



University Park Elementary

Parent Handbook 2017-2018

General Information

The School Day

Students should plan to leave home each morning so they can arrive at **school and be seated in their classroom before the 8:00 a.m.** tardy bell. Students arriving after 8:00 a.m. must report to the office to get a tardy slip for admittance to class. ***Students & Parents who arrive on campus at 7:30 a.m. will go the gym where they will be supervised by school staff until the 7:50 a.m. bell.*** Students will be able to go to their lockers and enter their classrooms at 7:50 a.m., after the first bell rings. Doors that will be used for arrival on campus:

Front door on Durham open @ 7:30 Walker/Bike Rider Door on Wentwood open at 7:30le

To protect instructional time, **Please do not interrupt the classrooms.**

Classes beginning in 2017-2018 are scheduled for the following times:

All Grades (7:50) 8:00 a.m. to 3:15 p.m.

Students are expected to leave school each afternoon immediately after being dismissed. Crossing guards are at their duty stations for a reasonable length of time at designated intersections. Parents should require students to follow their exit plan each day and get home in a reasonable time after dismissal. Students who are not picked on time at dismissal must report to the office, where they will wait while parents are contacted by office personnel.

Dismissal Plan Policy

Whether a walker, bike or scooter rider, or carpool* rider, ALL students will be dismissed through the main entrance on Durham. UP staff members run efficient carpool lanes that require the cooperation of our parents and caregivers. You will be given a carpool sign to complete in preparation for the first day of school at the Back to School Meet 'n Greet. **Queue Lanes on Durham Avenue become NO PARKING zones at 2:15 p.m.**

*All exit plans and carpool arrangements must be discussed and communicated to your child's classroom teacher.

Walkers

Cross the streets only at intersections. Please do not walk behind or through parked vehicles. Cross at major intersections designated as school crossing guard crosswalks. Be extra careful crossing alley ways.

Bicycle or Scooter Riders

Follow the same guidelines as stated for walkers. For the safety of bicyclists and walkers, bicycles and scooters should be walked NOT RIDDEN when on the sidewalks around the University Park campus. Bicycle riders are expected to dismount, get control of and walk their bicycles through intersections guarded by the crossing guard. Pedestrians always have the right of way.

Cell Phone Use

Remember that it is against the law to use or text on your cell phone when driving in the school zones in the City of University Park & the City of Dallas. We also respectfully ask parents limit cell phone usage while in the building during the instructional day.

Specialized Reading and Math tutoring are provided to identified students needing additional support and assistance in mastering reading and math standards. Eligibility is based on student performance on HPISD Curriculum-based Assessments and identified educational need. This tutoring is provided in a focused/strategic setting that also attends to preferential group size.

ASSIGNMENTS may be requested as make-up work for **medical absences of three days or longer**. Parents should email their child's teacher no later than 12:30 p.m. on the **third day** to request assignments. At that time, parents may pick up assignments from the office after school. **NO MAKE-UP WORK** will be approved for absences resulting from reasons other than medical. **Absences for family trips taken for pleasure or recreation purposes will also be denied make-up privileges.** Students are permitted one day of makeup time for each day of **excused absence**.

ATTENDANCE AND ABSENCE PROCEDURES. All public schools are required by law to maintain records to reflect the average daily attendance of their students. **Students are expected to be prompt and regular in attendance. Students not in their seat @ 8:00 a.m. are marked TARDY and must come to the main office for an admit slip.** Students absent at 10:00 a.m., the district determined attendance period, shall be counted absent for the entire day. Students present at this time shall be counted present for the entire day. 19 Texas Administrative Code 129.21(a)

Absences should be reported by email to levassk@hpsid.org . The email message should contain the child's full name, date of absence, and reason for the absences. (THESE NOTES SHOULD SIMPLY COME FROM THE PARENT, NOT A MEDICAL PROFESSIONAL)

EXCEPTIONS A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Funding purposes if:

1. The student is participating in a Board-approved an extracurricular activity or public performance, which is under the direction of the District's professional staff or an adjunct staff member.
2. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days of travel shall be limited to not more than one day travel to and one day travel from the site where a student will observe the holy days.
3. The student has a documented appointment with a health care professional during regular school hours, if that student begins classes or returns to classes on the same day of the appointment, the appointment must be supported by a signed note from the health care professional. A student whose absence is due to a doctor visit and not in their seat at the 10:00 attendance taking period will be marked clearly as a D in Skyward designating that the child is excused due to a note on file.

