

Cross Oaks Elementary Parent Handbook 2018-2019



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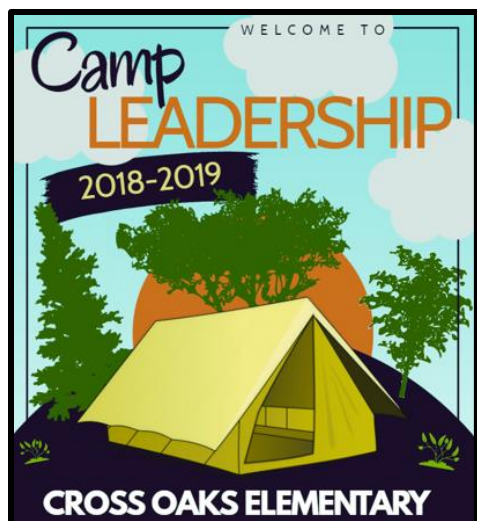
@CrossOaksElem

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Welcome

Welcome to the 2018-2019 school year! At Cross Oaks Elementary, we understand that education is a partnership, and we know that it takes the support of parents and the community working in collaboration with the school to help all our students reach their full learning potential.



Our school's theme this year is **Camp Leadership**, inspired by this quote from famed football coach Vince Lombardi: **"Leaders are made, they are not born. They are made by hard effort, which is the price which all of us must pay to achieve any goal that is worthwhile."**

Our most essential operating philosophy at Cross Oaks is a sincere belief that all students are capable of learning at high levels and of achieving greatness in their lives. Because of this belief, we are committed to doing whatever it takes to provide each child with the support needed to learn and succeed. Our job as teachers and parents is to grow the hearts of our children so that they believe in themselves and their knowledge and abilities.

The Cross Oaks parent handbook is intended as a guide to parents to help them support their child's education at school. Keep in mind that as a general reference guide, it is designed to be a companion to established board policy and the district student code of conduct, as well as the district parent and student handbook. As such, this handbook is not a complete statement of all policies, procedures, and rules that may be applicable in all circumstances. In instances where district policy and this parent handbook conflict, current district school board policies are to be followed.

Students and parents should become familiar with the Denton ISD student code of conduct, a document adopted by the school board and intended to promote both school safety and a positive atmosphere for learning. Parents and students review the code of conduct and acknowledge receipt during the annual electronic registration process. That document may be found on the district website at <http://www.dentonisd.org/Page/58928>.

This parent handbook is updated on an annual basis, and changes may be made in policy during the school year. Any updates or changes will be communicated to parents and students through newsletters or other means. The district reserves the right to modify provisions of this handbook at any time deemed necessary, and notice of any revision or modification will be given as is reasonably practical under the circumstances.

We hope that the contents of this parent handbook provide you with the knowledge and tools necessary to be an active partner in your child's education this year. If you have any questions about any material contained in this handbook, please contact Mr. Preston or Mrs. Hart.

Thank you for sharing your child with us this year! We promise to do whatever we can to provide a safe and healthy learning environment each and every day.

Matt Preston
Principal

Katie Hart
Assistant Principal

2018

School Hours:

ES Day 7:40 a.m. – 3:00 p.m.
 MS Day 8:15 a.m. – 3:35 p.m.
 HS Day 8:50 a.m. – 4:10 p.m.

| July 2018 | | | | | | |
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July 4...Independence Day Holiday

| August 2018 | | | | | | |
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Aug. 6.....Possible Campus Exchange Day
 Aug. 7,13,14...Campus Professional Dev.*
 Aug. 14.....Freshman Day
 Aug. 8,9.....District Professional Dev.
 Aug. 10.....PLC Day
 Aug. 15.....First Day of School

| September 2018 | | | | | | |
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Sept. 3...School Holiday, Labor Day

| October 2018 | | | | | | |
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Oct. 12...District Secondary PD
 Elementary Conference Day
 Oct. 15...PLC Day

| November 2018 | | | | | | |
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Nov. 19-23...School Holiday, Thanksgiving Break

| December 2018 | | | | | | |
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Dec. 19, 20...All Level Early Release Day
 Dec. 21.....Possible Campus Exchange Day-Staff/
 Student Holiday
 Dec. 24-31...School Holiday, Winter Break

| January 2019 | | | | | | |
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Jan. 1-4...School Holiday, Winter Break
 Jan. 7.....PLC Day/Student Holiday
 Jan. 21.....School Holiday, Martin Luther King Day

| February 2019 | | | | | | |
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| March 2019 | | | | | | |
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| 31 | | | | | | |

March 11-15...School Holiday, Spring Break
 March 18.....PLC Day

| April 2019 | | | | | | |
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April 9-11... State Testing
 April 19...School Holiday

| May 2019 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

May 6-17...State Testing
 May 22, 23...All Level Early Release
 May 23.....Graduation @ UNT - afternoon
 May 24.....Graduation @ UNT - afternoon
 May 24.....Campus Professional Dev.
 May 27.....School Holiday, Memorial Day

| June 2019 | | | | | | |
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2019

Students do not attend school on the following days:

**Professional Development*
PLC Days***

www.dentonisd.org

STAAR Testing Dates

April 9 (Tuesday)
 4th Grade Writing
 5th Grade Math

May 13 (Monday)
 3rd/4th Grade Math
 5th Grade Math (Retest)

May 15 (Wednesday)
 5th Grade Science

April 10 (Wednesday)
 5th Grade Reading

May 14 (Tuesday)
 3rd/4th Grade Reading
 5th Grade Reading (Retest)

Cross Oaks Morning Car Drop-Off (7:15-7:40 am)
OPTION 1: Corral St. Driveway Behind Gym

Please pull up to the farthest drop-off spot and come to a full stop. A safety patrol or staff member will open your door and help your child out of your vehicle. DO NOT allow your child to exit the vehicle except at one of the 7 designated spots.

