

HIGHLAND PARK ISD



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## Student Code of Conduct

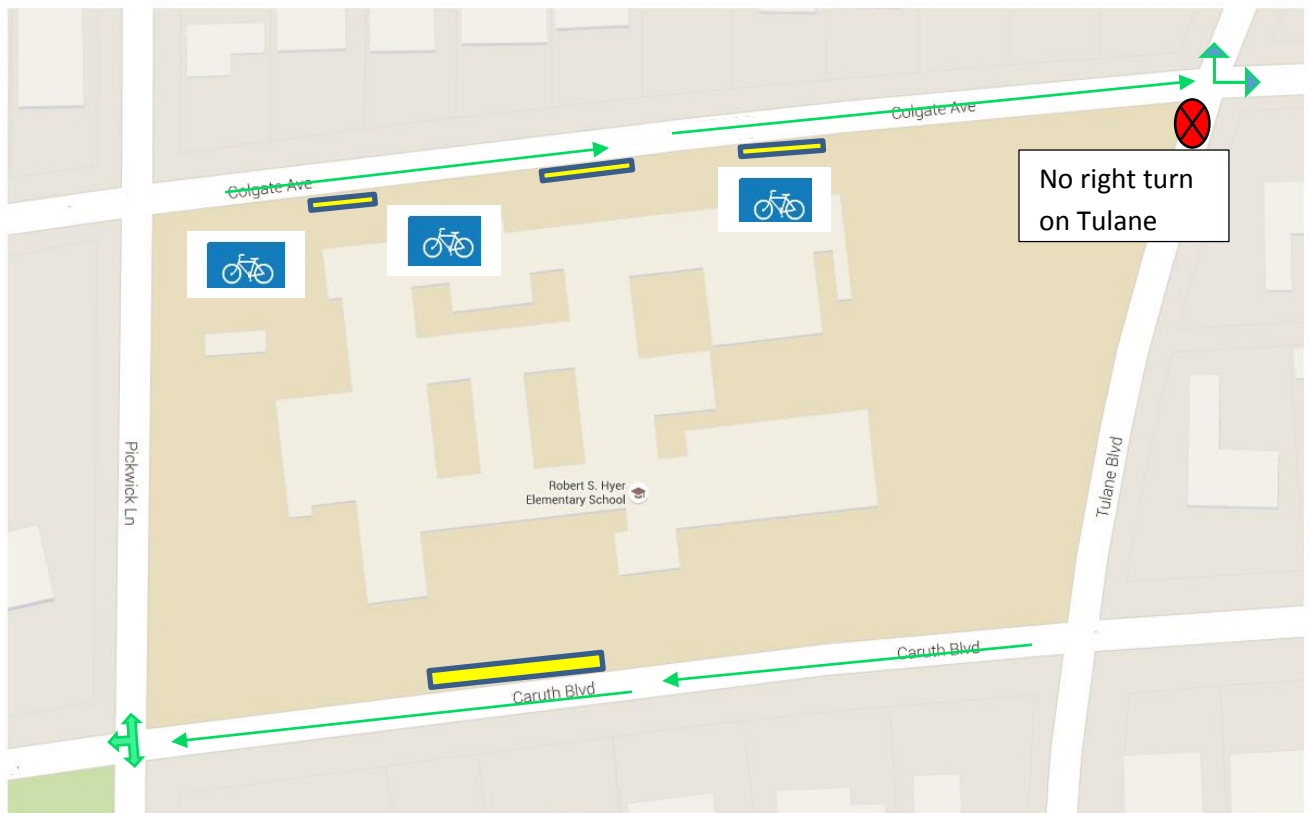
2017 - 2018


# General Information

## The School Day

Students should strive to leave home each morning so they arrive at school after 7:45 a.m. Teachers will open their classroom doors at 7:50 a.m. Hyer Staff will be monitoring doors beginning at 7:30 a.m. each morning. Students that arrive before 7:50 will sit in the hallways quietly and may read or work on school assignments quietly. Students will be able to go to their lockers and enter their classrooms at 7:50. Doors that will be used for students to enter the building are:

- Front door on Caruth
- Two doors on Colgate
- Kindergarten door near gym
- Third grade door



 Student Drop-Off Area



## Bike Parking

**Classes are scheduled for the following times:**

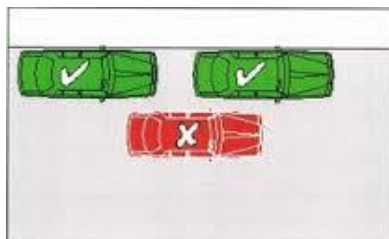
**Grades K – 4<sup>th</sup> \_\_\_\_\_ 8:00 a.m. - 3:15 p.m.**