ATTENDANCE NOTIFICATION:

Parents will receive notification from the school attendance clerk when their child has accumulated between 8-18 absences. According to the Texas Education Code, a student in kindergarten through grade four shall not be given credit or promoted to the next grade if he or she has been in attendance fewer than 90% of the days in a school year, unless an Attendance Review Committee designated by the Board grants credit because of extenuating circumstances. The principal has the authority to waive the committee hearing and may grant credit if it is determined that all of the absences were due to extenuating circumstance. Parents may be asked to provide documentation of personal illness.

When a student is absent, parents should email levassk@hpsid.org as close to 8:00 a.m. as possible to notify the school.. In the event both parents are traveling and the parent has given responsibility for their child(ren) to a friend or family member, we must have that in writing (email is fine) or we will not be able to release the student to the assigned temporary guardian. Email those to richarp@hpsid.org and/or levassk@hpsid.org **Please do NOT email/text the teacher. Should they be absent the office will not receive the message.**

BICYCLE SECURITY: Bicycles and Razor Scooters must be parked in the racks provided and all students are encouraged to use locks. The school **does not assume responsibility** for bicycle/scooter damage or theft. Bicycle safety is reviewed each year during bike safety week and on daily announcements.

BOOKS: The student is responsible for lost or damaged books and fines may be levied to compensate for loss or damage.

BUILDING ACCESS: After 8:00 a.m. ALL entrances to building will be locked. For security, parents or caregivers who need to access the building must enter through the front main entrance.. The school closes at 3:30 p.m. daily. **Students being picked up after 3:30 due to tutoring, afterschool meetings, or clubs will be brought to the carpool area for pick up. Please drive up to that area and wait.** Extended school day parents should check with the extended school day leader to determine which door to use as entrance for pick up.

BUILDING USE REQUESTS (AFTER HOURS):

A "Request for Use of Facilities" form needs to be completed when scheduling or preparing for an event or reserving equipment. Forms are available through email @ hazenp@hpsid.org OR richarp@hpsid.org . If approved, the facility request will be posted on the facility calendar.

BULLYING: Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See policy FFI (LOCAL)]

CAFETERIA: Students are provided a 30 minute period for eating lunch each day. Students have the option of bringing lunch from home or making choices from selections available in the cafeteria. A menu is provided for your information on-line at UP's Home Page (up.hpsid.org). Our cafeteria is managed by the PTA in cooperation with HPISD. Check the Cafeteria section of the up.hpsid.org website for up to date cafeteria pricing. Dine Rite accounts are available as a prepaid option purchased in minimums of \$50.00 increments. **Students are to follow any instructions given by faculty members supervising the cafeteria.**

FOOD AND NUTRITION UNIVERSITY PARK CLC ADOPTED POLICY (May 13, 2004):

Rationale: Schools are in a powerful position to influence children's lifelong dietary habits, and we, in partnership with parents, should work hard to convey the importance of good nutrition and the development of good eating habits and healthy lifestyles. Foods available on school premises should provide for educational support services. Nutritious meals and foods can improve students' concentration, academic success and overall health. Our Goal: To model, teach, and reinforce healthy behaviors for our students and their families.