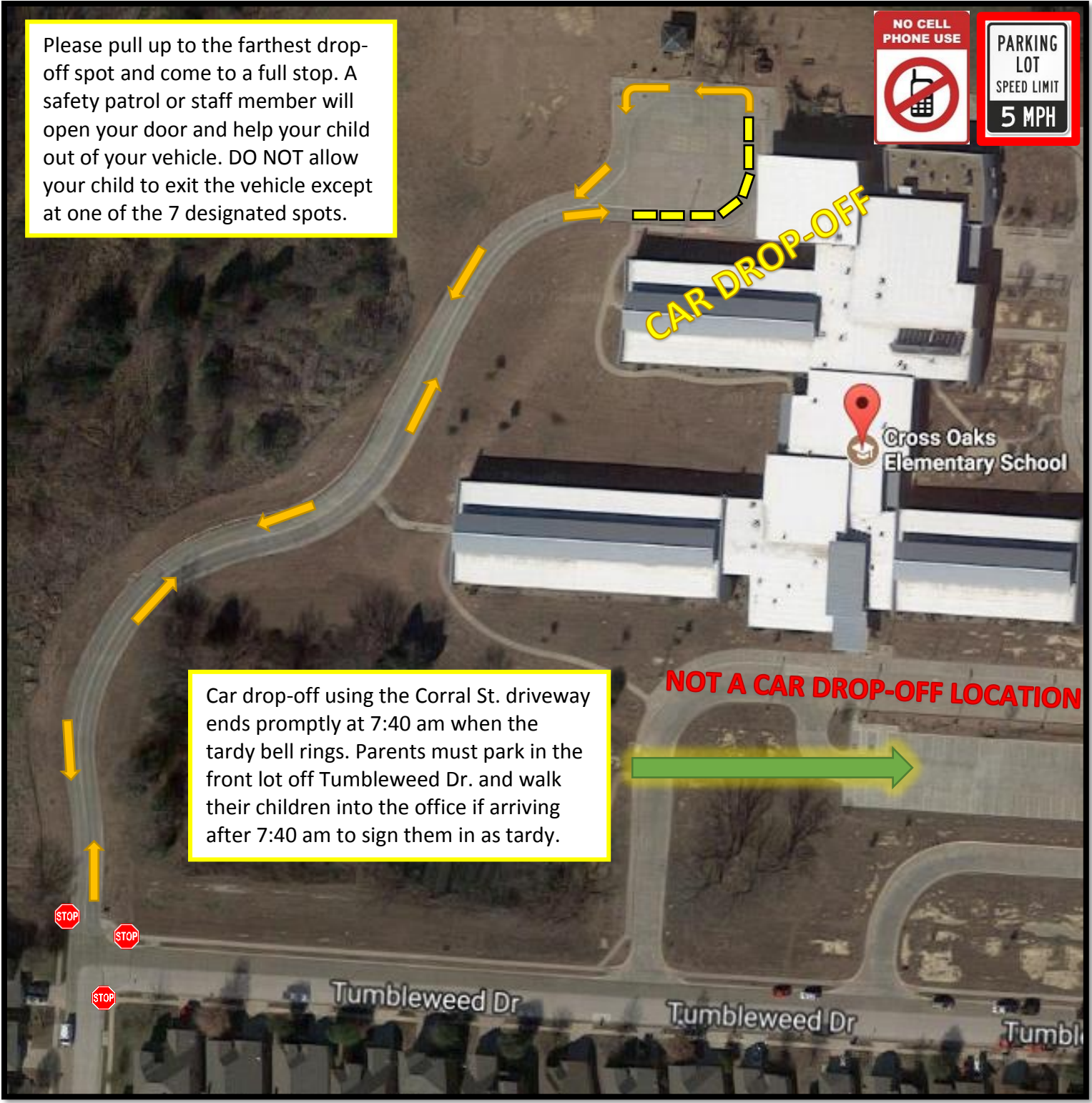
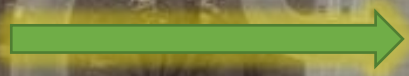


CAR DROP-OFF

Cross Oaks Elementary School

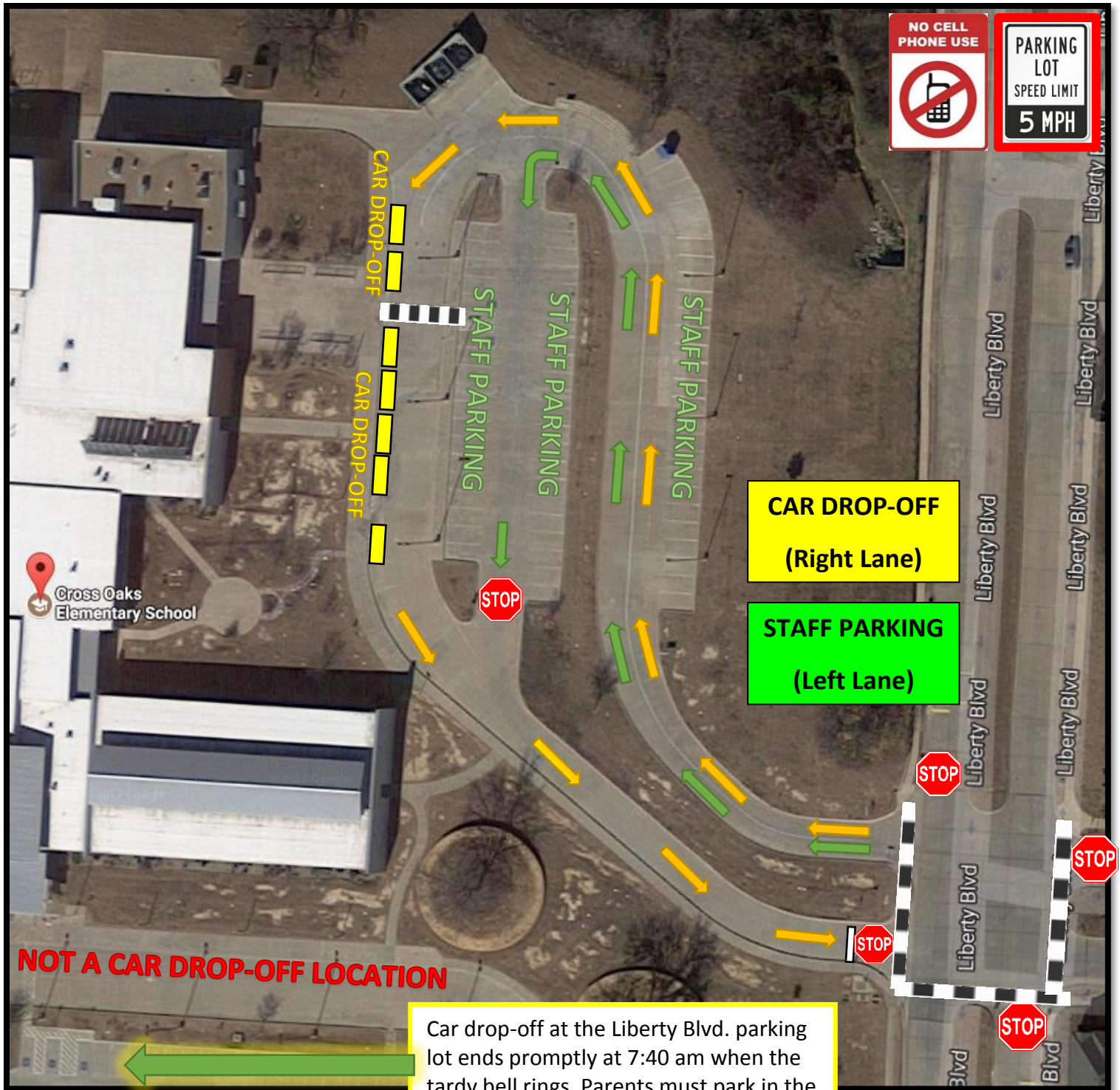
Car drop-off using the Corral St. driveway ends promptly at 7:40 am when the tardy bell rings. Parents must park in the front lot off Tumbleweed Dr. and walk their children into the office if arriving after 7:40 am to sign them in as tardy.

NOT A CAR DROP-OFF LOCATION



Cross Oaks Morning Car Drop-Off (7:15-7:40 am)

OPTION 2: Liberty Blvd. Parking Lot Outside Cafeteria



Car drop-off at the Liberty Blvd. parking lot ends promptly at 7:40 am when the tardy bell rings. Parents must park in the front lot off Tumbleweed Dr. and walk their children into the office if arriving after 7:40 am to sign them in as tardy.