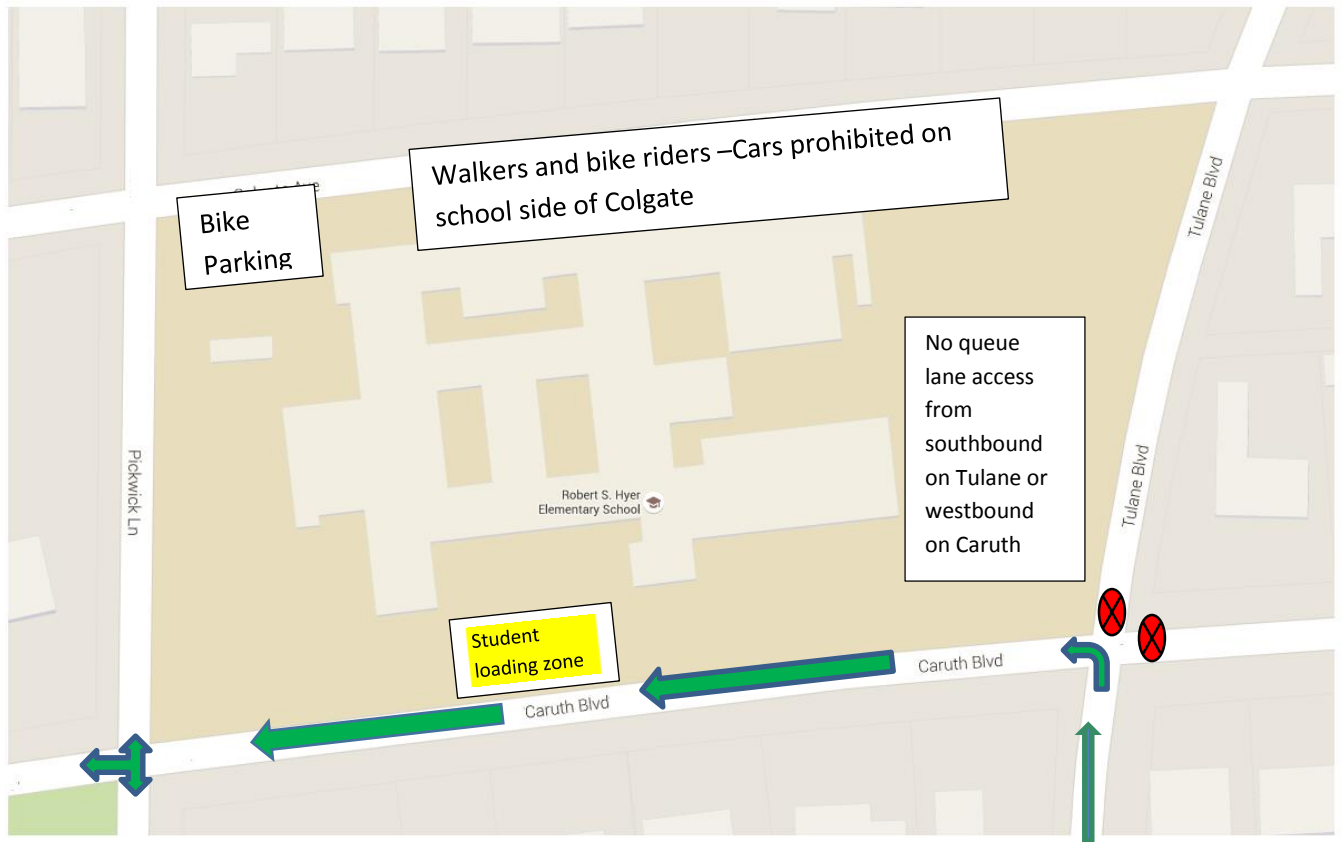
### Bike Riders

All bike riders must park their bikes on the Colgate side of the building. Bike racks are spaced out on Colgate with a larger concentration of bike racks on the northwest corner of the Hyer grounds. Bike parking on the Caruth side of the building and on the Hyer playground is prohibited.

### Carpool Drop-Off on Caruth and Colgate

- Enter the Caruth carpool line heading west on Caruth or heading east on Colgate.
- Please do not park in the queue lane on Caruth during student drop-off. Signs are posted to remind parents that there is no parking curbside of the building from 7:30- 8:30 on Caruth and Colgate. Unattended vehicles will be subject to a parking ticket issued by the University Park Police Department. Parents that need to park and come into the building before school may use any vacant parking spaces on Pickwick or at Smith Park.
- Drivers will continue to move forward in the carpool line until they enter the designated drop-off areas. Students may only exit a vehicle at these designated areas.
- The driver may enter the center lane of traffic on Caruth and Colgate once students have safely exited the vehicle.
- No right turns are allowed at the corner of Caruth and Pickwick and the corner of Colgate and Tulane during morning drop-off.
- Students may not exit a vehicle from the center lane of traffic. The center lane of traffic will continue to flow east on Colgate and west on Caruth. Double parking or unloading from the center lane is not only a very dangerous situation for students, it is also a traffic violation and is subject to a traffic citation issued by the University Park Police Department.

