be ready in the office by dismissal time. It may also be sent home with a sibling, if requested.
- G. TARDIES** – Students will be considered tardy, if not in the classroom when the tardy bell rings at 8:06. Excessive tardies as well as absences will be referred to the Attendance Committee. **FIVE Tardies** will equal one unexcused absence for the purposes of mandatory attendance Requirements. Excessive absences could lead to retention.  
***After- school detention will be served by third and fourth grade Students after three tardies. Parents will be notified prior to detention day.***

### **Delaney Elementary Cafeteria Policy**

James F. Delaney Elementary School has a closed lunchroom policy for visitors . However, to accommodate parents, relatives, and interested citizens who want to eat in our cafeteria, Delaney Elementary designates two times each year for guests: 3 days in September and during Texas Public School Week in March. Extra tables and chairs are added to accommodate the visitors. Please call for exact times and dates.

**Exceptions:** Out of state relatives are welcome to come and eat with the students as long as the Elementary School is given 1 day’s notice. Parents may at any time come and take their student out to lunch by checking them out through the office or they may bring lunch and have a picnic on the tables provided on the playground.

Students may buy lunch cards. All students are expected to eat lunch. If for some reason a student is not to eat lunch, please notify the student’s teacher in writing.

- *Kennedale ISD participates in the Federal Lunch Program. If you feel that your child may qualify, please call for a lunch form to be completed and returned to the Administrative building.*

## **Student Withdrawal**

If it becomes necessary to withdraw your child from school, please give us at least a one day notice. A certain amount of paperwork is involved and in order to check your child out properly, it does take time. A parent must come to the office to sign a withdrawal form, check to see if the student is clear of outstanding fees, and that all books are returned.

## **Textbooks**

Students have full responsibility for textbooks issued to them. Textbooks which are lost or damaged must be paid for before any school records can be released to students, parents, or other schools. Students are required to keep textbooks covered at all times.

## **Money Matters**

When it is necessary to send money to school, please enclose it in a marked envelope. If possible, please send a check or correct change. Teachers will not be responsible for keeping up with the student's money.

## **Telephone/Messages**

All information needed for students, due to routine matters, such as rides to and from school, house key deliveries, meeting places, etc. must be made prior to arrival at school.

**Only in cases of emergency should messages be called or faxed to school for students. Any changes in students routine schedules(rides home,etc.) must be made in writing to the student's teacher.**

## **Visitor's Pass**

### ***For the Safety of our Students and Faculty:***

Any person entering Delaney Elementary during school hours will sign in with the main office with the reason for visit and receive a visitor's sticker which is to be worn while in the building.

## **Morning Drop Off Times - For All Students Grades K thru 4**

Students should not be brought to school before **7:45am** unless they are eating breakfast or riding the bus.

Breakfast time is **7:20 to 7:50am.**

Elementary Faculty hours are 7:45am to 3:45pm.

***Please DO NOT bring your student before 7:45 am unless they are eating breakfast.***

**Use of Telephone**

The school telephone may be used by the student only in cases of emergency. The telephone is for business purposes only and the student must get permission from his/her teacher, principal, or the school secretary before using it.

### Student Insurance

Texas public schools do not carry accident and/or liability insurance on students enrolled in public schools. This is in accordance with Texas Education Code 21.906. Student insurance is ordered by a private, licensed agent who represents a reputable company and who has received school board approval. Various options and prices are available. This is an optional program for the student and the parent/guardian. The cost of the insurance is the responsibility of the parent/guardian. Complete information on the insurance will be sent home during the first few weeks of school

### Lost and Found Lockers

Please make sure that student's name is placed in all belongings. All articles that have been found should be turned into the office. If your child loses an item, please have him/her check at the school office. Unclaimed items will be donated to charity.

### Field Trips

When field trips are taken they will be a definite part of the instructional program. Field trips will be well planned and only those trips which are an extension of classroom activities will be taken. No child is permitted to go on a field trip away from the school campus without the written permission from the child's parents or legal guardian.