Cross Oaks Morning Arrival Guidelines (7:15-7:40 am) **For VIP Volunteers and Guests**



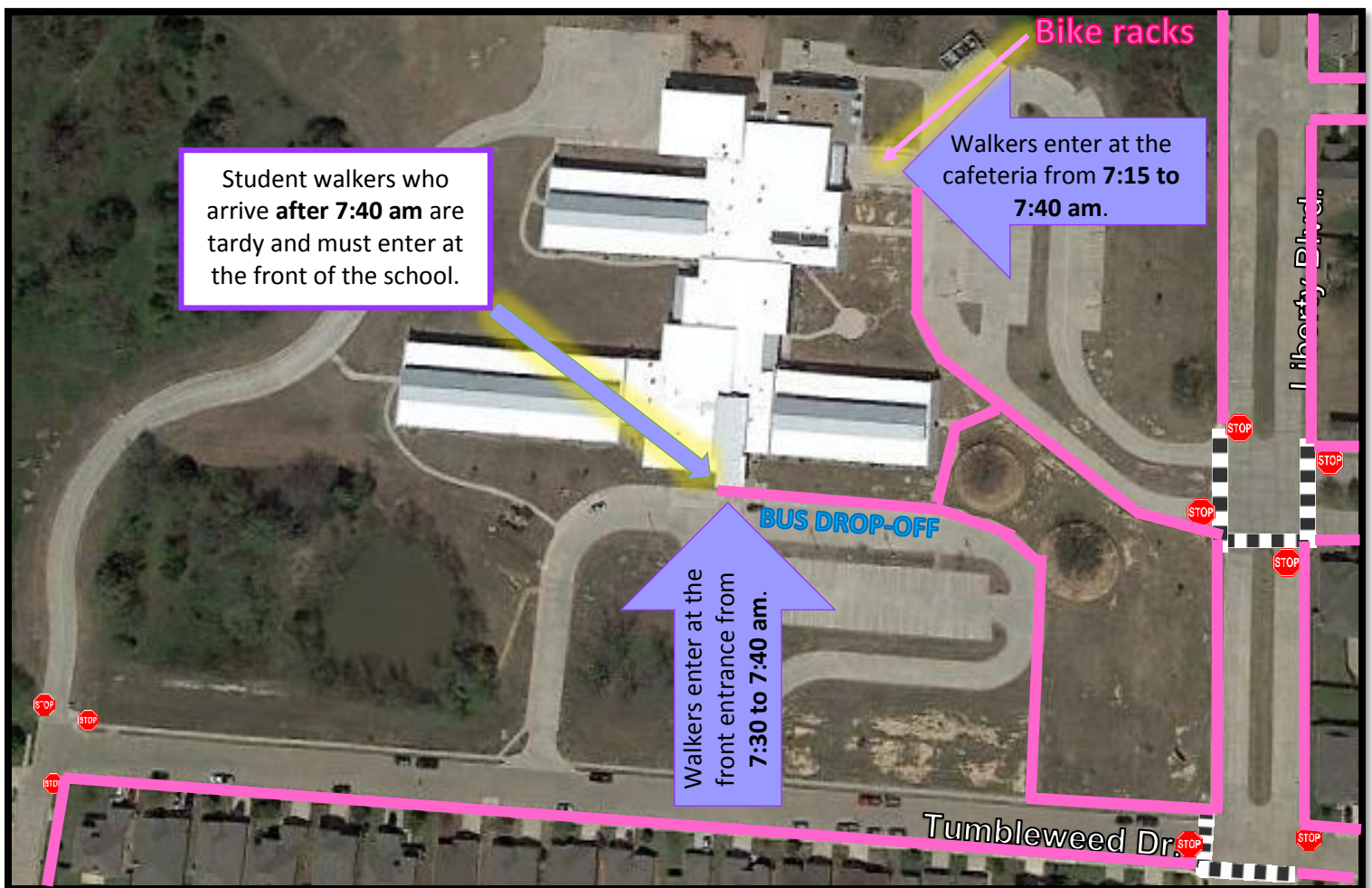
For parents wishing to personally walk their children to a school entrance:

- Parents are welcome to park in the Tumbleweed Dr. lot and walk their children to the front entrance of the school. Students may begin entering the building at this location each morning at 7:30 am.

Guidelines for VIP Volunteers and Watch D.O.G.S. Dads from 7:10 to 7:40 am:

- VIP Volunteers and Watch D.O.G.S. Dads should park in the parking lot off Tumbleweed Dr. and enter through the front of the school.
- All volunteers should check in at the front office at 7:10 am, where they will sign in and receive their volunteer badge.
- VIP Volunteers and Watch D.O.G.S. Dads are welcome to walk their children to the gym or cafeteria and drop them off before going to their assigned volunteer location.
- Volunteers will check out through the office at 7:40 am when the tardy bell rings before leaving campus.
- To become a VIP Volunteer, please complete this form online: <https://goo.gl/forms/OnBRsF1OTWU2iXLG2>.
- To become a WatchDOG Volunteer, please complete this form online: <https://goo.gl/forms/wkUnE3ePITD3romw2>
- Before volunteering, please complete the district volunteer application. Instructions and a link to the application can be found here: <http://www.dentonisd.org/Page/48779>. Please allow at least 2 weeks before volunteering for the district to process your application.

Cross Oaks Morning Arrival Guidelines (7:15-7:40 am) **For Students Walking or Biking to School**



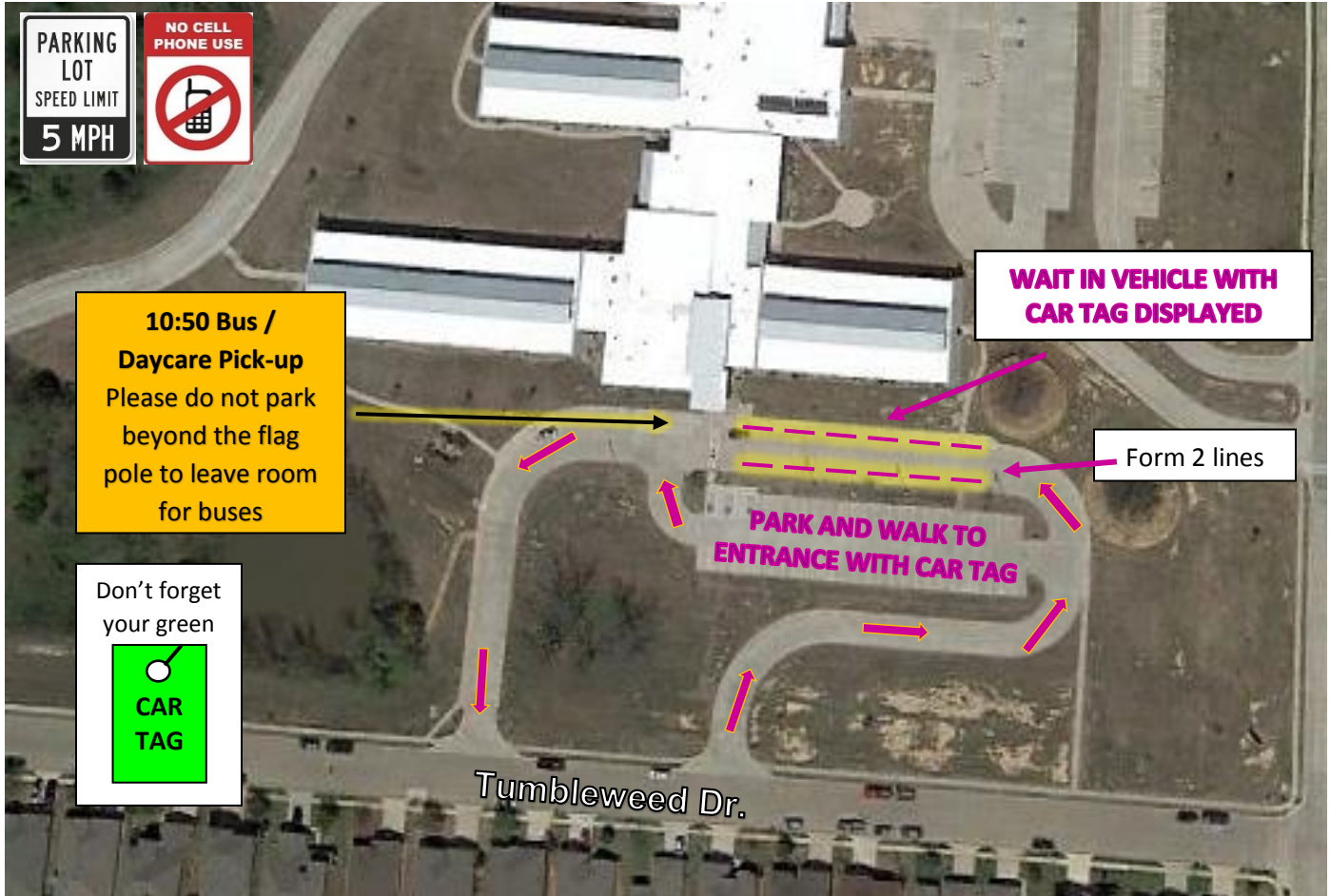
█ = safest preferred routes for walkers and bike riders