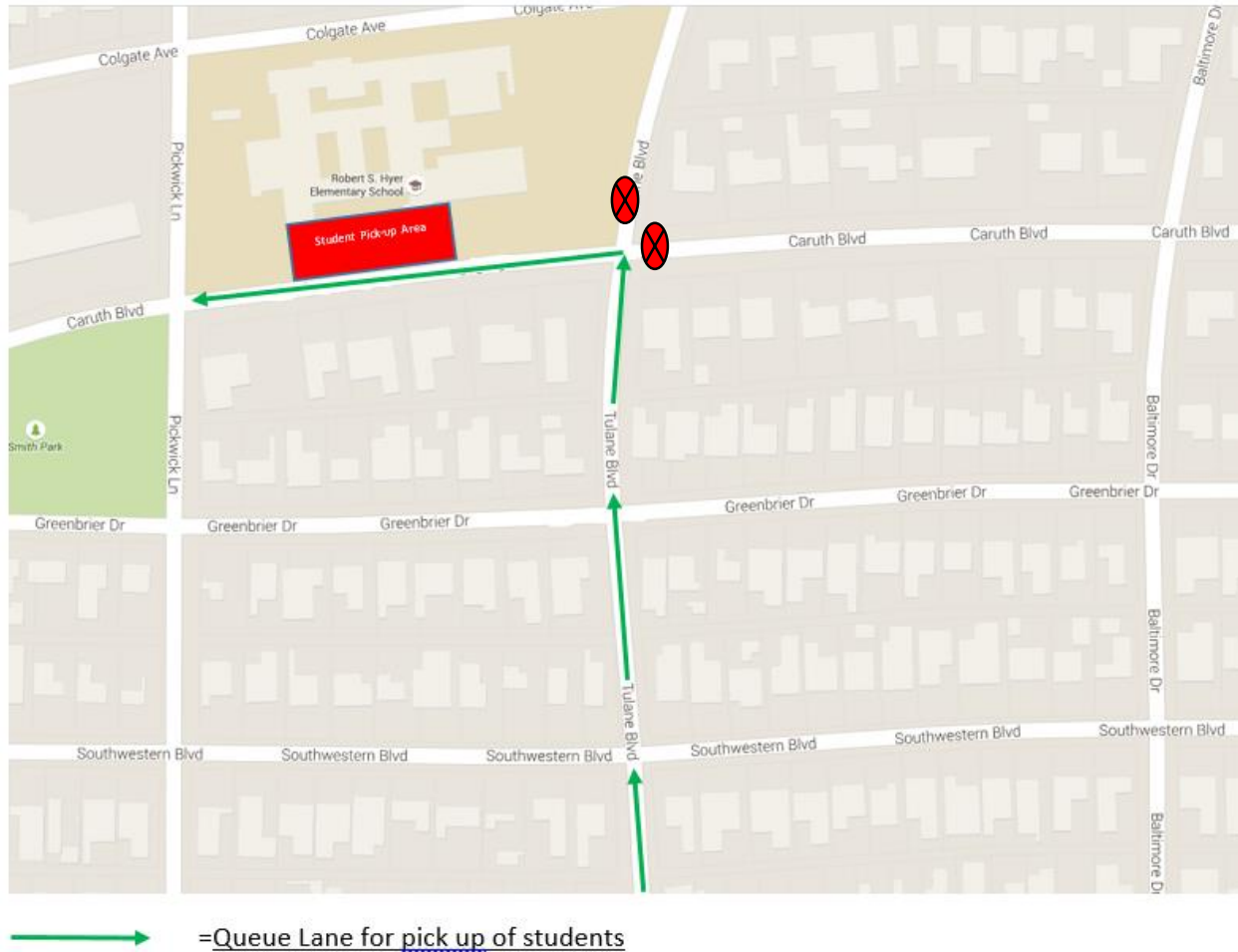




All students, Kinder – 4<sup>th</sup> Grade, will be dismissed at 3:15.

### **Students that Walk or Ride Their Bikes Home (Colgate Side)**

All students that walk or ride their bikes home will be dismissed on the Colgate side of the building. Parents that walk to school or drive their car and park to pick-up students will pick up their children on the Colgate side of Hyer. Please do not park in the queue lane on Colgate during dismissal. Signs are posted to remind parents that there is no parking curbside of the building from 2:45-3:45 on Colgate. Unattended vehicles will be subject to a parking ticket issued by the University Park Police Department.



