

Arrival and Dismissal Procedures

School Hours (K-5)

7:20 – 7:50	Building opens (front and cafeteria doors) Breakfast (not served past 7:50)
7:35	Students may proceed to class
7:50 – 2:50	School is in session; visitors check in through the front office
2:50	Dismissal
7:20 – 3:30	Office hours

School Hours (morning pre-K/PPCD)

7:20 – 7:50	Building opens (front and cafeteria doors) Breakfast (not served past 7:50)
7:35	Students may proceed to class
7:50 – 10:50	School is in session; visitors check in through the front office
10:50	Dismissal

School Hours (afternoon pre-K/PPCD)

11:20 – 11:50	Lunch is served for afternoon pre-k students
11:45	Students may proceed to class
11:50 – 2:50	School is in session; visitors check in through the front office
2:50	Dismissal

It is extremely important for students to arrive at school on time. Promptness is a value that is important and useful throughout life. A student is tardy if he/she is not in his/her classroom at 7:50 am. We ask that you work with us to help your child understand the importance of being to school on time. Logging into the Home Access Center provides information for both attendance and grades:

<https://denhac.dentonisd.org/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess%2f>

MORNING ARRIVAL PROCEDURES

From 7:20 to 7:35 am, students may either eat breakfast in the cafeteria or wait in the gym with other students. After 7:35 am, students can walk to class. Parents are welcome to walk their children to class. Please keep in mind that our teachers are focused on greeting students as they enter the classroom and preparing for instruction, so they will not be available for conferences before school. If you wish to schedule a phone or in-person conference with your child's teacher, please contact them in advance to schedule one. They will be happy to arrange one during their planning period or after school.

Parent Car Drop-off

From 7:20 to 7:50 am, parents wishing to drop students off by car should do so at the back of the school, using the long driveway located at the intersection of Tumbleweed

Dr. and Corral St. Please pull up to the farthest cone in the circle drive outside the gym. To keep the line moving smoothly, please do not exit your vehicle. A staff member or safety patrol student will open your door and help your child(ren) out of the car. Then, follow the circle and exit using the same driveway. The speed limit on school grounds is 5 mph. For the safety of our students and staff, cell phone use is prohibited in vehicles driving on school property.

Parents may drop students off at the front of the school (off Tumbleweed Dr.) after 7:50 am. Please note that students not in classrooms by 7:50 will have a documented tardy.

Students should never be dropped off in the Liberty Blvd. (cafeteria) parking lot for their safety, due to bus and other vehicle traffic.

Parents Walking Students into the Building

Parents are welcome to park their car and walk children into the school. They may either park in the Tumbleweed Dr. lot and enter through the front office (7:35 – 7:50 am), or in the Liberty Blvd. lot and enter through the cafeteria (7:20 – 7:50 am). Students should always be closely escorted by an adult while entering the school, for their safety. Please keep your child close to you and walk safely with them across parking lots and into the building.

Friendly warning: Police have been known to ticket cars parked in the fire lane or in handicapped spaces. Also, the front parking lot off Tumbleweed Dr. can become very crowded in the morning, so parents wishing to walk students into the building may wish to use the cafeteria parking lot off Liberty Blvd. instead.

Students Walking or Biking to School

Many of our students walk or ride their bike to school. Please help reinforce with your child to only cross streets at designated cross walks and remain on sidewalks. Once on campus property (crossing Liberty or Tumbleweed), bike riders should walk their bikes rather than riding. Bike racks are located outside the cafeteria.

Before the age of 10, few children understand how traffic works. It is highly recommended that younger children ride either accompanied by an adult or a responsible older sibling. The neighborhood surrounding Cross Oaks Elementary has a great deal of car traffic before and after school, and unfortunately not all motorists obey speed limits or pay close attention to their surroundings. More information about bicycle safety can be found on our school website under the “for parents” tab.

Students may enter the cafeteria between 7:20 and 7:50 am, and may enter the front of the school after 7:35 am. At **7:50 am**, all outside doors will be locked except the front doors. ***Staff and students have been instructed to not open doors to parents or visitors at any time during the school day.***

PRE-K/PPCD AM DISMISSAL PROCEDURES (10:50 am)

All pre-K/PPCD parent pick-up will occur in front of the school near the office. Parents may choose either to:

1. Park their car in a parking lot space and meet their child at the door, or
2. Stay in their vehicle and line up in the fire lane on either the left or right side of the front drive. A staff member will escort your child to your vehicle, open the door, and help them in.

All parents must have a pink car tag matching their child's designated number. Parents are issued two car tags when they register their child for school. The car tag should either be clearly displayed in your car, or in your hand if you choose to park and walk up to the front door. Parents without car tags will be directed to the front office where they will need to show a photo ID.

The speed limit in school parking lots and driveways is 5 mph, and cell phone use is prohibited on school grounds in vehicles.

Bus and daycare students will be dismissed at the end of the 2nd/3rd grade hallway and escorted on the bus by staff members.

PRE-K/PPCD PM ARRIVAL PROCEDURES (11:50 am)

Parents dropping off students for afternoon pre-k and PPCD will do so at the front of the school. Parents should park their car in a parking lot space and walk with their child to the front entrance. A staff member will meet you at the door at 11:50 am.

For their safety, students walking across a parking lot should be escorted by an adult at all times. The speed limit in school parking lots and driveways is 5 mph, and cell phone use is prohibited on school grounds in vehicles.

AFTERNOON DISMISSAL PROCEDURES (2:50 pm)

School ends at 2:50 pm each afternoon, and all students should be picked up promptly at that time. Please note that students are dismissed early at 12:50 pm on the following dates:

- October 5, 6, 7, 8, and 9 (early release week; parent conferences)
- June 2 (last day of school)

For dismissal – your child will either be a “walker,” “bus rider,” “day care,” or “car tag.” Please use these terms when calling the office or notifying the teacher of transportation changes.

Any person picking up a child should be prepared to show photo identification.

Transportation Changes: Students will be dismissed according to procedures designated and communicated by parents. If you wish to change your child's afternoon dismissal from the primary method you have communicated to his/her teacher, please communicate with your child's teacher directly (written note, email, or by phone), or you may call the office prior to 2:00 pm that school day. We ask that you communicate transportation changes as early in the day as possible.