Parents, please teach your children these guidelines for walking or biking to school:

- Be safe by only crossing the street using a crosswalk, and always look both ways for cars before crossing. Students are expected to listen and follow directions from crossing guards.
- Walkers must remain on sidewalks always 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 students cross the crosswalk and are on campus, they may not ride their bikes, scooters, etc. Students must walk next to their bike or scooter to be safe.
- Walkers arriving between 7:15 and 7:40 am can enter through the cafeteria. The exterior cafeteria doors will lock at 7:40. Student walkers can also enter at the front of the building from 7:30 to 7:40 am. Walkers arriving **after 7:40 am** are tardy and must enter at the front of the school to receive a tardy pass. All other entrances to the school will be locked at 7:40.
- All campus rules and student code of conduct expectations apply when on school property, and when students are within 300 feet of school property. Students who do not follow the campus rules will be subject to disciplinary action, even if the behavior occurs outside of school hours.

Cross Oaks Morning Dismissal Guidelines (AM Pre-K/PPCD)

For Parents Picking Students Up at 10:50



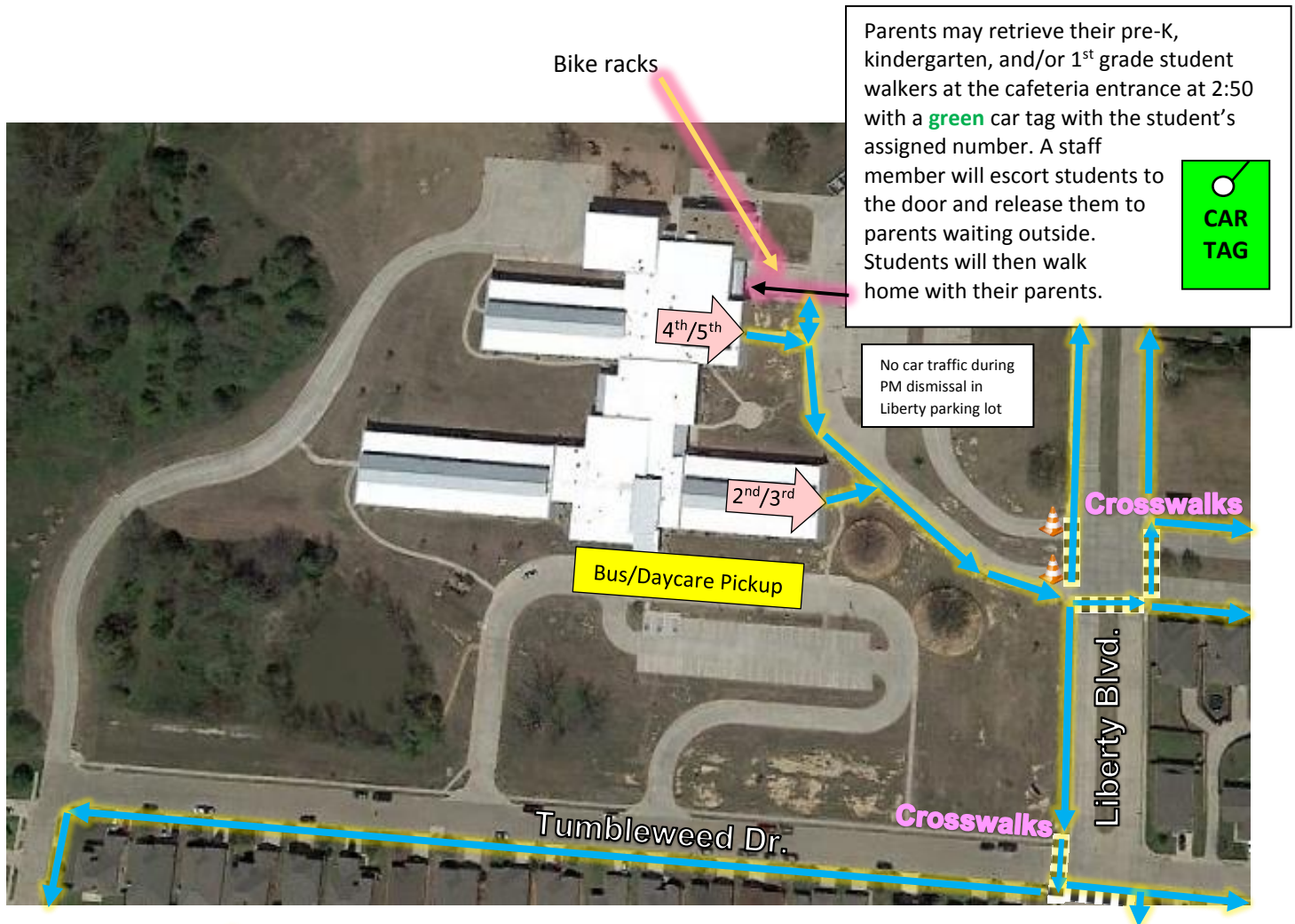
- Parents may choose to:
1. Park their vehicle in a parking lot space, walk to the front entrance with their car tag, and pick their child up at the door, or
 2. Stay in their vehicle with car tag displayed, and a staff member will escort your child to your car. Cars will form two lines against the left 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 12:00 pm.

Cross Oaks Afternoon Dismissal Guidelines (3:00 pm) For Students Walking or Biking Home from School



 = designated safe routes for walkers and bike riders

Students in 2nd or 3rd grade are dismissed at 3:00 at the end of their hallway.

Students in 4th or 5th grade are dismissed at 3:00 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 and are off campus grounds.
- All walkers and bikers will stay on the sidewalk while on school grounds, not walking in the grass or parking lot.
- For their safety, students will walk and never run while leaving school grounds.
- Students will only cross the street at a designated cross walk, as directed by staff. Listen carefully to cross guards and follow their directions carefully to stay safe.
- Parents walking with children on campus are expected to follow these guidelines to stay safe and as role models for the children.

Arrival and Dismissal Procedures

School Hours (K-5)

| | |
|-------------|---|
| 7:15 – 7:40 | Building opens (front and cafeteria doors) Breakfast (please arrive at 7:15) |
| 7:30 | Students may proceed to class |
| 7:40 – 3:00 | School is in session; visitors check in through the front office |
| 3:00 | Dismissal |
| 7:15 – 3:30 | Office hours |

School Hours (morning Pre-K/PPCD)

| | |
|--------------|--|
| 7:15 – 7:40 | Building opens (front and cafeteria doors) Breakfast (not served past 7:50) |
| 7:30 | Students may proceed to class |
| 7:40 – 10:50 | School is in session; visitors check in through the front office with a valid picture ID |
| 10:50 | Dismissal |

School Hours (afternoon Pre-K/PPCD)

| | |
|---------------|---|
| 11:20 – 11:50 | Lunch is served for afternoon pre-K students (<i>parents meet staff at cafeteria door promptly at 11:30 with their student</i>) |
| 11:50 | Parent drop-off (<i>for those eating lunch at home before school</i>) |
| 11:50-3:00 | School is in session; visitors check in through the front office with a valid picture ID |
| 3:00 | 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 7:40 am. Please 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 7:15 to 7:30 am, students may either eat breakfast in the cafeteria or wait in the gym with other students. After 7:30 am, students may walk to class.