## Caruth Carpool

### Signs

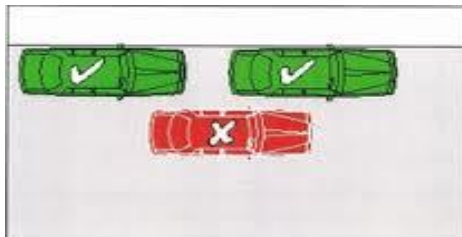
- Place your carpool sign on the dash on the passenger side of your car with the name of each child you are picking up. In order to keep the carpool moving as quickly as possible, use a sign even if you are only picking up one child.
- Each grade level will have a designated color to help teachers run the carpool line. Parents picking up students in multiple grade levels shall place signs on their dash for each grade level they are picking up for.
- Signs will be passed out at Meet the Teacher Night. Additional signs will be made available in the front hallway near the Hyer Auditorium the first week of school.

## Queue Lane Procedures

- Enter the Caruth carpool line heading north on Tulane. Please do not access the carpool line heading south on Tulane or driving west on Caruth. Remember, the UP Police Department set up the traffic pattern and they take this very seriously. Their concern, as is ours, is safety of our children and our parents.
- Please do not park in the queue lane on Caruth during dismissal. Signs are posted to remind parents that there is no parking curbside of the building from 2:45-3:45 on Caruth. Unattended vehicles will be subject to a parking ticket issued by the University Park Police Department. Parents that need to park and come into the building during dismissal may use any vacant parking spaces on Pickwick or at Smith Park.
- Drivers will continue to move forward in the carpool line until they enter the five car loading zone. **Students may only load into a vehicle in the five car loading zone.**
- The driver may enter the center lane of traffic on Caruth once students are safely in the vehicle and the driver will drive away.
- No right turns are allowed at the corner of Caruth and Pickwick during dismissal. Drivers must either continue west on Caruth or make a left turn on Pickwick.
- Students may not load into a vehicle from the center lane of traffic. The center lane of traffic will continue to flow west. Double parking or loading from the center lane is not only a very dangerous situation for students, it is also a traffic violation and is subject to a traffic citation issued by the University Park Police Department.



Student  
loading zone



**\*\*\*PLEASE NOTE\*\*\***

- Kindergarten students and first grade students may not ride their bikes or walk home without an adult or an older sibling.
- Students in grades 2-4 are encouraged to walk or ride their bikes home with an adult or a group of other students.

### **Walkers**

Cross the streets only at intersections. Please do not walk behind parked vehicles. Cross at major intersections designated as school guard crosswalks.

### **Bicyclists and Scooter Riders**

Follow guidelines as stated for walkers. For the safety of bicyclists and walkers, bicycles and scooters should be walked NOT RIDDEN while on the Hyer campus.

### **Cell Phone Use**

Remember that it is against the law to use or text on your cell phone while driving in school zones in University Park. We kindly ask that parents limit cell phone usage while in the building during the school day.

### **Student Cell Phone Policy**

- Students may use the office phone in the case of an emergency with a note from their teacher. Students may bring cell phones to school for the purposes of safety only. Use of cell phones during the school day may disrupt teaching and the learning environment. They are to remain turned off, and inside backpacks. Cell phones are not allowed to be used while the child is in the custody of the HPISD unless given specific permission by a staff member. This time period starts when the doors of Hyer open each school day at 7:30 and extends to the time the student exits the building. These guidelines will be followed during after school activities, field trips, including time spend on school busses.
- If a cell phone rings or if a student is using one without permission, Hyer staff will follow this protocol: confiscate it and send it to the office. After the first infraction: the student may pick up item at the end of the school day; second infraction: a parent must pick up the item; third infraction: the item will be stored for pick-up after the last day of school.
- The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

- This policy includes electronic devices such as Apple Watches and other multifunction devices that either take pictures, have the ability to send and receive text messages and/or make phone calls.

## **Building Security**

The doors remain locked during school hours. Access is permitted through the front door only. All volunteers and visitors must sign-in and wear a badge during school hours. Please bring all items for students that they may have forgotten to the office for delivery. Please do not interrupt the classrooms.

## **Attendance**

### **Excused Absences**

An excused absence is defined as any absence resulting from personal illness, illness or death in the family, observance of a religious holiday, or for a cause which may be determined to be uncommon or unavoidable by the principal or his designee. Students may also be excused for medical and dental appointments, but parents shall be encouraged to schedule such appointments outside of school hours whenever possible. If appointments cannot be scheduled outside of school hours, parents are urged to check with your teacher on what time would be best. Please bring a note from the doctor or dentist to the school office when you check your child back into school.