Please do not communicate changes in transportation through a student. Transportation change requests made after 2:00 unfortunately cannot be granted due to difficulty in communicating with teachers who have already begun dismissal procedures. If you email transportation changes to your child's teacher, do not assume the teacher has seen it unless you have received a reply confirming your request. Teachers are away from their email the vast majority of the school day as they focus on providing instruction.

Without written or phone verification of a transportation change, a student will be dismissed the way they normally go home.

Parent Car Pick-up

Car tag students will be escorted to the gym by teachers at 2:50 pm. Parents picking up students by car will do so using the long driveway west of the school at the intersection of Tumbleweed Dr. and Corral St, the same location as car drop-off before school. **Cars should form a line along Tumbleweed Dr. before entering the long driveway.**

Parents are all issued two car tags when they complete registration for their child.

Anyone who comes through the car line to pick up a child MUST have the pink school car tag displayed. If a car does not have a tag, they will have to park at the front of the school, show a valid photo ID, and sign the child out once dismissal procedures are complete for the day (usually around 3:15 pm).

To keep traffic moving smoothly, **please do not get out of your vehicle in the pick-up lane.** If you need to buckle your child in a car seat, please carefully pull to the center of the pick-up circle; this will allow us to keep the line moving at a steady pace.

The speed limit while driving on school property is 5 mph. To ensure the safety of our students, staff, and parents, cell phone use is prohibited while driving on school grounds.

Bus and Daycare Pick-up

Denton ISD buses and day care vans will load at the front of the school. To find out if your child is bus eligible, and to complete a bus application, please visit the district transportation website found at <http://www.dentonisd.org/Domain/88> or call (940) 369-0300. If you have not received direct notification from the district, please do not

assume that your child has completed registration for the bus. Please ensure that your daycare picks your child up from school promptly at 2:50 each afternoon.

Students Walking or Biking Home from School

Student walkers and bikers should follow all directions from Cross Oaks Elementary staff while on school property, for their safety, as they are leaving school. Students should remain on sidewalks at all times, and never walk in parking lots or other undesignated areas. Bike riders should walk next to their bikes until they have crossed the street. Walkers and bikers should only cross at designated cross walks (see maps on following pages).

2nd and 3rd grade walkers will exit the doors at the end of their hallway, on the east end of the school. 4th and 5th grade walkers will exit at the end of the music hallway, also on the east end of the school.

For their safety, pre-K, kindergarten, and 1st grade students will not be dismissed to walk or bike home from school without an adult or older sibling (or parent designated student, in writing) to escort them. Staff members will facilitate younger students (Pre-K, kinder, 1st grade) meeting up with older siblings (2nd-5th graders) in the building before they are dismissed.

Parents may also choose to receive their pre-k, kinder, or 1st grade student outside of the cafeteria and walk home with them. The same as with car pick-up, **younger student walkers will only be released to adults who have a pink car tag matching the students' designated number.** Adults should wait outside the cafeteria door in a line. A staff member will escort your child to the door and release them to you there.

Please note that **parents of ESD (Extended School Day) students will not be able to enter the building at the cafeteria entrance until walker dismissal procedures have been completed, usually around 3:05 pm.**

Extended School Day (ESD)

This program is available to parents interested in afternoon care for their child at school. ESD operates Monday through Friday, from 2:50 to 6:00 pm. More information regarding extended school day, including tuition and registration information, can be found at <http://www.dentonisd.org/Page/951>.

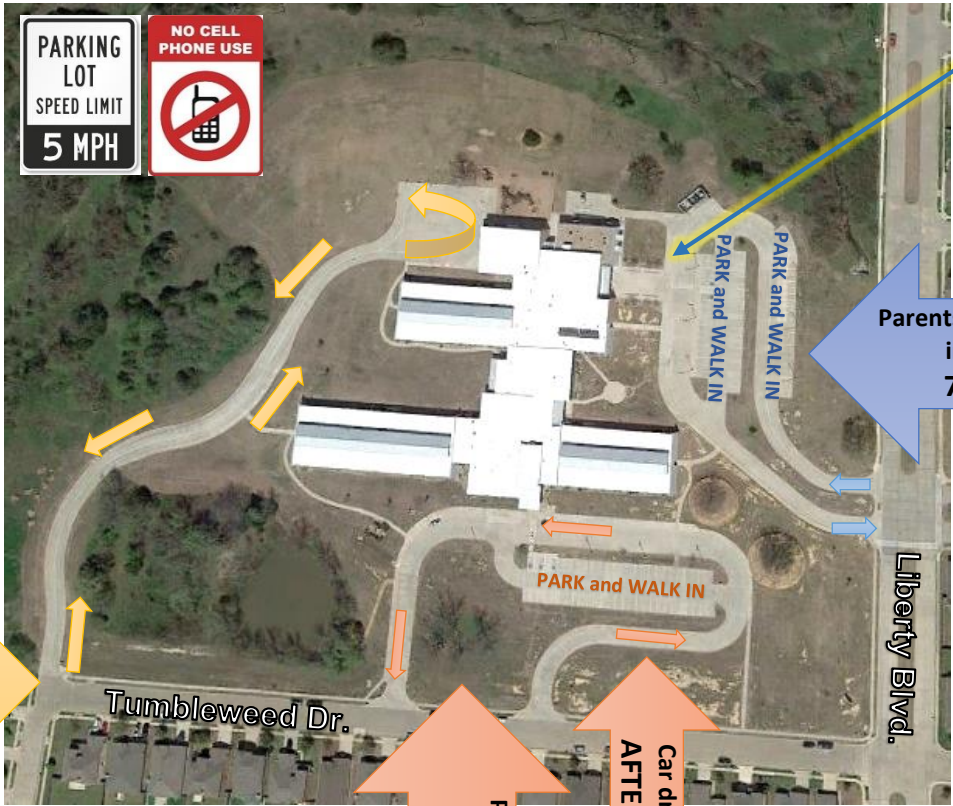
At 2:50 each afternoon, staff escort ESD students to the cafeteria, where extended school day staff receive them. **Please note that due to walker dismissal taking place at the cafeteria doors, parents of ESD students arriving to pick their children up between 2:50 and 3:00 may experience a short delay. Thank you in advance for your patience and understanding as we safely dismiss our students. If you know that you will be picking your child up from ESD at dismissal time, it is advised that you communicate**

with the office before 2:00 pm to change your child's transportation method to either car tag or walker to expedite quicker pick up.