1. UP will follow as a guideline the FMNV policy set forth by the Texas Department of Agriculture which does not allow the following foods of minimal nutritional value to be sold or given away on school premises by the school, teachers, non-school organizations or any other person or group during the school day:
 - Any carbonated beverage
 - Water ices – any frozen, sweetened water such as "...popsicles" and flavored ice with the exception of products that contain fruit or fruit juice.
 - Chewing gum
 - Candy

Exceptions to this are special education classrooms, nurse administration of Individual Health Plans (IHP's), and approved school holiday celebrations or special events such as, annual class parties or curriculum study units determined by the teachers and approved by the principal.

2. BIRTHDAY CELEBRATIONS (Elementary and Middle School Grade Levels)

(a) **Due to food allergies and nutritional guidelines parent, grandparent or caregiver are asked to NOT bring birthday treats to distribute to other students in the class, either in the classroom or cafeteria.** Please be aware that children in the school may have severe allergies to certain food products. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products for these special events.

(b) DO NOT bring party favors, hats, small gifts, or blowers, etc., in the cafeteria. With the sheer numbers we have, it is impossible to manage.

(c) CANDLES ARE NEVER ALLOWED IN THE SCHOOL as required by FIRE CODE!

(d) No unscheduled treats should be dropped by the classroom, playground or cafeteria during the school year.

3. **Parents or their designees may not bring in commercially prepared food for any student other than their own child.**
4. **No food will be allowed in the classroom unless part of an approved curriculum defined activity, allowable grade level snacks or in conjunction with cafeteria overflow.**
5. **Coming to have lunch with your student? Please sit at the visitor table with your student. **Due to allergy issues and parent permissions, please do not invite another child to sit with you.****

CAMPUS COMMUNICATION: A variety of print and electronic communication tools keep our parents informed about the activities and events available to students and families of the University Park Elementary Community of Learners. **There is no reason to go uninformed.** Archival copies are maintained on the school website. Please take time to familiarize yourself with the following:

- Thursday Folder!** All students take home a folder each Thursday containing student work samples, information and notices from the school.
- Panther News:** The official communication newsletter of University Park Elementary. Panther News is an emailed weekly newsletter and is the place for announcement/reminders and events taking place.
- UP'S HOMEPAGE** at up.hpisd.org . **An electronic resource at the click of a mouse that is full of information about the University Park Elementary School.** Can't locate a past E-News communication, Panther Newsletter, UP Date or Thursday folder flier? No problem, just visit UP's Homepage for everything you need to know about what's happening at UP!
- UP E-Blast's:** A group e-mail used to distribute timely and "just in time" information to the families of University Park Elementary School.
- Morning Announcement Program.** **We start the day on the same page school-wide by listening to morning announcements that begin at 8:00 a.m. sharp.** Campus administrators and students collaborate to provide the program which includes, U.S. and Texas Pledges, observing a minute of silence, celebrating student birthdays, information about students in our school, jokes and riddles, and a thought for the day.

CARPOOL LINE PROCEDURES: THE SAFETY OF ALL UP CHILDREN IS A PRIORITY OF THIS STAFF AND COMMUNITY! Parents and staff members work together to provide UP students supervision upon arrival and at dismissal from school. **Parents carpooling to school will be provided grade level color coded window signs to expedite the process in the first day packet. A complete list of carpool riders should be posted on the sign in bold, black marker.** Carpool drivers are expected to post the sign prominently in the front or passenger side window when in the carpool queue. Parents are requested to cooperate with the established rules for parking and the operation of the carpool lines. **Never leave your car unattended in the carpool line.** **Be alert, children often act in unexpected and impulsive ways.** (detailed carpool maps/procedures will be in your first day packet along with carpool window signs)

CODE OF CONDUCT: As required by the State of Texas, the school district has a Discipline Code of Conduct. A set of school-wide expectations for good citizenship, approved by the Campus Leadership Council (CLC) is

also published and distributed to each family. These campus expectations are based on the district's Code of Conduct. Student conduct on the University Park Elementary School campus is in compliance with the HPISD Student Code of Conduct which may be found on the district homepage at www.hpisd.org. Parents were provided information on accessing this document during on-line registration.