### **Unexcused Absences**

An unexcused absence is defined as any absence which is not excused in accordance with the definition cited above. Absences involving trips, college visitations, participation in non-school activities and other similar absences will be classified as unexcused in accordance with Education Code 21.035. For an absence to be appropriately classified as excused or unexcused, the reason for the absence must be stated in writing and signed by the parent or other person standing in parental relation to the student. In accordance with HB72, **a student shall not be given credit for a class or for the completion of a grade level if the student has more than five days of unexcused absences during a semester.**

Additionally, students may not participate in any school-related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than five times during each semester of the academic year.

### **Makeup Work**



No makeup work will be approved for absences resulting from activities of youth organizations such as scouts, Young Life, church, or other youth organizations. Absences for family trips taken for pleasure or recreational purposes will also be denied makeup privileges.

### **Excuses, Check-Out and Absence Procedures**

1. Pupils are not to leave the school without permission. If pupils are to leave school before the regular dismissal time, the parent or guardian *must* check out the child at the office.
2. Procedure for checking pupil out during the school day:
  - a. Parents or guardians are expected to sign out their son or daughter in the front office.
  - b. Front office staff will call down to the child's classroom once the parent has arrived in the office to check his/her student out.
  - c. Students returning to school must be checked-in by parent in the office before returning to class.
  - d. Authorization for any person or relative other than the parent or legal guardian to check student out during the school day must be made in writing by the parent or guardian prior to the check out. Authorization may also be made on the enrollment card. Telephone calls cannot be accepted for this purpose.
  - e. Any special requests for release time from school must be made to the principal.
3. In the event of a student absence, parents shall notify the child's teacher as well as the front office of the absence prior to 10:00 a.m. An email or a phone call is preferred. Written excuses for absences due to medical appointments should accompany the child returning from an absence. The note should include the time and date of the appointment as well as a signature from the medical provider. Absences will be classified as unexcused until the teacher receives a written note.
4. Excuses for non-participation in physical education should be submitted as a separate note directly to the PE teacher.
5. Any child arriving after 8:00 a.m. must sign in at the office before going to class. Students arriving after 8:00 will be counted tardy. The teacher should be alerted if a child will be absent or late by:
  - a. sending a note to school with a sibling, or
  - b. calling the school office between 7:45 - 8:15a.m.
  - c. calling another child in the same room so he can inform the teacher

### **Conferences**

Conferences with teachers are encouraged except for the last week of the semester. Teachers may be contacted by leaving a message in the school office, by sending a note directly to the teacher, or through district email. Each faculty member's email can be found on the school website. It is not practical to call teachers to the office phone during the day. Conferences should be scheduled during the teacher's conference period or at other prearranged times. Please do not try to confer with the teacher during the period from 7:45 a.m. to 8:00 a.m. Notify the teacher if you are unable to keep an appointment.

## **Enrollment**

### **Enrollment Procedures**

1. In order to enter First Grade in the first semester, a child must be six years of age on or before September 1. In order to enter Kindergarten, a child must be five years of age on or before the first of September.
2. Birth certificates are compulsory for all children upon entering school for the first time. Proof of immunization, validated by a physician or public health clinic, is required for children in Kindergarten and grades 1-4. See school health services for exact immunization requirements.

## **Additional Information**

### **Cafeteria Monitors and Cafeteria Server Procedures**

Cafeteria monitors ensure a safe and orderly environment and assist students as needed.

### **Cafeteria Server Procedures (Parent Volunteers)**

- 1) BE ON TIME 10:30 A.M. – The first students through the line NEED you and it is a courtesy to your fellow volunteers. If you are late and the first class comes through, we are already scrambling to find someone to cover for you. If you are late and don't call, it makes it hard on everyone.
- 2) Find a sub when you are unable to work – Again, your children need you and the fellow volunteers appreciate it. You must let your day captain know who is coming in your place. It is your responsibility to make sure your shift is covered.
- 3) A hat, apron, and gloves are a must if you are serving food. Change your gloves frequently –especially after touching anything with peanut butter. This is EXTREMELY important due to the severe allergies we have this year. Please read the attached notice from Kelley Rather, our school nurse, about allergy awareness to understand the importance of this rule. Please remember hats are required for stations, including ice cream. It is a health code violation for anyone not wearing a hat.
- 4) Remember, move quickly and prepare some trays in anticipation of the next class. The kids only have 30 minutes. Please visit with each other after all the kids have eaten.
- 5) Please do not bring purses, cell phones or other personal items behind the serving line. If you bring them, please understand we are NOT responsible for these items, so it is best to leave them at home. There are delivery men and other workers coming in and out of the cafeteria and it is NOT safe to leave any personal belongings

by Cafeteria Manager's desk or by the aprons. The Cafeteria Manager cannot be responsible for any items.