Cross Oaks Morning Arrival Guidelines For Parents Driving Students to School

Parents can park in the Liberty Blvd. lot and walk their students into the cafeteria. Parents are welcome to join their children for breakfast, and may walk them to class beginning at 7:35.

Due to heavy vehicle traffic, children should never be dropped off in this parking lot or allowed to walk through the lot unaccompanied by an adult.



**Car drop-off lane
7:20 – 7:50 am**

**Parents park & walk students
into the cafeteria
7:20 – 7:50 am**

**Bus and daycare
drop-off**

Please pull up to the farthest cone and come to a full stop. A safety patrol or staff member will open your door and help your child out of your vehicle.

**Parents park & walk students
in at front of building
After 7:35 am**

**Car drop-off lane
AFTER 7:50 am**

Parents are welcome to park in the Tumbleweed Dr. lot and walk students into the building. The foyer doors will unlock at 7:35 for parents wishing to walk children to class.

For their safety, children should only walk through the parking lot escorted by an adult.

Please do not drop children off in front of the school before 7:50. Instead, use the drop-off lane around the back of the school.

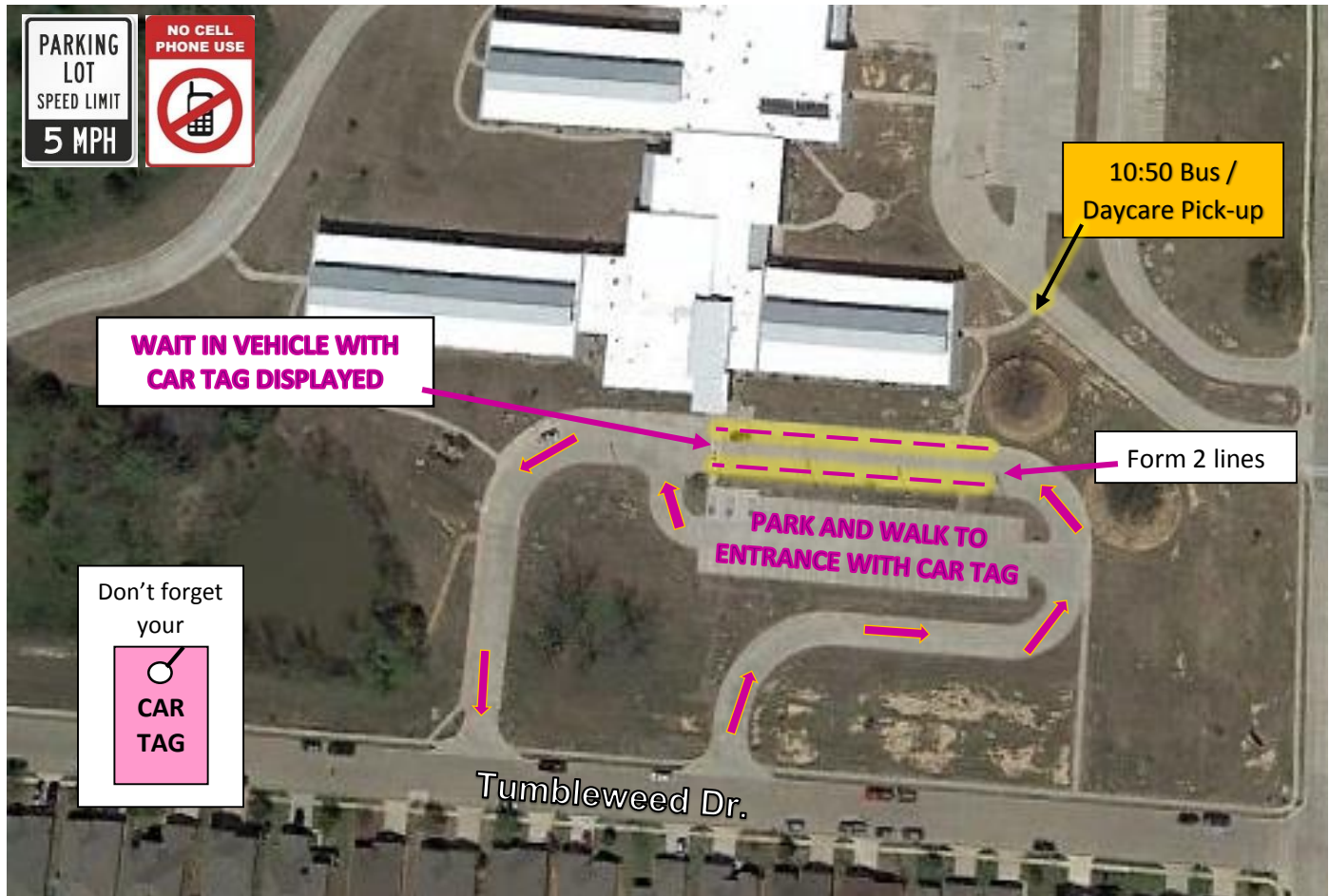
Cross Oaks Morning Arrival Guidelines **For Students Walking or Biking to School**



Guidelines for students walking or biking to school:

- Be safe by only crossing the street using a crosswalk, and always look both ways for cars before crossing. When a crossing guard is present, be a good listener and always follow their directions.
- Walkers should remain on sidewalks at all times, and never walk in the street or parking lot. For their safety, we strongly recommend that students walk in groups or with an adult. This especially applies to our younger children.
- Once on campus, bicycle riders should walk their bikes to the bike racks.
- Walkers arriving between 7:20 and 7:50 am can enter through the cafeteria. The exterior cafeteria doors will lock at 7:50. Walkers arriving after 7:35 am can also enter at the front of the school. All other entrances will be locked.
- Students should be in classrooms by 7:50 am, or else they will be counted tardy.
- All campus rules apply when on school property. Students who do not follow the codes of conduct while on campus grounds will be subject to consequences, even if the behavior occurs before or after school.