CONFERENCES: Our staff welcomes the opportunity to conference with parents about their child(ren)'s educational progress and educational program. In order to protect instructional time, however, conferences should be scheduled during conferences periods or after school hours. Impromptu conferences interrupt instruction that is in progress and critical to our student's success. Teachers may be contacted by sending a note or e-mail. Teachers are expected to meet with parents during their daily scheduled conference time and return phone calls or e-mail in a timely manner. **To schedule an appointment with the principal, please contact Paula @ richarp@hpisd.org .**

COUNSELOR: There is a certified counselor on each elementary campus. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. The counselor conducts classroom guidance activities and works together with parents, students, and staff in order to enhance student success. In addition, the Student Support Team (SST) is available to provide assistance or referral of outside resources to students referred by parents or staff members because of academic, emotional, or social concerns. **To schedule an appointment with the school guidance counselor, please contact the counseling office @ 214-780-3440 or email Jennifer Blazek @ blazeki@hpisd.org .**

DADS CLUB: The Dads Club meets for breakfast during the year to discuss school issues and to help plan activities. Members also work with the PTA to appropriate funds to support instructional enhancements such as equipment and teacher scholarships. The Dads Club hosts and supports a variety of events including the wildly popular Father/Son and Father/Daughter Breakfasts during the school year.

DRESS CODE: Students are expected to be neat, well-groomed, and appropriately dressed for school. Tennis shoes are required in physical education classes. Any style of dress or grooming which detracts from the instructional process is not acceptable. Examples of unapproved choices include:

- Tube tops or halter tops (no midriff may be shown)
- Lightweight nylon or plastic shorts or pants that can be seen through
- Any garment or accessory with inappropriate pictures or comments
- Shorts which are very tight, very baggy, or shorter than mid-thigh
- As a common courtesy, hats and caps are to be removed when inside the building, except on designated "Hat Days."

Final decisions on the appropriateness of school dress rest with the principal. Situations not covered by the guidelines will be evaluated based on whether they disrupt the learning environment or create a hazard.

ENGLISH AS A SECOND LANGUAGE (ESL): This program is offered at University Park for HPISD students in grades K-4 who meet state eligibility criteria. The focus of the ESL Program is on the development of language proficiency for students that are speakers of other languages. The ESL curriculum provides a multi-sensory language arts program and includes activities that promote and develop student proficiency in listening, speaking, reading and writing in English.

FIELD TRIPS: Each grade level plans two field trips related to the curriculum each academic year. Parents will be provided advance notice of the trip. A general waiver must be on file in order for a child to participate. Field trip guidelines are available for parent volunteers accompanying classes on the trips.

FORGOTTEN ITEMS: In an effort to protect instructional time by minimizing classroom disruptions the office will only accept medicine, coats, jackets, shoes & eyeglasses to deliver to a student.

(medicine will not be delivered but the student will be called to the office for the parent)

Lunches/Snacks/Water bottles are not accepted. If your child forgets their **lunch**, you may bring it to them at their lunch time or simply have them purchase a school lunch in the cafeteria.

GRADES: Teachers are required to assess student learning in all academic areas of the curriculum, including specials. Grades are based on student progress and mastery of the Texas Essential Knowledge and Skills (TEKS). Progress is reported formally through a report card that is distributed each nine weeks electronically through Skyward Family Access. Students must meet requirements for promotion as reflected in the Texas Education Code. [See HPISD Elementary Grading Policy].

GRADE PLACEMENT: Students enrolling in kindergarten must be at least five years old on or before September 1 of the current school year. Students enrolling in first grade must be at least six of age prior to September 1 of the current school year. Students new to the district in grades 2 – 4 shall be placed initially at the grade level attained outside the district. The principal shall then determine final grade placement based on evaluation of prior performance, results of achievement tests and results of assessment based on the state essential elements for subjects within a grade level.