### Bad Weather Information

For altered schedules or possible closing of school during inclement weather, please listen to the following stations:

**WBAP, WFAA, KERA, KPLX, or KXAS Channel 5**

In order to ensure the safety of the children during an emergency, we participate in several types of emergency drills. These are to prepare our students for fires, inclement weather, and other situations where safety is a concern. These drills are practiced randomly throughout the year. We take great care to keep a calm atmosphere at all times during these drills. If your child should ask you questions at home, please assure them that school is a very safe place and remind your child to always follow directions quickly during these drills.

### School Bus

The bus driver has the same authority over the child while on the bus as the classroom teacher has while the child is at school. The bus driver is in complete charge of his/her bus and its passengers and is charged with the responsibility of maintaining discipline.

Parents should encourage their children to behave and sit down at all times while riding the bus.

### School Bus Riders' Rules and Regulations

#### A. Prior to loading:

1. Be on time at the designated school bus stop – keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before entering.
4. Don't move towards the bus at the school loading zone until the bus is at a complete stop.
5. Be careful in approaching bus stops.
6. Students are not allowed to transport sharp, pointed, breakable, or other dangerous objects on the bus.

#### B. While on the bus:

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and clean at all times.
3. Refrain from loud talking and laughter or unnecessary confusion that diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home.
5. Leave no books, lunches, or other articles on the bus.
6. Keep books, packages, coats, and all other objects out of the aisle.
7. Help look after the safety of small children.
8. Do not throw anything out of the bus windows.
9. Bus riders are not permitted to leave their seat while the bus is in motion.
10. Absolute quiet when approaching railroad crossing stops.
11. In case of road emergency, children are to remain in the bus.

#### C. After leaving the bus:

1. If you must cross the road, get in front of the bus so that you can see the driver and wait until the driver tells you it is safe to cross.
2. Help look after the safety and comfort of all children.
3. Be alert to the danger signal from the driver.

Serious or habitual infraction of these rules and regulations may result in the suspension of bus riding privileges, ranging from a week to a school year.

### Transportation of Students/Leaving Campus

**If your student needs to go home any other way than the way he/she normally goes home, they will need a note signed by that parent each time explaining the change. Example: If the student rides the bus normally – he/she will always be put on the bus unless a signed note is sent noting the change. Please make sure your child knows how he/she is to go home each day before he/she comes to school.**

- *Parents must be present in the office before a child is called to leave the classroom. Students will not be called to the office to wait, due to the loss of instructional time.*

## Academics and Grading

### Basal and Supplementary Readers

A basic reader provides a complete organization of reading experience; it is truly basic. The series leaves no gap in presenting and relating the different types of reading a child may do. The basic reader provides continuity of growth in reading habits, skills, and attitudes through a carefully controlled series of reading materials. Vocabulary, sentence length, concepts, and objectives are designed to facilitate an easy, gradual growth in reading. Due to this technical nature of the basic reader it is not issued to the child, but is kept for classroom use only. The Supplementary reader, however, is issued to the child and is carried home for practice.

### Reading Program

All children at Delaney Elementary, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades, are placed on an independent reading level by means of informal reading inventories and are then scheduled for one hour of reading each day. Children change classes in reading.

### Report Cards

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

### Grading System

The grading system will be by number grades as follows:

A+	100-98	A	97-94	A-	93-90
B+	89-88	B	87-84	B-	83-80
C+	79-78	C	77-75	C-	75-70

69 and below is Failing.

**Students performing in an above grade level in Reading or Math will receive 5 points added to their grade. Music and P.E. are graded with E=excellent, S=satisfactory, and N=needs improvement**

### Honor Roll-

A Honor Roll= students working on grade level and making no grade below a 90

B Honor Roll= students working on grade level and making no grade level below an 80

Academic Achievement Card- Students working below grade level with no grades below 90- A or 80-B

### **Homework Policy**

Teacher will assign homework to students in the Delaney Elementary School to reinforce skills and information already learned in class, not to exceed 30 minutes total from all subjects. The homework is to prepare students for upcoming classes and to teach independence, self-discipline and responsibility.

The parents are to be informed of the days to expect homework. There will be no homework assigned on holidays or Fridays. We ask that parents establish homework as top priority for our children. Parents need to provide a quiet environment to work, establish a daily homework time, and provide positive support when homework is completed.