Cross Oaks Morning Dismissal Guidelines (AM Pre-K/PPCD) **For Parents Picking Students Up at 10:50**



Parents may choose to:

1. Park their vehicle in a parking lot space, walk to the front entrance with their car tag, and pick their child up at the door, or
2. Stay in their vehicle with car tag displayed, and a staff member will escort your child to your car. Cars will form two lines against the left and right curb at the front drive.

Please follow traffic directions given by staff members to maintain safety and keep the line moving.

Cross Oaks Afternoon Arrival Guidelines (PM Pre-K/PPCD)
For Parents Dropping Students Off at 11:50



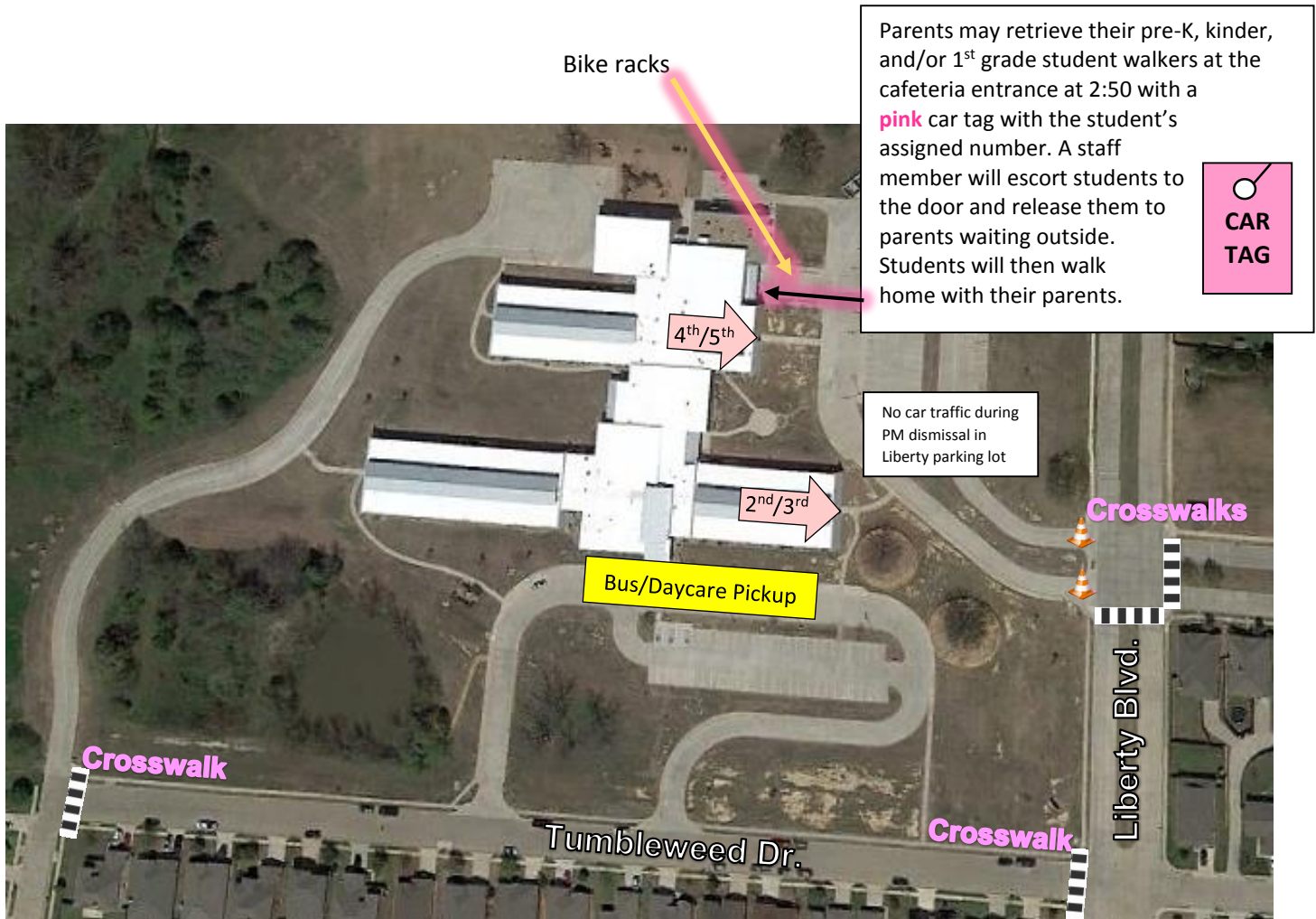
Parents should park their vehicle in a parking lot space and walk their child to the front entrance of the school, where they will be received by a staff member at 11:50 am.

Cross Oaks Afternoon Dismissal Guidelines For Parents Picking Students Up by Car (“Car Tag”)



- **All vehicles must have a pink car tag clearly displayed.** If a car does not have a tag, they will have to park at the front of the school, show a valid ID, and sign the child out once dismissal procedures are complete for the day.
- To keep traffic moving smoothly, please form a line of cars along Tumbleweed before turning right into driveway. Do not enter car tag line from Corral St.
- Once at the circle outside the gym, please pull up to the farthest bucket where a staff member will be waiting. Another staff member will escort your child to your vehicle.
- **Please do not exit your vehicle.** A staff member will open your door and help your child in.
- If you need to buckle a car seat, please carefully pull into the middle of the circle so traffic can continue moving.
- Thank you for your patience! These procedures tend to take longer at the beginning of the school year while students, staff, and parents practice dismissing safely.

Cross Oaks Afternoon Dismissal Guidelines For Students Walking or Biking Home from School



Parents may retrieve their pre-K, kinder, and/or 1st grade student walkers at the cafeteria entrance at 2:50 with a **pink** car tag with the student's assigned number. A staff member will escort students to the door and release them to parents waiting outside. Students will then walk home with their parents.

CAR TAG

No car traffic during PM dismissal in Liberty parking lot

Crosswalks

Crosswalk

Tumbleweed Dr.

Crosswalk

Liberty Blvd.