Parents Walking Students to Their Classrooms (August 16 – 24)

From the first day of school until Friday, August 24th, parents are welcome to park their car and walk children into the school and to their classroom door. Please not the Liberty Blvd. parking lot which is reserved for staff parking.

Parents walking their children to class in early August should have their children to their classroom by 7:40 am. Parents should leave the building no later than 7:45 am on these days so that students can begin their day of learning.

Please keep in mind that our teachers have been instructed to focus on greeting students as they enter the classroom and preparing for instruction, so they will never 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 at least 24 hours in advance. They will be happy to arrange a conference with you during their planning period or after school!

Parent Car Drop-off (7:15 – 7:40 am)

From 7:15-7:40 am, parents have their choice of two locations to drop their children off by car. The **first car drop-off option** is at the back of the school, using the long driveway located at the intersection of Tumbleweed Dr. and Corral St. The **second car drop-off option** is outside the cafeteria using the parking lot line off Liberty Blvd. **This is the preferred drop-off method for children eating breakfast in the morning at 7:15 am.** Please pull up to the farthest cone in the drop-off area. 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. 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.

Students who arrive to school after 7:40 am are tardy. Parents should drop students off by 7:35 in order for them to make it to their classrooms prior to the tardy bell at 7:40.

After 7:40 am, parents must park in the parking lot at the front of the school (off Tumbleweed Dr.) and walk their children into the front office and sign them in to school.

Parents Walking Students to Front Door (7:30-7:40 beginning August 27)

Parents are welcome to walk their children to school or park in the Tumbleweed parking lot and walk their children to the front entrance of the building from 7:30 to 7:40 am. Parents should say goodbye to their children before they enter the building, where there will be staff present to ensure students make it to their classrooms safely.

Students in pre-k or PPCD will be received by pre-k teachers at the front entrance of the school. Pre-K and PPCD students should enter the front doors on the far right, while K-5th grade students will enter through the doors on the far left. Pre-K and PPCD students will be held in the front atrium and monitored in an area separate from older students until they are led from the front atrium to their classrooms by a Pre-K teacher and a Pre-K aide. This procedure is identical to how Pre-K and PPCD students who attend school from 12:00 to 3:00 pm are dropped off.

Parents of pre-k and PPCD students can also choose to drop them off by car behind the gym or outside the cafeteria (preferred for students eating breakfast).

Students should always be closely escorted by an adult while crossing the Tumbleweed parking lot for their safety. Please keep your child close to you and walk safely with them across the parking lot to the front of 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 want to use the cafeteria parking lot off Liberty Blvd. instead.

Crosswalk and Sidewalk Guidelines for Students Walking or Biking to School

Many of our students walk or ride their bike to school. For their safety, children should only cross streets at designated cross walks and remain on sidewalks at all times. Once on campus property (crossing Liberty or Tumbleweed), bike riders will walk their bikes rather than riding. Bike racks are located outside the cafeteria. It is highly recommended that students have locks to secure their bicycles to the bike racks.

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 7:15 and 7:40 am, and they may also enter the front of the school after 7:30 am. At **7:40 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 **green** 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 front of the school 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 (3:00 pm)

School ends at 3:00 pm each afternoon, and all students should be picked up promptly at that time. Please note that students are dismissed early at 12:00 pm on the following dates:

- December 18 and 19
- May 22 and 23

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 student should be prepared to show photo identification. If a person other than those listed as guardians in your student’s registration information is coming to pick a student up, the front office must be informed by a phone call from the student’s legal guardian. The front office will need the name of the designated person picking your child up as well as what time. Please be sure to remind that person to have their photo ID readily available to sign your child out from school.

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 call the office prior to 1:45 pm that school day. We ask that you communicate transportation changes as early in the day as possible, and days in advance if you are able.

Please do not communicate changes in transportation through a student. Transportation change requests made after 1:45 unfortunately cannot be granted due to difficulty in communicating with teachers who have already begun dismissal procedures. Emails to teachers are not reliable methods to communicate transportation changes, as teachers do not check email during the school day due to instructional obligations.

Without calling the office prior to 1:45 to make a transportation change, a student will be dismissed the way they normally go home.

Parent Car Pick-up ("Car Tag")

Car tag students will be escorted to the gym by teachers at 3:00 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.**

All parents are issued two car tags when they complete registration for their child.

Anyone who comes through the car line to pick up a student MUST have the green 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 student out once dismissal procedures are complete for the day (usually between 3:20 and 3:30 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.

Two car tags are provided to all parents at registration. If a parent loses a cartag and needs a replacement, a third cartag can be purchased in the office for a cost of \$5.

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 student has completed registration for the bus. Please ensure that your daycare picks your student up from school promptly at 3:00 each afternoon.

Students Walking or Biking Home from School

Student walkers and bikers must follow all directions from Cross Oaks Elementary staff while on school property, for their safety, as they are leaving school. Students will remain on sidewalks at all times, and never walk in parking lots or other undesignated areas. Bike riders must walk next to their bikes until they have crossed the street completely at a crosswalk. 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 another student designated by parents in writing) to escort them. Staff members will facilitate younger students (Pre-K, kindergarten, 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 green 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 3:15 pm.**

Extended School Day (ESD)

This program is available to parents interested in afternoon care for their student at school. ESD operates Monday through Friday, from 3:00 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 3:00 each afternoon, staff escort ESD students to the computer labs, where extended school day staff receive them. ESD students will transition to the cafeteria each day after dismissal is complete. **Please note that due to walker dismissal taking place at the cafeteria doors, parents of ESD students arriving to pick their children up between 3:00 and 3:15 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 1:45 pm to change your student's transportation method to either car tag or walker to expedite quicker pick up.**

Late Pick Up

It is the responsibility of the parent or legal guardian to ensure that students arrive to school on time and are picked up from school on time each day. In the event that late pickup does occur, parents should communicate this to the school as early as possible. In the event that a parent does not pick their child up from school on time and cannot be reached, emergency contacts will be called in an attempt to contact the parent. If this is unsuccessful, the police will be called. This is never our preference, but staff are unable to monitor students for extended periods in the office following dismissal.

Checking Students Out During the School Day

Parents wishing to check students out of class must 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 the child out through the office.

Parents wishing to check students out through the office should do so before 2:40. After this time, it is not possible to retrieve students from classrooms as teachers have already begun packing up and dismissal procedures. If a guardian arrives to check students out at or after 2:40, they must wait in the office until the end of dismissal when the student is brought to the front office, or they may use their regular pick-up method designated in their students' pick-up procedure information.

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 compulsory attendance laws and guidelines as those with many unexcused/unverified absences.

Parents are encouraged to communicate with the school and teacher ahead of time when they will be picking up their child early from school. However, please note that students will not be sent up to the office before parents arrive at the school to pick them up.

Students will only be released to parents or other guardians designated by the parent during the registration process.

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 PTA BOARD 2018-2019

| | | |
|-------------------------------------|--------------------------|--|
| President | Tiffany Young | tfnyng33@gmail.com |
| Vice President of Membership | Amanda Vigil | izyandkay@yahoo.com |
| Vice President of Fundraising | Bridget Beachley | bbeachley1293@hotmail.com |
| Vice Presidents of Programs | Jess Tanner | jkmtanner@gmail.com |
| | Alyssa May | alyssajmay91@yahoo.com |
| Secretary | Erika Saucedo | erika.saucedo0507@gmail.com |
| Treasurer | Jessica Martinez | jesshmartinez@gmail.com |
| Parliamentarian | Jaklyn Miselem | miselemj@gmail.com |
| Hospitality | Jenn Marez | jmarez@sbcglobal.net |
| Book Fair | | |
| Volunteer & Room Parent Coordinator | Latrina Serraille | Lserraille@yahoo.com |
| Spirit Wear/Spirit Nights | Kristi Phillips | princesskristime@yahoo.com |
| Box Tops | Julie Castellanos | juliec@covenantchurch.org |
| Yearbook | Alexis McDowell | lexilou223@yahoo.com |
| Principal | Matt Preston | mpreston@dentonisd.org |



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 children's 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.