HEALTH SERVICES: Any absence should be called in to the school office. The school nurse provides vision and hearing screening for all Kindergarten, 1st, and 3rd graders, as well as all new students and upon request from a teacher or parent. A cumulative health record consisting of hearing and vision results, height and weight, allergies, chronic illness, significant visits to the clinic, injuries, etc., is kept in a confidential manner in the clinic. **Any questions regarding health services can be directed to Amy Huey @ hueya@hpsd.org**

Attendance Guidelines for Illness:

Please do not send your child to school if any of these symptoms or signs is present in the present 24 hours:

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

There will be times when it is 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 a 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 he or she is in the "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 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 are anxious about a test or an event – or even when they have realized that staying home brings a little extra attention.

Medication: Policy for 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 of school hours.
- Medication must be in its original, properly labeled container** (no baggies). Please request your pharmacist to provide two labeled bottles of medication: one for home and one for school.

Please note, if a dosage is changed (Ritalin or Adderall, for example), a new label must be made by the pharmacist and sent to the school as soon as possible.

- Please provide written consent and specific instructions for each medication. This form is available on the HPISD web-site under Health Services or from the school clinic.
- 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, syndrome, Reye's Syndrome. The nurse may not administer aspirin or any aspirin-containing product without specific physician permission, and parent consent.
- The school nurse cannot dispense over-the-counter (non-prescription) medication such as Tylenol, cough syrups, antihistamines, etc. These medications must be provided from the home (with written permission/instructions) and in the original container.
- Only medications that are up-to-date may be administered. Please check the expiration date before sending medication to school.
- Injectable medications may only be administered by the nurse or a trained designee, and only in life-threatening 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.
- Herbal substances, or dietary supplements provided by the parent may be administered only if 1) the child's personal physician has ordered that such product(s) be provided; 2) the order specifies that the product(s) must be provided during school hours; and 3) the Individual Education Plan or 504 Plan for the student requires that the product(s) are necessary for the provision of a free appropriate public education for a student with a disability.
- Asthma inhalers may be carried during the school day by students who have parent and physician written authorization (forms available in clinic or online) on file in the school clinic. We urge you to keep an extra inhaler in the clinic as a back-up.
- Prescriptions and non-prescription medication requests and parent/physician requests are to be renewed at the beginning of each new school year. Prescription medications may only be given if prescribed by a physician licensed to practice medicine in the United States.
- At the end of each school year, medications will need to be picked up by the parent, guardian or designated responsible adult. *Medications that are not picked by the last day of school will be discarded.*

First Aid for Illness & Injury: Every effort is made to keep your child's environment safe at school. However, in the event of a serious accident or emergency, the parent is contacted immediately. When a parent or guardian cannot be reached, an ambulance is summoned and the student is taken to an appropriate facility. The school nurse or designee will accompany and stay with the child until the parent arrives. **Immunization Requirements:** See *HPISD School Health Services @ www.hpisd.org.*

Pediculosis (Head Lice): See *HPISD School Health Services @ www.hpisd.org.*

Important Health Notice

TEXAS EDUCATION CODE 28.004

The Texas Education Code 28.004 requires all public schools to establish a local school health advisory council. In accordance with this code, the Highland Park Independent School District School Health Advisory Council holds meetings through out the school year. The meeting Dates can be found on the district website.

It is further required that the following be posted for public information:

- HPISD School Board Policy EHAB (Legal) - Adopted to ensure that elementary school and middle school students engage in physical activity.
- HPISD School Board Policy FNC (Legal) and FNCD (Local) and the Student Code of Conduct - Prescribes penalties for the use of tobacco products by students and others on school campuses, at school-sponsored, or school-related activities.
- Highland Park ISD does not participate in the Federal Lunch Program outlined by the Child Nutrition Act and is not required to adopt policies on restricting student access to vending machines, but does operate by campus guidelines and access procedures for age-appropriate use of vending machines.