Students in 2nd or 3rd grade are dismissed at 2:50 at the end of their hallway.

Students in 4th or 5th grade are dismissed at 2:50 at the end of the music hallway.

Students in pre-k, kindergarten, and 1st grade will only be released to walk home with an older sibling in grades 2nd-5th or with a 2nd-5th student designated by the parent in writing.

- Guidelines for Students Walking or Biking Home from School**
- Bike riders will walk next to their bikes until they have crossed the street off campus grounds.
 - All walkers and bikers should stay on the sidewalk at all times, not in the grass or parking lot.
 - For their safety, students should walk and never run while leaving school grounds.
 - Students should only cross the street at a designated cross walk. Listen carefully to cross guards and follow their directions carefully to stay safe.

PTA Opportunities

We are very fortunate at Cross Oaks Elementary to have a strong Parent Teacher Association dedicated to providing all students within our care a safe and positive learning experience. Parents are highly encouraged to join our school PTA. In whatever way you are able to help, whether large or small, our PTA is happy to find ways that you can get involved and contribute! Board members and chairs can be contacted using the emails below.

CROSS OAKS ELEMENTARY PTA EXECUTIVE BOARD 2015-2016

President	Alison Paulson	alisonpaulson24@yahoo.com
Vice President of Membership	Amber Norris	maryamber820@hotmail.com
Vice President of Programs	Jenn Marez	jmarez@sbcglobal.net
Secretary	Alexis McDowell	lexilou223@yahoo.com
Treasurer	Bridgette Dalton	bmorgan_1986@yahoo.com

CROSS OAKS ELEMENTARY PTA CHAIRS 2015-2016

Volunteer Coordinator	Jennifer Neal	jenn-neal@hotmail.com
Room Parent Coordinator	Audra Litchfield	audra@ghizmo.com
Outdoor Learning	Theresa Jackson	atelierducoeur1@gmail.com
Communications	Rachel Stansbury	stansburyrachel@gmail.com



Parental Involvement

PARENT COMMUNICATION

At Cross Oaks Elementary, we know that parents are key partners in their children's education. Our teachers utilize a variety of means to communicate with families to keep them informed of their students' academic and behavioral progress, as well as upcoming events and units of instruction. Many of our teachers communicate with parents through daily agendas or student communication folders, which detail homework assignments and daily behavior. Many teachers will utilize various social media platforms to communicate what is being learned in the classroom along with sharing classroom needs and other pertinent information.

Cross Oaks Elementary teachers will utilize multiple formats of electronic media to communicate with parents: Facebook, Twitter, Emails, Instagram, School/Teacher website, and/or Remind 101, etc. Please discuss with your child's teacher communication methods that work best for you.

For most teachers, the easiest way for parents to communicate is by email. Your teacher will share his/her email address and other communication information with you at the beginning of the school year. You are also welcome to call the school office at (972) 347-7100 to schedule a conference.

Although administrators are always happy to meet and communicate with parents for whatever reason, in most cases, the teacher is best equipped to respond and offer clarity to your questions and concerns. So that educational partnerships can be further strengthened, parents are encouraged to discuss issues with teachers prior to contacting school administration.

Parents are always welcome to schedule face-to-face conferences with our teachers, administrators, curriculum specialists, and support staff. Please schedule conferences in advance, as teachers and staff have many meetings and other obligations during the school day, and may not be available for an unscheduled meeting. Finally, keep in mind that teachers will not be available for conferences before school, during their lunch break, or during instructional time.

Classroom teachers will be communicating with parents to set up an in person conference for the week of October 5, at the end of our first grading period. Our goal is to hold conferences with 100% of our parents!

WORKING TOGETHER

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school. Your involvement in this partnership may include some of the following:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

- Ensuring that your child completes all homework assignments and special projects and comes to school each day on time, prepared, rested, and ready to learn.
- Read with your child on a daily basis, and model for your child the importance and enjoyment of reading.
- Becoming familiar with all of your child's school activities and with the academic programs and extracurricular activities offered in the district.
- Discussing with the principal any questions you have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in person conference with a teacher or principal, please call the school office at (972) 347-7100 for an appointment or email your child's teacher.
- Become a school volunteer - All volunteers are required to complete a background check before participating in school activities.
- Serve on campus level planning committees, assisting in the development of educational goals and plans to improve student achievement. For more information, see please contact Mr. Preston.
- Attend school board meetings to learn more about district operations.

Visiting the School

We enjoy having visitors to Cross Oaks, and want parents to feel welcome at our campus. Some parents eat with their child during their lunch time, and others volunteer their time assisting teachers, helping in the classroom, or working with PTA.

From 7:50 am to 2:50 pm, all exterior doors are locked except the front of the building. Staff and students have been taught not to open any door for any reason. Visitors should enter through the front office and be prepared to show a valid photo ID (like a driver's license) to a member of our office staff. Visitors will then sign in to the computer and receive a badge to wear while on campus. Office staff will ask you if you are here to volunteer or see your child, to eat lunch for example. **All school visitors should always wear their badge sticker clearly displayed until they have checked out in the office.** For the safety of those within the school and to avoid disruption of instructional time, all visitors are required to check in at the main office upon arrival and comply with all applicable district policies and procedures.

For specific appointments with teachers, counselors, administrators or other staff members, please call the office in advance at (972) 347-7100.

LUNCH VISITORS

After signing in, lunch visitors can proceed to the cafeteria and, if they are early, wait for their child's class to arrive on benches outside the cafeteria. Our lunch guest may invite **their child only** to eat with them on the stage. Because many of our students have food allergies, visitors

should bring food for their child(ren) only. Visitors are also welcome to purchase a lunch from the cafeteria. Lunch visitors should check out in the office prior to leaving school.

CLASSROOM VISITS

If you wish to visit or observe your child's classroom, please make an appointment ahead of time by contacting your teacher or the office at (972) 347-7100. Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

Remember that visiting the school during the day is a privilege, not a right, and all parents and visitors are expected to conduct themselves with courtesy and kindness while following all school rules. The principal or his designee may refuse to allow persons with no legitimate business to enter school grounds and/or may eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request. Parents and guests are expected to conduct themselves in an appropriate and professional manner at all times.