All Cross Oaks Elementary teachers will utilize the Seesaw app to communicate with parents. Your child's teacher(s) will provide you with information about getting signed up with Seesaw. Evidence of your child's learning at school will also be shared through this app, allowing families to have an eye into their child's academic environment.

For most teachers, the easiest way for parents to communicate is by email or through Seesaw. 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 at least 24 hours in advance, as teachers and administrators 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.

WORKING TOGETHER

Both experience and research tell us that a student'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, please contact Mr. Preston.
- Attend school board meetings to learn more about district operations.

Visitors to 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 7:40 am to 3:00 pm, all exterior doors are locked except the front of the building. Staff and students have been trained not to open any door for any reason. Visitors should enter through the front office and always be prepared to show a valid photo ID (like a driver's license) to a member of our office staff. Visitors will then be signed 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 in the owls' nest commons area by the library. 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.

EXPECTATIONS FOR PARENT BEHAVIOR ON SCHOOL PROPERTY

At Cross Oaks Elementary School, it is our goal to work collaboratively and respectfully with all parents and stakeholders. To this end, we expect all parents and visitors to be courteous and civil in their interactions with students, staff, and other parents at all times, and refrain from using sarcastic or otherwise discourteous speech directed toward others. Any behavior that is intimidating, harassing, or confrontational will not be tolerated under any circumstances. All parents and visitors are expected to conduct themselves with respect and kindness at all times while following all school rules and dressing appropriately.

While on campus property, parents are expected to dress in a manner that shows respect for the educational environment with an understanding that children are frequently present in areas of the school where parents are present, including the front office. As role models for our children, parents are asked to avoid wearing clothing that is revealing or displays messages not appropriate for a positive school learning environment.

Remember that visiting the school during the day is a privilege, not a right. 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 the school grounds if that person refuses to leave peacefully upon request. In certain circumstances, the principal may determine to "no trespass" visitors from school property altogether for the remainder of the school year.

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.

All school volunteers are required to complete the Denton ISD volunteer application, which includes a background check. Instructions and a link to the application can be found here: <http://www.dentonisd.org/Page/48779>. Please allow at least 2 weeks before volunteering for

the district to process your application. Please note that a district volunteer application should be completed each school year. Even if you completed an application last school year, a new application is required before you can volunteer.

WATCH D.O.G.S. VOLUNTEER PROGRAM

We are looking for great Cross Oaks dads and other male role models to serve in the Watch D.O.G.S. program this year! WATCH D.O.G.S, which stands for "Dads of Great Students," is one of the largest and most respected school-based, family, and community engagement, organizations in the country. Who are WatchDOGS? Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day a year in a variety of school activities as assigned by school administration.

If you would like to volunteer to serve our school as a WatchDOG, please complete this form or contact the school for more information: <https://goo.gl/forms/200BjsAbHflG4TnV2>.

V.I.P. MORNING VOLUNTEER PROGRAM

Attention Cross Oaks parents and family members! We are seeking VIP volunteers (Very Important Parents) to serve in the mornings before school from 7:10 to 7:40 am. Whether you are interested in volunteering on a daily basis or less frequently, we want you to be included! We are looking for moms, dads, grandparents, and other student family members who feel called to serve our school and deepen their connection to our school community. VIP volunteers help morning routines run smoothly at school and serve as positive role models to students by serving in the cafeteria, at car drop-off, at the crosswalk, or in hallways as students travel to class each morning.

If you would like to volunteer to serve our school as a VIP volunteer, please complete this form or contact the school for more information: <https://goo.gl/forms/8LGK0yXvJcZXKMGv1>.

COMMUNITY MEMBER VOLUNTEERS

Community members (non-parents) who would like to volunteer at Cross oaks should complete the **Community Volunteer Form** online at this link: <https://goo.gl/forms/55peIcZKCFBxMjF33>

OTHER PARENT VOLUNTEER OPPORTUNITIES

Parents seeking to serve our school in other ways through volunteering should complete this form: <https://goo.gl/forms/i1QXGP9BchubCcC42>.

Parent 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 a 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 staff or PTA groups
- Serving as a judge at an academic contest

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.

Attendance – Absences and Tardies

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 pre-K or kindergarten are required to attend school, and are held to the same attendance legal requirements as students in older grade levels.

State law requires attendance in an accelerated reading instruction program when kindergarten, 1st grade, or 2nd 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
- 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

Parents are not required to call the school office to report your child's absence for one or two days. To excuse an absence instead, please email an excuse for your child to crossoaksnotes@dentonisd.org within 72 hours (3 days) of your child's return to school. The excuse should include your child's full name, teacher, reason for absence, and date(s) of absence. It is the parent's responsibility to ensure doctor's notes reach the front office, as teachers are not able to take attendance notes from students. Please do not turn in notes to the classroom teacher.

Remember that emailing an excuse for your child to crossoaksnotes@dentonisd.org does not guarantee that an absence will be excused. Our school secretary, Mrs. Bohren, will contact families if the absence cannot be excused.

Failure to send an email excuse to crossoaksnotes@dentonisd.org within 72 hours of your child's return to school will result in the absence being recorded as unverified. **If a student is at school at 9:30 a.m., the child is considered present for ADA purposes only.**

TARDIES

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

If your child misses all or part of the school day due to a doctor's appointment, a doctor's note is required to excuse the absence from school. Parents should submit a doctor's note within 72 hours of the student's return to school. Again, it is the parent's responsible to ensure doctor's notes are received by the school office.

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. We are not permitted to accept parent notes or emails excusing absences in these cases. Otherwise, the student's absence may be considered unexcused and in violation of compulsory attendance laws. For ongoing health issues, parents should contact the front office, the school nurse, and the assistant principal.

UNEXCUSED AND UNVERIFIED ABSENCES

- An unexcused absence is one that does not meet the state and district guidelines for approved absences that can be excused (see above). Even if a parent provides an excuse for the absence, it will be unexcused if it does not meet these guidelines.
- An unverified absence is one that has not been appropriately documented, meaning that the office has not received an email from the parent within 72 hours of a student's return to school. An absence will also be unverified if parents do not provide the appropriate information on their email (child's full name, teacher, reason for absence, and date(s) of absence).
- If a student has 10 or more unexcused or unverified absences or parts of days (LOSIT - see below) within a six month period in the same school year, the school can take court action to ensure that child receives the maximum amount of instructional time daily. (Texas Education Code Sec 25.094)

WHEN A STUDENT MISSES 15 MINUTES OR MORE OF THE SCHOOL DAY (LOSITS)

- A "LOSIT," or a loss of significant instructional time, occurs when a student misses 15 minutes or more of instructional time throughout the school day. This includes, but is not limited to, times that a student arrives to school late or leaves school before the end of the school day. Students are counted as tardy if they arrive to school at 7:40 am, and the school day regularly ends at 3:00 pm.
- If a student acquires multiple LOSITs because they are habitually late or frequently leaves school early, the school can take court action to ensure that child receives the maximum amount of instructional time each day. (Texas Education Code Sec 25.094)

WHAT TO DO WHEN YOU NEED TO SIGN YOUR STUDENT OUT OF SCHOOL

- We cannot release your student from campus without a parent or guardian coming into the front office with their ID to sign the student out. Students will not be released to adults aside from parents and guardians unless the parent gives permission to the front office by phone. Our office can be reached at (972) 347-7100.