6) If you are plating and serving the cold set lunches which include peanut butter, do not touch anything besides the COLD lunch trays (like drinks or the hot tray lunches) due to the possibility of transfer. Believe it or not, teeny smudges of peanut butter on the saran wrap can be transferred to food for a child with a severe allergy. Also, if you are serving hot lunches, do not touch the cold trays. You are welcome to have a free lunch after your shift is over.

7) No eating or drinking on the line, in the kitchen, or while cashiering. We encourage you to stay and eat lunch after serving and visit with your fellow volunteers. Your lunch "benefit" is only for you as a volunteer working for the cafeteria on your assigned day. It is not transferrable to your child or another day when you are not volunteering in the cafeteria.

8) We will show you the correct portion size. Please follow those guidelines for students throughout the lunch. If you give more, we may run out of food for the 4th graders. Teachers are to receive generous portions.

9) There are no exchanges or variations on the set lunch other than plain PB for PB&J or PB or PB&J for turkey sandwiches. Exceptions may be made for students with allergies or vegetarian students.

### **Parties and Gifts**

1. Individual gifts for teachers are not encouraged. However, if you feel that you would like to give your child's teacher a gift, please remember that small tokens are more appropriate
2. Parties, showers, etc. for the teachers are not permitted.
3. Class parties to celebrate student birthdays in the cafeteria are no longer permitted in the Hyer Cafeteria. A parent may bring a birthday treat for his/her own child. However, class-wide birthday treats (food or non-food) are not permitted at Hyer.
4. Party invitations should not be distributed at school.
5. Each class will have two parties during the year. These parties are scheduled by the school's principal in conjunction with the Hyer PTA.

### **Lunch Visitors**

Parents are invited to eat lunch with their student in the cafeteria or in Balto's Courtyard. Parents should meet their student in the cafeteria when the class arrives, not in the classroom. They may

sit at the designated visitor tables inside the cafeteria or outside in Balto's Courtyard. Unfortunately, there is not room at the class table. Students in grades 1-3 may invite one friend from their class to join them for lunch. Students in 4<sup>th</sup> grade may invite two.

### **Classroom Snacks**

Teachers may schedule a brief classroom snack in the morning or afternoon not to interfere with instructional time. Students must provide their own snack which must be in accordance with the FMNV policy and must follow the guidelines for any food allergy alerts as informed by the teacher.

### **Park Cities YMCA**

Sports programs are operated through the Park Cities YMCA. Please do not call the school office for information pertaining to football, basketball, soccer, etc.

Hot Line for Cancellations \_\_\_\_\_ (972) 738-9400

Sports Schedules for Practices & Games \_\_\_\_\_ (214) 526-7293

### **Homework**

Homework assignments are an extension of classroom learning time. Parents are not expected to instruct children. They are expected to assist if the need arises. Children should understand what they are to do and be able to complete the assignment in a short period of time. Drill-type activities will be ones that should be completed quickly. Project-type assignments will require more time. Primary children should generally spend no more than thirty minutes on homework. Intermediate students should spend forty-five minutes to one hour on homework.

### **Hyer Campus Leadership Committee**

Hyer's Campus Leadership Committee (CLC) is a site-based management team composed of campus teachers, staff, parents, and community leaders. These members gather monthly to discuss issues and concerns of the community and school. This broader-based decision-making process allows the faculty and community members to meet on common ground, thus making campus decisions more compatible to our children. Check website for a list of current committee members.

### **Parenting Education Committee**

The Parenting Education Committee, formerly known as DEC, is a district wide service designed to help students and families in difficult situations whether at home or at school. At Hyer, it will focus on "Making Good Choices." Positive self-esteem and good choices will be the emphasis of Red Ribbon Week held in October. Feel free to contact our Hyer Counselor, Linde Thompson.

### **Student Conduct Dress Code**

(Board Policy FNCA – Local)

**PURPOSE:** The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

**GENERAL:** Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The district prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drug, or any other substance prohibited under FNCF LEGAL.

**GROOMING:** If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

**DRESS:** A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.

Repeated dress code offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct.

<http://www.hpsid.org/LinkClick.aspx?fileticket=J%2fbcF%2bpNqw8%3d&tabid=798>

**EXTRA-CURRICULAR ACTIVITIES:** The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

<http://www.hpsid.org/LinkClick.aspx?fileticket=J%2fbcF%2bpNqw8%3d&tabid=798>

### Code of Conduct

As required by the State of Texas, the school district has written a Code of Conduct. Each family must read the code, which outlines policies as well as consequences for infractions. A set

of school-wide expectations for good citizenship is also published and distributed to each family. These campus expectations are based on the District's Code of Conduct.