Checking Students Out During the School Day

Parents wishing to check students out of class should do so through the front office. Let the office staff know you wish to take your student out of class, and a call will be placed to the classroom.

If a parent or guardian is on campus as a volunteer or lunch visitor, he/she still must follow established procedures and check out the child through the office.

Parents wishing to check out students through the office should do so before 2:30. After this time, it is not possible to retrieve students from classrooms as teachers have already begun packing up and dismissal procedures.

Keep in mind that when students miss 15 minutes or more of class time when either arriving to school late or being checked out early, this results in a loss of significant instructional time (LOSIT), and parents of students with many LOSIT's are subject to the same attendance laws and guidelines as those with many unexcused/unverified absences.

Volunteering

Our volunteers are a valued part of our school family! Parent and community volunteers provide an essential service that has a very real and positive impact on our students, staff, and school community. Volunteers may work to serve the school in a number of ways, in a way that best fits their schedule and availability.

Volunteers directly enhance the relationship between the school, home and community. Parent volunteers strengthen their ties with their children's school. Community volunteers and mentors provide a bond between the student and a respected adult. Volunteers also have a tremendous impact on the overall success of the educational system. They allow teachers and staff more time for instruction. They also provide a chance for students to have one-on-one learning.

You may volunteer for a one-time school event, or you may have time to volunteer on a regular basis. There is not specified amount of time required, but dependability is a must.

Volunteers may help in the classroom by:

- Mentoring/tutoring students
- Listening to students read or reading to students
- Leading instructional games
- Setting up science projects and assisting with labs
- Assisting with a school club, organization or booster club
- Assisting in the library

Volunteers may help in the office or workroom by:

- Sharpening pencils
- Copying documents for the classroom teacher
- Preparing Tuesday folders
- Cutting and preparing classroom materials

Volunteers may help at home by:

- Making instructional materials as instructed by teachers
- Pulling resource information off the Internet

Volunteers may also help by:

- Speaking to classes about careers or other topics
- Chaperoning school-sponsored activities
- Assisting with special events, class parties, etc.
- Handing out or soliciting rewards to honor roll students
- Assisting school nurses
- Assisting yearbook book staffs or PTA groups

- Serving as a judge at an academic contest

All volunteers must first complete a volunteer application and background check. This can be found at the district website at <http://www.dentonisd.org/Page/48779>.

Volunteers are welcome to work in our workroom located in the office area. However, please be aware that **children are not permitted in the workroom at any time**. This is a longstanding guideline in place for the safety of our children.

All school volunteers in Denton ISD are expected to abide by the district's code of conduct:

1. Sign in and sign out so that the office staff can locate you in an emergency. If the school has an electronic check in or check out ask how you can add your travel time. (This also helps the Volunteer Coordinator keep track of volunteer hours. Please include travel time in your recorded volunteer hours.)
2. Always wear your volunteer name tag so you are identifiable for the safety of our students and schools.
3. Dependability is a must. Always be on time or call ahead in case of an absence.
4. Remember that the teachers and principals are the professionals on campus and are in charge. You are at school to help or have been invited as a part of the community.
5. Be aware that many things you may hear and see are subject to student confidentiality laws, so never discuss school policies, problems, or procedures in front of students or to others outside of the school environment. However, if you ever suspect a child has been abused, notify the teacher, counselor and/or other officials immediately.
6. Volunteers must appreciate the diversity of the students and be respectful of the U.S. Constitution's prohibition of establishing or sponsoring any religion in the schools. All volunteers'/mentors' efforts during the school day must be non-sectarian in nature.
7. If working with a specific teacher, meet with him/her to discuss specific duties and offer to do any task that will free the teacher to provide more instruction to the students.
8. Know where to park because parking is a premium at some schools.
9. Serve as a good role model for students in behavior, attitude, speech and dress. Professionalism, courtesy and flexibility are all assets of a classroom volunteer.
10. Help boost every child's self-esteem by expressing as much approval as possible and refraining from criticism.

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials. Therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

COMPULSORY ATTENDANCE

Policy FEA (LEGAL)

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet passing standards on the state assessment for his or her grade level and applicable subject area.

EXEMPTIONS TO COMPULSORY ATTENDANCE

State law allows exemptions to the compulsory attendance requirements for several types of absences **if the student makes up all work**. The following are district excused absences for elementary students, if documented by the parent within 72 hours:

- Required court appearances
- Activities related to obtaining United States citizenship, and
- Medical appointments, screenings, etc.
- Medical illness
- Board-approved extracurricular activities
- Juvenile or other court proceedings
- Absences required by state or local welfare authorities
- Death and/or serious illness of an immediate family member
- Religious holy days

- Family emergencies (if approved by administrators)
- Weather and road conditions that make traveling dangerous
- Quarantine
- Deployment of immediate family members

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

School employees must investigate and report violations of the state compulsory attendance law. A student who has:

- 3 unexcused/unverified absences or loss of significant time in a 4-week time period, or
 - 10 unexcused/unverified absences or loss of significant time in a 6-month time period,
- is determined to be in violation of the Compulsory Attendance Law. In cases where elementary aged students are in violation of this law, parents are subject to prosecution for contributing to non-attendance.

Warning letters are mailed to parents when students meet the above criteria. If further unverified/unexcused absences or losses of significant instructional time occur after a warning letter has been sent, a parent will be referred to our district attendance officers, and court referral may follow.

ATTENDANCE FOR CREDIT

Policies FED, FEB, FNG (LOCAL)

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

ATTENDANCE DOCUMENTATION

The parent/guardian needs to ensure a note explaining the reason for the absence is received in the school's office within 72 hours (3 days) of the student's return to school. Failure to provide a note will result in the absence being recorded as unverified. **If a student is at school at 10:00 a.m., the child is considered present for ADA purposes only.**

When your child is absent, we ask that you please turn in all notes to the front office. Please do not turn in notes to the classroom teacher.

A student will be counted tardy if he/she is not in the classroom when the class starts. Excessive tardiness at all levels may result in a referral to the district attendance officers. Excessive tardiness is considered a *Loss of Significant Instructional Time* and is prosecutable in court in the same manner as unexcused absences. If a student has a medical appointment and attends any part of the school day either before or after the appointment and submits a doctor's note upon his/her return, the absence will not count against him/her.

DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and in violation of compulsory attendance laws.

MAKEUP WORK BECAUSE OF ABSENCE

A student and parent will be responsible for obtaining and completing all makeup work in a satisfactory manner. Students will have one day per day absent to complete the makeup work. A student will be permitted to make up tests and to turn in projects due in any class missed because of absences.

PERFECT ATTENDANCE

A student must be present every day and on time to meet criteria for perfect attendance. Students must also not have left early any days before 2:45. The following are exceptions to the leaving early policy: inclement weather days, field trips, and class party days.

Cafeteria Services

A nutritious breakfast and lunch are served each day at school. The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Applications for this program are provided to each parent during enrollment. Please contact the school office with any questions. Information about a student's participation is confidential. <http://food.dentonisd.org/Register.aspx>

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO (LEGAL).]

Our computerized cafeteria system is designed so that parents can pay for meals by the week, month, or other extended periods of time. Amounts left over at the end of the week or month will be automatically carried forward. The district has now made available an online payment service for breakfast and lunch accounts. Please go to www.dentonisd.org for information on use of Nutrikids.

Cafeteria Meal Payments <https://www.parentonline.net/public/login.aspx>

MEAL PRICES FOR THE 2015-16 SCHOOL YEAR

Elementary		
Purchaser Category	Breakfast	Lunch
Student	\$1.10	\$2.75
Adult/Guest	\$2.00	\$3.50
Reduced-cost	\$0.30	\$0.40

***Prices are subject to change.**

TYPES OF COMPONENTS:

1. MEAT/MEAT ALTERNATE
2. GRAIN
3. VEGETABLE
4. FRUIT
5. MILK

\$2.75 Lunch = **Milk, Entree, any three (3) sides**

\$3.50 Adult Lunch = **Entree and four sides. The four sides may include milk, fruits, vegetables and/or ice cream if menued.**

Cafeteria Menus <http://www.dentonisd.org/Page/56582>

If you would like to eat lunch with your child in the cafeteria, please check in with the office, get a visitor's badge, and sit at the designated visitor tables on the stage. As always, please be prepared to show your photo ID.

In accordance with Texas Department of Agriculture guidelines, you may bring in outside food for your child only. Lunch visitors are only permitted to invite their own child/children on the stage to eat. Visitors are always required to monitor children for whom they are responsible. Children should never play on the stage or jump from the steps. Visitors should observe the time and make sure their child lines up with their class.

The breakfast serving line is open from 7:20 a.m. to 7:50 a.m. Students riding the bus will be allowed to eat if the bus is late arriving at the school.

Classroom Parties

Three classroom parties (non-instructional) may be planned during the school year. Specific dates and times for each grade level will be established by the school and communicated to parents:

1. A winter holiday party in December
2. A Valentine's Day party in February, and
3. An end of year party in May/June

These are sponsored by the room parents and refreshments will be served. Please notify your child's teacher if your child has allergies or special dietary restrictions.

BIRTHDAY CELEBRATIONS

Birthday celebrations will not be observed during school hours. However, birthdays will be acknowledged and parents may send in a healthy snack to be shared with the class. In addition, children will have their birthdays announced over morning announcements, and they will receive a special pencil from the office. Summer birthdays will be announced during the first several weeks of school.

Contact your child's teacher ahead of time to let them know what snack you will be sending. Please be aware of possible food allergies in the class. Invitations to birthday parties may be distributed at school if all children in the class are invited to the party.

Classwork, Homework, and Grading

In an effort to better prepare your child for a more successful learning experience, we will implement procedures to help identify strengths and areas that need growth. By using these procedures, the teacher will have a more accurate picture of your child's knowledge of the skills being taught. Students will begin to take ownership of their learning through identifying their own strengths and creating goals to help them succeed in areas where growth is needed. Students will keep track of their learning goals and progress in various ways including data binders and goal tracking sheets.

You can support these efforts daily by talking to your child about new skills learned along with discussing any tasks which need to be completed at home that day. Utilizing the teacher's website and reading weekly newsletters will give you an idea of what is being taught in class, so you can ask targeted questions. This helps combat the "I don't know" answer you might receive when you ask what they did at school that day. Our combined efforts will enhance your child's

school experience. Our ultimate goal is for your child to be successful, responsible, and in control of his or her learning.

HOMEWORK

Homework is assigned to allow students to practice what they are learning in class. Homework covers only material previously taught in class, and teachers make sure that students have the tools they need to complete homework before they leave school. Homework is never graded, so students will not bring home tests or quizzes for homework that count for a grade.

We encourage our parents to work with students as they complete their homework, to offer support as students practice essential skills they are learning in class. Please contact your child's teacher if you have questions or concerns regarding their homework.

Although there is no academic penalty for not completing homework, students may need to miss privileges at school to complete homework practice if it is not completed at home.

GRADING GUIDELINES AND REPORTING TO PARENTS

The elementary report card is one of many tools used in a continuous effort to communicate the status of academic performance and progress to the home. Since evaluation itself must be multifaceted, reporting represents many areas of a student's performance, not just traditional paper and pencil evaluation. Report cards with each student's grades or performance and absences in each class or subject are issued to parents once every six weeks grading period.

Teachers follow uniform grading and assessment guidelines approved by the principal and based on district criteria, as well as research-based best practices. Grading policies reflect board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period or semester. State law provides that a test or course grade issued by the teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Standards-based report cards are used to report student academic performance in all elementary grade levels. When students have not demonstrated mastery of a specific skill, they will have the opportunity to be reassessed the next grading period. For information about standards based grading, please visit our district curriculum website at <http://www.dentonisd.org/Page/50094>.

Student Behavior and Code of Conduct

A student whose behavior shows disrespect for others, including interference with others' access to a public education and a safe environment, will be subject to disciplinary action. To achieve the best possible learning environment for all students, the district student code of conduct (<http://www.dentonisd.org/codeofconduct>) and other campus rules of behavior will apply. Parents and students review the code of conduct and acknowledge receipt during the annual electronic registration process. As parents, you are our partners in teaching our students values associated with the respectful treatment of others. Our school expectations will be clearly communicated with all students through the CHAMPS program. When inevitable missteps occur, Cross Oaks staff will respond in an appropriate and respectful manner.