HOMEWORK POLICY: Homework is the link between school and home that shows what children are studying and develops habits of mind and skills necessary for optimizing learning. Homework should be consistent and based on quality vs. quantity. In accordance with the National PTA, homework guidelines updated and adopted by the Campus Leadership Council (5/13/2015) will be:

Kindergarten: Kinder homework includes daily reading from class Home Readers. Any additional homework, if assigned, should not exceed 10 minutes.

1st Grade: 10 minutes plus assigned reading time

2nd Grade: 20 minutes plus assigned reading time

3rd Grade: Third grade starts with 20 mins of reading and math as needed. Reading times increase throughout the year as we finally reach 35-45 mins by the end of the year. All mins. are recorded on Student Reading Log and is part of the reading grade on the report card.

4th Grade

1. 20-30 or more minutes nightly reading totaling 150 or more minutes per week.
2. 10-20 Minutes Math homework M-Th, which includes nightly multiplication fact practice.
3. 10-20 minutes Spelling two nights per week and studying for Friday tests.
4. When projects are assigned, we will adjust other homework assignments as needed.

Makeup work in accordance with HPISD Board policy

One day allowed for makeup work for each day a student is absent for excused personal illness or appointments with health care providers.

Homework tips for parents:

- Ensure your child has a quiet, designated space to study in your home
- Help students understand and review the work covered in class
- Monitor student understanding of the lesson
- Encourage student to learn more on subjects studied
- Implement a daily "Study Time",
- Assume your student will study nightly

LIBRARY: All classes will sign up for times to visit the library on a regular basis.. Students may also make brief visits to the library individually at 7:50 a.m. **The library is not open for visits by parents and siblings until after the instructional day.** Check the library portion of the UP website for specific family checkout times.

LOCK DOWN OF BUILDING: Weather or other unforeseen circumstances could result in a school wide lock down. Communications will be handled through the e-groups system as permitted during these times. **The building is NOT accessible to parents in the event of a lock down.**

LOST & FOUND: Please make every effort to label your child's property, e.g., coats, jackets, gloves, back packs, lunch boxes, etc. Lost items which are turned in are placed in **UP's Lost and Found.** (location TBD) Items not claimed by the end of each semester are donated to charity. **University Park Elementary School is not responsible for items lost/found on the school property.**

MEDICAL EXCUSE FROM P.E.: Physical Education, just as other school curriculum, is guided by the Texas Essential Knowledge and Skills (TEKS). Written excuses for non-participation in PE should be given directly to the UP office so copies can be made and given to the teacher, nurse and the PE teacher. If the excuse is for **more than** three days, an excuse from the doctor is required.

OPEN HOUSE: The spring open house for parents and students is held in March. The public is invited to visit classrooms and enjoy our annual Art Fair. This occasion provides our teachers an opportunity to showcase the many products of our student's exceptional learning.

OUTDOOR PHYSICAL EDUCATION AND RECESS: Physical activity is an important part of the school day. Unless there is significant precipitation or threat of violent weather, recess will be held outdoors. Students should therefore bring any needed outerwear. P.E. classes frequently go outdoors unless it is cold or wet. In hot weather, students are encouraged to use outdoor recess time for relaxed visiting rather than energetic play. P.E. teachers also monitor also to be sure students pace themselves appropriately to avoid overexertion.

PARENT Curriculum NIGHTS: At the beginning of each academic year, grade level and program level teaching professionals will schedule meetings for the purpose of conducting a curriculum overview, share grade level performance expectations and host a classroom visitation. Check the UP Homepage and the PTA Calendar of events for a listing of these very important meetings and make plans to attend.. **Curriculum Nights are for parents only.**

PARENT VOLUNTEERS: Parent Volunteers that have completed all **required** security checks must sign-in and badge up at the front desk located in the office. **Parents must wear a badge at all times when on campus.**

PARTIES: **Classes shall be limited to a maximum of two parties during the school year.** Such parties may not consume more than one hour at the end of the school day. Room mothers are generally involved in assisting with these parties.