### ***STATE-MANDATED TESTS***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Reading and Math, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7

### **Arranging Conferences**

If you need to discuss your child's work with a teacher, please plan to do so at a time other than during the student's workday. The teachers' conference period are scheduled during the day. If there is a need for a conference, please send a note by your child to his teacher or call the school secretary to leave a message for the teacher to call to make an appointment.

### **Special Programs**

Computer Lab We have 50 computers in our lab. Students come to the lab twice a week.

Dyslexia- students that qualify for the Dyslexia Program meet with the instructor 3 to 4 times weekly.

### **Title I Program**

The Title I Program offers extra instruction in reading and math. Students are selected on the basis of need using a combination of test scores, report card grades, and teacher observation.

### Library

Our library at Delaney Elementary offers over 6000 book choices. Each book is individually leveled for reading and comprehension ability per grade level. Students come to check books out of our library once a week. They get to keep the book for seven days, then it is to be returned to our library. Lost and damaged books are fined accordingly, late charges are \$.05 per day with a maximum of \$.25 per week charge. Checking books out of our library is one way of teaching responsibility at Delaney Elementary.

### PTA (Parent Teacher Association)

Delaney Elementary PTA will meet 4 times during the school year. Room Sponsors will come from our PTA members. The PTA will sponsor 3 parties for our students each year – Halloween, Christmas, and End of the Year. All parents and teachers are encouraged to become an active part of this organization.

### Volunteers/Field Trip Chaperones

Parents who are interested in becoming Volunteers or Field Trip Chaperones for our school will need to fill out and return the information form sent home at the beginning of the year. Volunteers will be selected from these forms for the positions available and undergo a background check before volunteering. Field trip chaperones must also undergo a background check prior to the process of being a chaperone.

### Music

All students regularly attend music classes. Music involves activities of doing, listening, visualizing, creating, and thinking. Skills developed include: discrimination, identification, concentration, imitation, body and sensory awareness, gross and fine motor skills of movement, and imagination. Music provides basic skills, but it also facilitates other areas of learning.

### Quest (Gifted)

Delaney Elementary serves gifted and talented students at grades K-4. All kindergarten students receive weekly instruction by the QUEST teacher in their regular classrooms throughout the year. Students in grades 1, 2, 3, and 4 are served in a pullout program. Nominations for this program are accepted each spring and are available at the campus. Students who are new to the district may submit a nomination in the fall.

### ESL (English as a Second Language)

The ESL instructor for Delaney Elementary will meet daily with the students who meet the criteria for assistance in this area.

### Speech Therapist

A Speech Therapist is available to those students who have major speech difficulties and are eligible for special education services.

### Resource Program

The Resource Program is for children who have learning difficulties and are eligible for special education services. An individual program is developed for each child's special needs. The procedure for getting a child into this program begins with a referral, usually by the classroom teacher. If the child is found to have a qualifying disability, steps are taken to provide resource services through special education.

### Physical Education Requirements

Children are expected to take an active part in Physical Education Classes. If a child is sick or physically unable to participate, a written excuse should be brought from the parent. If it's necessary for a student to not participate for an extended period of time, you may be asked to send a note from the doctor on the condition and how long the student will not be able to participate.

## ***MEDICINE AT SCHOOL***

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma may be permitted to possess and use prescribed asthma medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF]

## **Health Policies**

### **1. Medications:**

The following policy has been adopted for students attending James F. Delaney Elementary School.