Any time a student is seen in the office, you will be notified. We value your partnership! Parent support is an essential component to successfully addressing student behavior concerns. When parents and the school work together, we are more likely to see improvement in student behavior and less misbehavior in the future.

At Cross Oaks, we believe our students are learners of behavior. That is, behavior is learned similarly to how a child learns any other skill. Although we maintain high expectations for all student behavior, we also understand that not all students have yet mastered the skills necessary to achieve behavioral goals. We do give natural consequences when a student does not meet behavior expectations, but we also take advantage of these opportunities to reteach behavior guidelines and practices.

Each teacher and/or grade level has a unique approach to student management, according to their classroom management systems and personal philosophy of education. Additionally, we utilize a common behavior management system at Cross Oaks called "CHAMPS," where all students have the same behavior expectations in common areas around the school.

Student Dress and Grooming

At Cross Oaks Elementary, we discourage clothing that contains negative messages and images, or messages that put others down. Just as one would not dress the same for a graduation as they would for a sleepover, some clothing may be appropriate for some occasions but not for school. We appreciate our parents helping our students to know the difference. Our goal is to establish an atmosphere that is welcoming to all, encourages good behavior, and provides an appropriate environment for learning. In general, any clothing or attire that distracts from the learning environment is discouraged.

The Denton ISD student code of conduct may be found online at <http://www.dentonisd.org/codeofconduct>. The district dress code is established to teach

hygiene, instill self-discipline, prevent disruptions, promote safety, and provide an environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student.

Prayer

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Electronic Devices and AUP

All Denton ISD students are required to follow the district's Acceptable Use Policy (AUP) regarding the proper use of technology, which can be found here: <http://www.dentonisd.org/aup>. Students may bring electronic devices such as cell phones to school, but these are to remain turned off and in the student's backpack until the end of the school day. If a student has an important reason for bringing a cell phone to school but does not wish to keep the electronic device in his/her backpack, the teacher can keep it in a secure location until school has ended.

Any student can bring a device on campus and connect to the Denton ISD network. DISD is not responsible for loss or damage to the student owned equipment. If a student displays, turns on, or otherwise uses a telecommunications device, including a cell phone, in violation of campus and district rules, the electronic device will be held in the office until retrieved by a parent.

EXCEPTIONS TO ELECTRONIC DEVICE POLICY

Some grade level teachers may choose to initiate a "bring your own device" (BYOD) policy for students, when they may bring electronic devices to school for instructional purposes. If this occurs, teachers will communicate with parents and seek consent beforehand.

Emergency School Closure

The following procedures will be adhered to when campuses are closed:

- In instances where extremely inclement weather conditions prevail, the superintendent of schools or designees shall announce by means of radio and television if schools will be closed for an entire day or observe a late opening time and/or early dismissal.

- Announcements regarding the late opening or early closing of schools because of inclement weather conditions will be made as close to 6:30 a.m. as possible.
- School closing decisions are reported on the [Denton ISD website](#), [Twitter account](#) and [Facebook page](#); Closings are also broadcast on major local television and radio stations.
- Closings are also announced on the district’s main telephone line at (940) 369-0000.
- Denton ISD uses an automated callout system for weather alerts.
- **Please be sure to have your current contact information on file with the school your child attends (if you have multiple children, make sure your contact information is at all the DISD campuses your children attend).** You can also [signup to receive an eAlert](#) in your email.

Extracurricular Activities, Clubs, and Organizations

Participation in school related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Field Trips

Field trips are an extension of classroom academics. Student code of conduct (<http://www.dentonisd.org/codeofconduct>) is to be followed and appropriate conduct shall be required at all times. Only those parents on the district approved chaperone list **and selected by the school as a chaperone for each field trip may attend the trip with the school.** A chaperone’s duties include supervision of students, enforcing school rules and teacher directives. **Siblings and other children are not permitted to attend the field trip with approved chaperones.** Due to limited bus space, adult chaperones will not be able to ride the bus with the students. Any fees from the students or chaperones for each field trip will be due prior to the day of departure.

SCHOOL SPONSORED TRIPS

Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event.

Health Related Matters

Please feel free to contact our school nurse, Roseann Beck, at (972) 347-7106 with any health related questions.

STUDENT ILLNESS

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever reducing medications. In addition, students with diarrhea illnesses must stay home until they are diarrhea free without diarrhea suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she will be sent to see the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at: <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis, measles, mumps, and rubella, hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age appropriate doses or on an acceptable physician validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubberstamp validation

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

SCHOOL HEALTH POLICY

A student should not return to school after an illness until he/she is free of fever for twenty four hours.

Students who show symptoms of communicable disease (i.e., elevated temperature of 100 degrees or more, vomiting, diarrhea, severe redness of eyes) should remain at home until symptoms subside.

When a student has a statement from a physician restricting physical activities (due to surgery or injury), he/she must have a release from the doctor allowing him/her to resume normal activity.

Students experiencing hospitalization or surgery should return with a release from the attending physician stating limitations, precautions, medications required and date when student is able to return to normal activity.

MEDICATION AT SCHOOL

The district will not purchase medication to give to a student. District employees will not give a student prescription medicine, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements with the following exceptions:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by parent, along with a written request, and in the original, properly labeled container
- 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 provided by the parent along with a written request, an in the original and properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individual education program (IEP) or Section 504 plan for a student with disabilities.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school related events. The student and parents should see 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 will be permitted to possess and use monitoring and treatment supplies and equipment while at school or school related activities. See the school nurse or principal for information. [See policy FFAF (LEGAL).]

Expiration date of any medicine should be checked before sending it to school. Expired medicines will not be administered.

All medicine must have written instructions from parents as to amount, time and exact days to be administered. **All medicine at school must be kept in the clinic.**

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. See policy FFAF (Local)

HEAD LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head to head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

****Please note that information in this handbook is subject to change. An updated copy of this handbook is available on the Cross Oaks website under the "For Parents" tab.***