<http://www.hpisd.org/LinkClick.aspx?fileticket=J%2fbcF%2bpNqw8%3d&tabid=798>

### **Problem Resolution**

The philosophy of Highland Park Independent School District educators is that the needs of students are best served when a cooperative partnership exists among teacher, students, and parents. It is our belief that problems are best resolved at the point nearest the problem. We invite parent support and suggestions. However, problem resolution should follow a three-step process in order to achieve the best solution. The three-step process for seeking solutions to problems and/or teacher concerns is as follows: 1) teacher/child 2) teacher/parent/child 3) parent/counselor/principal/teacher.

Most problems can and should be resolved between the teacher and student. If this is not possible and the parents need to become involved, it is suggested that the parent arrange a conference with the teacher during the teacher's regular conference period. Often the teacher will request parent support through a teacher/parent conference. The principal is accessible to hear parent suggestions and concerns.

### **Tutoring**

Board policy prohibits teachers from receiving compensation for tutoring students from their own classroom. However, teachers are available to provide tutoring for students who need help beyond that which they receive in the classroom. Please talk with your child's teacher to schedule a time for your child. Parents may find that this extra help at school will eliminate the need for after school paid tutoring.

### **School Counselor**

Certified counselors are assigned to each elementary school campus. Students may work with the counselor individually or in groups. The counselor conducts guidance activities in the classroom, conducts parent study groups, and serves as a consultant to parent, pupils, teachers and the principal. The parents are encouraged to call their school campus' counselor should they feel the need of the counselor's assistance.

### **Pledge of Allegiance and a Minute 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. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow the recitation of the 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. (See policy ED for information)

### **Pets at School**

When you come to visit Hyer, please leave your pets at home. Dogs and cats are not allowed in the building. Additionally, please refrain from bringing pets on campus during arrival and dismissal times, as well as campus-wide events that draw large crowds of people such as the carnival, field day, family picnics, etc.

A UP city ordinance was passed in 2006 stating that a person commits an offense if, without the express permission of an authorized school official, he or she allows a dog under his or her ownership, custody or control to go on or to be on any school grounds or other property of the HPISD or to go on or be on any sidewalk, parkway or public property abutting school while school is in session. (Ordinance 06/02 adopted 1/17/06).

### **This School Periodically Applies Pesticides**

Information concerning these applications may be obtained from the Maintenance Department. Their number is 214/780-3051.

### **Photography Policy**

We anticipate the use of photographs of students participating in school activities. If you prefer not to have your child's photo taken and/or released, please notify the office.

### **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and Student Code of Conduct.

<http://www.hpsid.org/LinkClick.aspx?fileticket=J%2fbeF%2bpNqw8%3d&tabid=798>

### **Harassment on the Basis of Race, Color, Religion,**

#### **National Origin or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin or disability directed toward another student.

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 or told to stop. The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). (See also policy FNCL).

### **School Health Services**

**Please help us to provide a healthy and safe environment for all students by observing the following:**

#### **Attendance Guidelines For Illness**

Do not send your child to school if any of these symptoms or signs present in the previous 24 hours:

- Elevated temperature (100° or greater)
- Acute cold, sore throat or persistent cough
- Vomiting, nausea or abdominal pain
- Repeated diarrhea
- Purulent discharge (anything other than clear discharge) from the nose or eyes resulting from a contagious condition
- Red, inflamed or discharging eyes (conjunctivitis)
- Suspected scabies, impetigo, acute skin rashes or eruptions, any skin lesion in the weeping stage, live head lice or any other infectious childhood condition

There will be times when it is too difficult to tell when your child is too ill to go to school. Sometimes there is worry that he or she will miss important schoolwork. Like adults, children have different tolerances for discomfort and illness. Even with the common cold, some are able to function fine while others are miserable. If your child is coughing continuously, he or she won't be able to concentrate and will disrupt others in the class. A day of rest at home combined with lots of fluids speeds recovery. If you decide to send your child to school when they are borderline of being ill, it is a good idea to call the school nurse or send a note to the



teacher. Be sure to let the school nurse know where you can be contacted in case your child's condition worsens.

If your child complains of headaches, stomachaches or frequently does not feel well, it is wise to mention it to your doctor. Also, it is not uncommon for children to have physical complaints when they're anxious about a test or an event – or even when they've realized that staying home brings a little extra attention.

### **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, Highland Park ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Girls Athletic Coordinator, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs, 4220 Emerson Avenue, Dallas, TX 75205, 214-780-3000.
- All other concerns regarding discrimination: Superintendent of Schools, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.

[See policies FB, FFH, and GKD.]

### **Immunization Requirements**

For specific immunization schedule requirements or information regarding medical contraindications, religious conflicts or provisional enrollment, please consult the school nurse. Specific immunization requirements may be found at [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).