PETS: **Pets are not permitted on the school grounds.** For the safety of our children, parents are requested to refrain from walking pets to arrival and dismissal, inside the school building or to community-wide events held on the school grounds.

University Park City Ordinance: Sec. 2.606 Dogs on School or Adjacent Property *A person commits an offense if, without the express permission of an authorized school official, he or she allows, suffers, permits a dog under his or her ownership, custody, or control to go on or be on any school grounds or other property of the Highland Park Independent School District, or any private preschool, kindergarten, primary or secondary school, at any time, 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)*

PHONE MESSAGES: BEST ADVICE--PLAN AHEAD. **Decisions about afternoon transportation, etc., need to be made before students come to school in the morning. Phone messages for students will be sent to the teacher by email, but the office cannot guarantee that messages will be picked up by a particular time. It is not possible to leave the office and clinic unattended in order to deliver messages to classrooms, and TEA does not permit us to interrupt class over the intercom system with such messages.**

PRE-SCHOOL ASSOCIATION (UPPA) – Meetings are held once a month for parents of babies through Kindergarten. Please refer to www.uppa.org for more information.

PROBLEM RESOLUTION: The philosophy of 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 or concerns are best resolved at the point nearest the situation. The three-step process for addressing concerns is as follows:

1. Teacher and child confer. Most problems can and should be resolved between the teacher and the child.
2. Teacher and parent confer, with the child included if appropriate.
3. Step two (2) is repeated, with the principal or counselor included this time as appropriate.

PTA: The University Park PTA provides on-going support for the children, staff, and educational programs of the school. Please check the school calendar posted @ up.hpsid.org for scheduled PTA meetings. During these meetings, information is given concerning school issues and activities, and plans for providing volunteer and financial support are developed. The PTA operates the cafeteria, supply room and Spirit Shop in cooperation with the Highland Park ISD.

RECESS: Students in grades K-4 at University Park Elementary School will have the opportunity to participate in recess daily. When the weather permits, it will be outdoors. The twenty (20) minute recess period provides time for unstructured play and facilitates social development. Please make sure that your child has appropriate footwear for outside play.

REPORT CARDS: Progress is reported formally through a report card that is distributed electronically each

nine weeks through Skyward Family Access. Students must meet requirements for promotion as reflected in the Texas Education Code and the Compulsory Attendance Law.

RESIDENCY REQUIREMENT: Parents of students attending HPISD schools must reside in the school district. Questions concerning the residency requirement should be directed to the Student and Administrative Services Coordinator.

ROOM PARENTS: Room parents are selected by the PTA from those volunteering on a form in the first day packet, with special consideration to those who have previously had this opportunity. Their jobs include arranging chaperones for field trips, organizing and recruiting help for class parties, leading the class at Field Day, and generally being helpful to the teacher on an “as needed” basis.

SAFETY: School safety is an important concern. The school is located on a major thoroughfare with a high volume of traffic and frequent, serious construction hazards. It is important that students obey the crossing guard, cross only at designated intersections, and observe bicycle/scooter safety rules. Bike/scooter riders must dismount at cross walks and sidewalks around the school. Parents and children are encouraged to discuss the most direct route to and from school, as well as an alternate route that could be taken in the event of a hazard. There is a school-wide arrival and dismissal plan to ensure safety. Students should be directed to depart for home as soon as school is dismissed unless a student is participating in a supervised, school-sponsored activity or has specific arrangements with a teacher to stay after school.

SAFETY AND HAZARD DRILLS: The staff at University Park Elementary in conjunction with the City of University Park regularly conducts fire, disaster, and hazard drills. The students, guided by their teachers, quickly learn the various plans and routines for exiting the building or moving to designated secure areas in a safe and timely manner.

SCHOOL SUPPLY ROOM: The PTA operated Supply Room is open on Friday's. Students may purchase pens, pencils, paper and general supplies.