- Please understand that we cannot have your child waiting in the office for you at your arrival. When you call, we will have the teacher prepare the student to leave. When you arrive, we will immediately contact the teacher to have the student sent down to the office.
- If the child is taken out of school to visit the doctor, please get a note from your doctor and provide it to the office within 72 hours of your child's return to school.

OTHER ATTENDANCE TIPS FOR PARENTS

- Parents should notify their child's teacher when they will be or have been absent from school. The teacher can provide you with missing assignments and will share ways you can support your child's learning when they are out of school.
- Please feel free to contact Mrs. Bohren in our office with any attendance questions. She can be reached at (972) 347-7103 or at sbohren@dentonisd.org.
- The [Denton ISD attendance website](#) contains additional information that is very helpful to parents.

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).]

The 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 and Free/Reduced Price Meal Applications:

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

MEAL PRICES FOR THE 2018-2019 SCHOOL YEAR

| Elementary | | |
|--------------------|-----------|--------|
| Purchaser Category | Breakfast | Lunch |
| Student | \$1.10 | \$2.75 |
| Adult/Guest | \$2.00 | \$3.75 |
| Reduced-cost | \$0.30 | \$0.40 |

ELEMENTARY BREAKFAST

FOOD BASED MENU PLANNING

TYPES OF COMPONENTS:

1. GRAIN
2. FRUIT
3. MILK

MENU ITEMS:

Breakfast on a Stick
 Banana
 Fruit Juice
 Milk

COMPONENTS:

Grain
 Fruit
 Fruit
 Milk

REIMBURSABLE BREAKFAST:

- Offer vs Serve applies to MENU ITEMS – *not* COMPONENTS.
- Students MUST select at least three (3) menu items.
- Students MUST select at least one (1) fruit.
- Students MAY decline one (1) menu item.
- Students MAY select all four (4) menu items.

ELEMENTARY LUNCH

FOOD BASED MENU PLANNING

TYPES OF COMPONENTS:

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

MENU ITEMS:

Personal Pizza
Corn on the Cob
Baby Carrots w/ Ranch
Fruit Cup
Milk

COMPONENTS:

Meat/Meat Alt & Grain
Vegetable
Vegetable
Fruit
Milk

REIMBURSABLE LUNCH:

- MUST select at least three (3) different components; may decline two (2) components.
- Students MAY select all five (5) components.
- Students MUST select at least one (1) fruit or one (1) vegetable component.
- Students MAY select BOTH vegetable items.
- Students MAY select up to three servings of fruit and/or vegetables.

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

\$3.75 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 laminated lunch pass, and walk to the cafeteria to retrieve your child. The designated area on campus for parents to eat lunch with their children is the owls' nest commons area in the main hallway outside the library. As always, please be prepared to show your photo ID in the office.

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 to the owls' nest to eat. Visitors are always required to monitor children for whom they are responsible. Parents are expected to monitor the behavior of children they bring with them to the school who are not Cross Oaks students, in addition to their child(ren) they are visiting at school. Visitors should observe the time and make sure their child lines up with their class.

The breakfast serving line is open from 7:15 a.m. to 7:40 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 each class's room parents and refreshments will be served. Please notify your child's teacher if your child has allergies or special dietary restrictions.

BIRTHDAY CELEBRATIONS AND SENDING FOOD TO SCHOOL

Birthday celebrations will not be observed during school hours. However, birthdays will be acknowledged and parents may send in a snack to be shared with the class. 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 only if all students in the class receive an invitation.

When providing food that will be given to students other than their own, parents providing store-bought food (such as cupcakes) must be sure that an ingredients list is included. Similarly, parents providing food prepared at home must provide a written list of ingredients used. This way, we can ensure that students with food allergies are not fed foods that may be harmful to them. Parents are encouraged to communicate with their child's teacher before sending food to learn what food allergies to consider for that classroom.

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. However, students may be assigned natural consequences at school for non-completion of homework that allows students to practice essential content and skills taught at school.

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.

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/Page/58928>) 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 by classroom teachers and other staff. When inevitable missteps occur, Cross Oaks staff will respond in an appropriate and respectful manner.

Any time your child receives a discipline office referral, 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. It is our responsibility to provide 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

The Denton ISD and Cross Oaks Elementary dress codes are established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, and provide an appropriate environment for learning. The responsibility for adhering to the dress code begins with each student and parent. Enforcement of the dress code is the responsibility of the classroom teachers and the administrators.

If the principal determines that a student's grooming or clothing violates the school's dress code, parents will be contacted and the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the

remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. In accordance with district policy, the principal has the final authority to determine the appropriateness of all dress code issues.

The Denton ISD student dress code may be found in the Parent and Student Handbook at this link: <http://www.dentonisd.org/Page/62087>

Denton ISD Student Dress Code

The Board, at the recommendation of the superintendent, approves campus dress code details. On each campus, the principal will have the final say as to the appropriateness of any dress code question. The following guidelines are to assist students and parents in selecting appropriate attire (as determined by campus administration):

1. All students are to present a clean, well-groomed appearance at school and school activities. All clothing must be sized to fit properly.

2. The following items have been determined to be unacceptable for wear at school:
 - bike pants
 - bare midriffs
 - halter tops or tank tops
 - see-through apparel
 - short shorts/skirts
 - mesh/net clothing
 - saggy/baggy pants
 - bandanas
 - pajamas, slippers or house shoes
 - sunglasses
 - strapless dresses/blouses
 - unnatural hair color
 - unnatural cosmetic contact lens colors
 - accessories which create a disruption
 - display of undergarments
 - any headgear other than part of approved school uniform
 - chains or accessories which can be used as a weapon (such as spiked collars/bracelets)
 - shirts open at the sides (excessively large armholes)
 - flip-flops (except in high schools, or as determined by administration on all campuses)
 - tattoos and body art, which promote nudity, obscenity, or gang activity, must be covered.
 - steel-toed shoes (except in identified CTE classes)
 - ragged or intentionally cut/torn clothing as determined inappropriate by the campus principal or designee.
 - garments containing offensive or obscene words or phrases, pictures, symbols, or images
 - garments which promote or advertise alcohol, tobacco, or other prohibited products
 - accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose

Cross Oaks Elementary Student Dress Code

In addition to the Denton ISD dress code, the following expectations have been established at Cross Oaks Elementary for student dress and grooming:

- Hats or sunglasses should not be worn inside the school building, except on special “dress up days” designated and communicated to families in advance.
- We discourage clothing that contains negative messages and images, or messages that put others down.
- Hair styles should not create a distraction from the learning environment. Hair styles should not obscure the student’s face or eyes at school.

Just as one would not dress the same for a formal 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.

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. The privilege of participating in school clubs and/or activities may be lost due to serious or persistent misbehavior, or due to choices not to complete essential work at school or at home.

A list of after school clubs for the year will be communicated to parents by the end of August each school year. Parents should email club leaders directly with questions about their club including ways to sign up.

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, Samantha Kupiec, at (972) 347-7106 with any health-related questions.

STUDENT ILLNESS

Our goal in health services is to support student success by returning students who are safe, healthy, and ready to learn to the classroom as quickly as possible. Nursing assessments provide the best basis in health/hygiene situations to determine when to send a child home, allowing appropriate parental intervention to be quickly begun and safe re-admittance achieved.

A major health consideration for exclusion from school is the potential for spread of disease; school RNs will send students home in accordance with state laws regarding communicable diseases, based on signs and symptoms related to those diseases. A student may also have health or hygiene related symptoms, behaviors, or conditions that are not necessarily automatically excludable or contagious, but still keep the student from effectively participating in the educational process; the school RN may also exclude a student for those reasons.