Texas law requires that all immunization records show month, day and year of the vaccine administered.

### **Medication Policy**

Please take note of the following important information about the administration of medication during school hours:

- Only those medications that are necessary for a student's medical care and that cannot be given outside school hours will be administered. Even medications that are scheduled for three times a day can usually be given outside school hours.

- Medication must be in its original, properly labeled container (no baggies, please). Please request your pharmacist to provide two labeled bottles of medication: one for home and one for school. Also, if a dosage is changed (Ritalin, for example), a new label must be made - *medications can only be given as per label instructions.*
- Please provide written consent and specific instructions for each medication. There are medication cards available for this purpose in the school clinic and office.
- The school nurse cannot dispense over-the-counter (non-prescription) medication such as Tylenol, cough syrups, antihistamines, etc. These medications must be provided from home (with written permission/ instructions.)
- Medications must be age-appropriate. Aspirin is an important example: aspirin usage by children and adolescents has been associated with the rare, but often fatal disorder, REYE'S SYNDROME. The nurse may not administer aspirin or any aspirin-containing product without specific physician permission. (Even Pepto-Bismol, which contains an aspirin-like compound, must be given with caution.)
- Only medications that are up-to-date may be administered. Please check expiration date before sending medications to school.
- Injectable medications may only be administered by the nurse or a trained designee, and only in life-threatening/urgent situations (for example, adrenaline for severe allergic reactions). There must be on file written authorization and instructions from the physician (a special form for this is available in the school clinic.)
- Special agents, such as herbs, amino acids and homeopathic remedies will require the following before they can be administered: 1) physician description of content and possible adverse effects, 2) written parent consent, and 3) specific instructions for use.
- Students are encouraged to remember to report to the clinic/office for their medications.
- Students who have parent and physician authorization and written consent and instructions on file in the school clinic may carry asthma inhalers during the school day. We urge you to keep an extra inhaler in the clinic as a back-up.
- Prescription\*and non-prescription medication requests and parent/ physician requests are to be renewed at the beginning of each new school year.
- At the end of each school year, all students will be notified that medications will need to be taken home. Any medications that are not picked up will be discarded.
- Prescription medications may only be given if prescribed by a physician licensed to practice medicine in the United States .

**Hearing and Vision Screening** is done by the school nurse for all kindergarten, first grade, third grade and all new to district students.

**Contact** your school nurse, Kelley Rather [RatherK@hpsid.org](mailto:RatherK@hpsid.org) , if your child has any health concerns.

### **Food Allergies, Cross Contamination/Cross Contact, etc.**

The school nurse will provide information regarding students' allergies to teachers and staff that work directly with those students.

All classrooms and common areas that are "food allergen free" will be marked with an "Allergy Aware Area" sign. No products containing food allergens may be brought into these areas of Armstrong.

In the cafeteria, a designated "Allergy Aware" table is available for each class. Students with food allergies should sit in the designated "Allergy Aware Area" of the table assigned to their class; students with any food that may cause an allergic reaction must sit at the other table assigned to the class. The table will be cleaned separately from the other cafeteria tables.

Students at Hyer are asked to wash their hands before and after eating snacks and lunch.

Students are able to get a safe frozen treat in the cafeteria when birthday treats are brought in.

All teachers and staff at Hyer are trained in detecting the signs and symptoms of anaphylaxis and how to administer an Epi-Pen.

Teachers at Hyer are asked not to use food products in teaching curriculum, arts/crafts and as rewards.

### **Emergency and Other Contact Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse, Kelley Rather, at 214-780-3320 to update any information that the nurse or the teacher needs to know.

Cafeteria Manager, Donna Stacy: 214-780-3325

School Nurse, Kelly Rather: 214780-3320

Coordinator of Food Services, Susan Wilson: 214-780-3025

Director for Special Programs, Laurie Gagne: 214-780-3092

Lead Campus Safety Committee Chair: Jeremy Gilbert: 214-780-3300

### **Safety Rules at Hyer Elementary**

## **Top Ten Playground Rules**

1. No “barefoot” children on the playground or school grounds.
2. All students shall play inside the gated playground area at all times. Notify a teacher if a ball goes over the fence and/or into the street
3. Look, listen, do NOT walk or run in front of someone swinging from the bars or the swings.
4. Do not throw woodchips, rocks, etc.
5. Monkey bars are for third and fourth grade students only.
6. Swings: No twisting of swing chains and only one student per swing.
7. No jumping out of swings.
8. No running on or jumping from the bleachers. They are for sitting.
9. Play hard and be a good sport. Any classmate that wants to play may join a game.
10. Obey all teachers. Students shall play on the designated play spaces on the playground.