SCHOOL TOURS: Parent volunteers conduct school tours for prospective parents on a scheduled basis. Contact the school office for further information.

SPECIAL EDUCATION SERVICES: Eligibility for special education services is determined through a referral/assessment process which is initiated upon parental consent if it appears to the Student Support Team that a child has needs which could be met through such services. Programs available at University Park include speech/language therapy, resource, and behavior support. Students whose needs require other services may receive these services on another campus if the ARD (Admission, Review, and Dismissal) Committee determines that this is needed.

SPIRIT SHOP: The PTA operated Spirit Shop is open before school on Friday mornings for students who wish to purchase Panther t-shirts, stickers, and UP/HP Scots memorabilia. **Every Friday is spirit day! Your child will want to wear their favorite UP Panther shirt.**

STANDARDIZED TESTS: District professional staff members administer the STAAR (*State of Texas Assessments of Academic Readiness*) in grades 3 & 4 and FPA (Reading assessment) in grades K-4 in accordance with state/district guidelines. The HPISD maintains a testing calendar that reflects all district-wide assessments that are administered to students. The dates are posted on the UP Calendar of Events. Parents are notified of testing windows and dates in advance of both standardized and curriculum based assessments. Other tests are given as required for special programs such as Take Flight, TAG, or ESL.

STUDENT CUBBIES: A classroom cubbie is assigned to each student for storage of school materials and personal belongings. Students are urged not to keep money or valuables in cubbies. The school cannot assume responsibility for such items. Decorations are not allowed in student cubbies.

STUDENTS LEAVING CAMPUS DURING THE SCHOOL DAY: All students that leave campus during the school day must be signed-out by a parent or guardian from the School Office located on the main floor if leaving for illness that necessitates removal to home. **Students may not be signed-out from the classroom.**

STUDENT RECORDS: Confidential Student files are maintained in the office. For security reasons, the school cannot release information about students without parental permission.

TAKE FLIGHT (An intervention program for students identified with Dyslexia.) Participation begins with teacher referral based on educational need. Students must meet eligibility criteria and parental permission prior to placement. Services will be provided after all requirements for participation are met. Detailed information is provided @ www.hpisd.org

TALENTED AND GIFTED EDUCATION: The HPISD TAG schedule of programs serve identified gifted students in accordance with state mandates. Students meeting state and district-developed criteria are invited to participate in this program. Information can be found at www.hpisd.org under the special programs tab.

TARDINESS: Students not in their seats at 8:00 a.m. are considered TARDY and are required to get a tardy slip from the main office. Just as regular attendance is an important part of school success, punctuality is a critical factor and life skill. Late arrivals are disruptive to the child, the teacher, and the learning environment of the entire class. **Please make every effort to have your child at school on time.**

TELEPHONE USAGE: The office phone is for emergencies only. If a student is ill or injured, the school nurse or secretary will take care of contacting parents.

VALUABLES: It cannot be emphasized enough that valuables should not be brought to school. If a student brings a valuable item to use as part of a class report or demonstration on a particular day, he or she should give it to the teacher for safekeeping and take it back home the same day.

VANDALISM: Students are encouraged to be good stewards of the shared resources of the campus. Textbooks are to be covered, library books returned in a timely manner, and school property treated respectfully at all times. Students will be fined the repair/replacement costs for damaged property.

VISITORS TO THE CAMPUS: **School security is an important priority. All visitors are required to sign-in when and must wear a badge on campus.** All doors are secured at 8:00 am. Round the clock video surveillance equipment at entry points provides additional security for our U.P. Campus. Visitors to the school **MUST** use the front main entrance.

WITHDRAWAL: PLEASE PROVIDE AS MUCH ADVANCE NOTICE AS POSSIBLE WHEN WITHDRAWING YOUR CHILD. When a child is to be withdrawn from school, contact the school office so that all records can be cleared (library fines, lunch loans, etc.) and academic records prepared to send to the new school.

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.]