- A. Current prescription medications may be administered to students if all below requirements are met:
  - 1. Medications must be in the original prescription container. The pharmacy will supply two bottles, when requested – one for school and one for home.
  - 2. Medications will not be carried back and forth by students. Any medication which can not be left at school will be transported back and forth by the parent/guardian.
  - 3. The attending physician has requested in writing that the medication be given at school and stated that it is medically necessary for it to be given at school.
  - 4. A separate medication request form is provided for each medication.
  - 5. The parent has requested in writing that the medication be given by the school nurse.
- B. No over-the-counter drugs (Tylenol, Aspirin, etc.) will be administered to students without a written request from a physician or dentist. The physician or dentist must state what the drug is to be administered for and when the request is to expire. (If no expiration date is given, two weeks will be presumed.) Upon expiration, the unused portion will be returned. The school nurse will not be expected to diagnose a condition and select the correct medication to administer.
- C. If a student periodically needs an over-the-counter medication during school hours, the parent may:
  - 1. Come to school and administer the drug.
  - 2. Obtain the written request as noted in "B" above.
- D. Medications which must be refrigerated will not be accepted unless the bottle can be kept at school.
- E. Medications prescribed every 12 hours or twice daily will not be given at school.
- F. Asthma inhalers must be left in the nurse's office unless the physician specifies on the inhaler request form that it is medically necessary for the student to carry an inhaler on his/her person. Improper use or care of the inhaler can result in loss of this privilege.

- G. Students are not allowed to bring medication to school in pockets, lunch boxes, etc. and take it on their own. If such medication is found, it will be taken away from the student and returned to the parent.
- H. Forms for use in requesting administration of medication by school personnel are available in the nurse's office or you may use or copy the forms in this handbook.

## **2.Fever:**

The spread of communicable diseases which are usually accompanied by a fever is of great concern to this school district. Outbreaks of such communicable diseases can be lessened by excluding students with fever from school. Fever is an indicator of illness and children need the opportunity to recover fully before returning to school.

A student with a temperature of 100 degrees F. or above is to be excluded from school until he/she has been fever free (98.6 F. or below) for 24 hours or more. Example: If a student is sent home on Tuesday with a fever of 100 F. or above, the student cannot return on Wednesday. Your cooperation in this matter will help us prevent the spread of many communicable diseases among the students in our district.

## **3.Communicable diseases:**

A student who has a communicable disease shall be excluded from school until the danger of transmitting the infection or disease to other students has passed. The requirements for re-admission to school are established by the Texas Department of Health and will be followed unless a physician's certificate recommends the child return to school at an earlier time.

## **4.Emergencies and illnesses:**

If your child is injured or becomes ill at school, the school nurse's office or the principal's office will notify you and render simple first aid. We must have telephone numbers where the parents (or another responsible adult) can be reached when a child must be picked up during the school day. Student emergency cards will be sent home during the first week of school. Please complete the card carefully, sign the back of the card, and return it to the school immediately.

## **5.Head lice:**

Students discovered to have nits (eggs) and/or head lice will be excluded from attendance until they have received one treatment with a recognized pediculicide and all of the nits (eggs) have been removed from the strands of hair. Students may not ride the bus or return to the classroom until cleared through the nurse's office. If a student is repeatedly found to have head lice, the nurse's office may

require a receipt proving purchase of a recognized pediculicide. Any absence of more than 3 days due to head lice will be considered to be unexcused.

### **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 ten school days of the child’s first day of this school year

### **Display of your child’s artwork, projects, and other special work products:**

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the district’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

Kennedale Independent School District  
Section 504  
Notice

In compliance with state and federal law, the Kennedale Independent School District will provide information to employees regarding Section 504 of the Rehabilitation Act of 1973. Section 504 is an Act which prohibits discrimination against persons with a disability in any person receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record for such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Kennedale Independent School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the program and practices in the school system.

Section 504 services are coordinated by the campus counselor. For information regarding Section 504 services or referrals, contact the campus counselor.

If there are questions concerning specific responsibilities of the school district or rights of employees regarding Section 504, please contact Karen Furman, Special Programs Director at 817-483-3680.



# Parental Acknowledgement Form

(Please complete and return)

"I understand and consent to the responsibilities outlined in the Student Handbook for my student, \_\_\_\_\_."

"I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within 3 weeks of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold."

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

## "PTA" PERMISSION

Delaney Elementary gives student information to only one organization which is our PTA for the purpose of obtaining Room Sponsors and Helpers. The information given is: Student's Name, Parent's Name, Address, and Phone. No other information is given out through the primary office to anyone at any time.

Yes the school office has permission to give the above data to the PTA only \_\_\_\_

No, I DO NOT give the school office permission to give out the above data \_\_\_\_  
to the PTA

(Please return this sheet to your student's homeroom teacher by the 3<sup>rd</sup> week of school.)