Students who exhibit the following signs and symptoms **will** be excluded from school until:

- the symptoms are gone for 24 hours or
- a physician provides written information that the condition is not contagious or that the student is under treatment and may return to school without a health concern for other students
- readmission criteria has been met for conditions noted in *25 Texas Administrative Code §97.7(b,d)*

Signs and Symptoms

1. fever (oral equivalent) of 100° or more

2. persistent vomiting (two or more episodes, one episode of vomiting is often not illness-related)
3. diarrhea – two or more watery or loose stools, whether or not associated with fever
4. skin rashes if rapidly spreading, purulent, weeping, or associated with fever
5. purulent or crusting discharge from eyes with reddened conjunctiva
6. evidence of active pediculosis (live head lice, or nits very close to the head, ¼ inch or less)
7. persistent cough with bloody sputum

The signs and symptoms below *require school RN consultation/assessment, and **may** result in exclusion:*

- inflamed or watery eyes
- sore throats, especially with exudate and/or swelling present
- persistent cough, (dry or with expectorate) especially if other abnormal signs are present
- green/yellow nasal discharge
- skin rashes not already defined above
- itching or lesions of scalp, lack of progress in home removal of nits
- incontinence of feces or urine, especially when requiring a complete change of clothing and/or extensive presence of excretions in body cavities, hair, shoes, etc.

The school RN will make the decision to send a student home based on her assessment of the potential health and/or safety risks to that student and others, her knowledge of the student's medical history, and information from other school personnel regarding the student's ability to effectively participate in the classroom. The director of health services may also serve in that capacity when needed.

Please communicate with your child's teacher when he or she will be absent from school, including when they are ill. Parents are welcome to contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

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 student should go home, the nurse will contact the parent.

IMMUNIZATIONS

2018 - 2019 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

| Vaccine Required (Attention to notes and footnotes) | Minimum Number of Doses Required by Grade Level | | | | | | | | | | | | Notes |
|--|---|---|---|---|---|---|--|--|---|---|----|----|--|
| | Grades K - 6th | | | | | | Grade 7th | Grades 8th - 12th | | | | | |
| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| Diphtheria/Tetanus/Pertussis ¹ (DTaP/DTP/DT/Td/Tdap) | 5 doses or 4 doses | | | | | | 3 dose primary series and 1 Tdap / Td booster <i>within the last 5 years</i> | 3 dose primary series and 1 Tdap / Td booster <i>within the last 10 years</i> | | | | | For K – 6 th grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 th birthday. However, 4 doses meet the requirement if the 4 th dose was received on or after the 4 th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 th birthday. For 7 th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8 th – 12 th grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists. |
| Polio ¹ | 4 doses or 3 doses | | | | | | | | | | | | For K – 12 th grade: 4 doses of polio; 1 dose must be received on or after the 4 th birthday. However, 3 doses meet the requirement if the 3 rd dose was received on or after the 4 th birthday. |
| Measles, Mumps, and Rubella ^{1,2} (MMR) | 2 doses | | | | | | | | | | | | For K – 12 th grade: 2 doses are required, with the 1 st dose received on or after the 1 st birthday. Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement. |
| Hepatitis B ² | 3 doses | | | | | | | | | | | | For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax [®]) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax [®]) must be clearly documented. If Recombivax [®] was not the vaccine received, a 3-dose series is required. |
| Varicella ^{1,2,3} | 2 doses | | | | | | | | | | | | The 1 st dose of varicella must be received on or after the 1 st birthday. For K – 12 th grade: 2 doses are required. |
| Meningococcal ¹ (MCV4) | | | | | | | 1 dose | | | | | | For 7 th – 12 th grade, 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11 th birthday. Note: If a student received the vaccine at 10 years of age, this will satisfy the requirement. |
| Hepatitis A ^{1,2} | 2 doses | | | | | | | | | | | | The 1 st dose of hepatitis A must be received on or after the 1 st birthday. For K – 9 th grade: 2 doses are required. |

NOTE: Shaded area indicates that the vaccine is not required for the respective age group.

1. Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
2. Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.
3. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

EXEMPTIONS FROM TEXAS IMMUNIZATION REQUIREMENTS

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com under "School & Child-Care." The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

IMMUNIZATIONS AND PROVISIONAL ENROLLMENT

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

IMMUNIZATION DOCUMENTATION

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

MEDICATION AT SCHOOL

Parent/Physician Request for Administration of Medication by School Personnel

Denton ISD Regulation
Date: 02/28/17
Related Policy Code: FFAC

Parents have the primary responsibility of giving medications to their child at school and may come to school to give medications at any time, after checking in at the school office.

Requests for the administration of medications by school personnel may be made as follows (in accordance with Education Code 22.052):

1. A separate request form is to be completed for each medication, and a new request made for changes in medications or dosages.
2. Only those medications that cannot be given outside school hours will be administered. Most three-times-a-day medicines can be given before and after school. (Prescriptions can be written so that doses are not necessary during school hours. Please discuss this with your doctor.)
3. Elementary students will be given non-prescription, over-the-counter (OTC) medicine by school personnel only with a doctor's prescription. The doctor may sign this medication sheet or send written or faxed instructions for administration to the school nurse. Middle school students may, with their parents' permission (doctor's order not required) carry small amounts (no more than a week's supply) of OTC medicine for self-administration; this medicine must be in the original container labeled with the student's name, and may not be shared with other students. High school students self- carry and self- administer all their own medications. They may carry only the day's dose of prescription medicine, it must be labeled and in the original container.
4. No dietary supplements, herbal remedies, vitamins, performance boosters, etc., are allowed on school campuses or at school activities. Any exceptions to this will be as required by the IEP or section 504 plan of a student with disabilities and only after discussion with the student's doctor, parents and school nurse. Any medicine in other than the original container is considered contraband, subjecting the student to disciplinary measures.
5. All medicine must be in the original, properly labeled container, accompanied by this form. Please ask your pharmacist to dispense two labeled bottles of medication: one for home and one for school. Changes in dosages require new labels and new parent request forms.
6. Elementary and middle school medications are distributed in the health room/office. Please encourage your child to take the responsibility to go to the office at the prescribed time. Elementary and middle school students may carry medication for anaphylaxis and/or inhalers (prescribed and OTC) only with a doctor's order and parent permission.
7. At the end of the school year, unused medication that has not been picked up by parents/guardians will be discarded.

Safety Alert: First dosages of any medicine will not be administered at school for safety reasons.

| | | | | | |
|---|--|--|--|-------------------|--|
| Request Date | | Medicine Start Date | | Medicine End Date | |
| Student's Name | | | | Grade | |
| Teacher or Team # | | Name of Medication | | | |
| Condition (or signs/symptoms) for which medication is required. | | | | | |
| | | | | | |
| Exact dosage in mg, puffs, etc. | | | | | |
| Time(s) to be given at school | | | | | |
| If given on an as-needed basis, indicate shortest intervals between doses | | Maximum number of doses per school day | | | |
| Precautions/side effects of medication | | | | | |
| Special instructions | | | | | |
| Physician's name | | Physicians Phone | | | |
| <p>I, the undersigned parent/guardian of _____ (student's name) request the above medication be administered to my child. I also give permission to my child's teacher to administer this same medication as prescribed above on field trips during this school year.</p> | | | | | |
| Parent/Guardian's Signature | | | | | |
| Home Phone | | Work or Other Phone | | | |
| Physician's Signature * | | | | | |
| Physician's Phone | | Physician's Fax | | | |

* A properly labeled prescription container will be accepted as proof of physician's order.

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 "Campus Information" tab.***