

Lone Star Elementary School
2617 S. Fowler Avenue
Fresno, California 93725
Phone (559)524-6430 FAX (559)268-8452



Student and Parent Handbook 2018-2019

Dear Lone Star Families,

On behalf of the entire Eagle team, it is my pleasure to welcome you to the 2018-2019 school year! We look forward to working with you during the upcoming months to make this an exciting year of academic and personal success for your child. We are committed to providing instruction that is rigorous, engaging and supportive through well-designed, differentiated lessons embedded with opportunities for students to collaborate and persevere. Our entire staff is dedicated to ensuring that all students attain the support that they need to achieve at high levels in a positive, nurturing environment.

We invite and encourage you, as educational partners, to become actively involved at Lone Star. By supporting your child's classroom, joining PTA and participating in School Site Council, English Learner Advisory Committee or on one of our other school committees, you can make a positive contribution to the educational process. Your participation will help us provide each student at Lone Star with an exemplary educational program and enable our Eagles to soar.

As we begin the year together, I strongly encourage both students and parents to take time to read this handbook together. It is designed to provide you with valuable information concerning the operation and policies of our school. Please keep it on hand to serve as a future reference for questions that may arise throughout the year. If you need any additional information or assistance, do not hesitate to contact your son or daughter's teacher or the school office. We will be happy to help you. Have an amazing year!

Sincerely,

Ms. Renae Cowings
Principal

FACULTY AND STAFF
2018-2019

Principal
Curriculum Support Provider
Literacy Specialist Teacher

Rena Cowings
Linda Fessler
Sheri Ueki

Office
Room 13
Room 13

Grade

Teacher

Location

Preschool	Sonia Gutierrez	Room 1
Preschool	Sonia Salas	Room 4
TK	Tiffany Watkins	Room 9
Kindergarten	Stephanie Lanas	Room 2
Kindergarten	Jennifer McVay	Room 3
First Grade	Susan Forrester	Room 6
First Grade	Rose Vang	Room 7
First Grade	Kathie Hartsell	Room 8
Second Grade	Lauren Ramirez	Room 11
Second Grade	Meghan Ward	Room 12
Second Grade	Noy Nakamura	Room 16
Third Grade	Melissa Metzger	Room 15
Third Grade	Sarah LeBeau	Room 17
Third Grade	Starla Sanchez	Room 21
Fourth Grade	Nkaoly Cha	Room 19
Fourth Grade	Linda Gomez	Room 20
Fifth Grade	Tara Silva	Room 23
Fifth Grade	Tracey Russell	Room 24
Sixth Grade	Erika Martinez	Room 25
Sixth Grade	Elizabeth Yeh	Room 26
Intervention Teacher	Candace Lane	Room 18
Intervention Teacher	Sheila Poore	Room 18
Physical Education	Connie Negrete	Room 22
Physical Education	Jesus Garcia	Room 22
Instrumental Music	Alan Moffett	Stage
2 nd -4 th Grade Music	Jeff Burkett	Classrooms/Stage
Psychologist	Gabriela Cole	Psychologist's Office
Speech	Morgan Arnold	Room 14
RSP	Kelly Madden	Room 14
RSP Aide	Monica Montoya	Room 14
Special Friends/Fr. Club	Maria Ramirez	Stage
Counselor	Corina Montelongo	Stage
Librarian		Library
Nurse	Rosalinda Gutierrez	Office
Health Aide	Beatrice DeLeon	Office
Office Manager	Eileen Takeda	Office
Clerical Asst.	Alysse Montoya	Office
Custodian	Irma Gracia	Campus
Food Service	Crystal Santiago	Cafeteria

PTA

The Lone Star Parent Teacher Association is an organization open to all parents and teachers dedicated to the goals of encouraging and enriching the lives of children. The members are devoted to promoting an atmosphere of close relationships between home and school, which directly relates to the enthusiasm and accomplishments of Lone Star children. Five general meetings are scheduled throughout the school year. The PTA, with its many activities, is an integral part of our total school program. We encourage all parents and friends of Lone Star to join.

Lone Star PTA
Executive Board Members
2018-2019

President	Laura Tamez
Vice-President	Lydia Archuleta
Treasurer	Sandy Rojas
Secretary	Marcie Osier
Historian	Rachel Schiller
Membership	Margarita Ramos
Room Parent Coordinator	Araceli Andres

2018-2019 PTA Meeting Dates:

All meetings take place on Tuesdays in the Lone Star Library at 6:00pm.
We hope to see you there!

General Meeting	August 7 th
Carnival Meeting	August 28 th
General Meeting	September 4 th
Carnival Meeting	September 11 th
General Meeting	October 2 nd
General Meeting	November 6 th
General Meeting	December 4 th
General Meeting	January 8 th
General Meeting	February 5 th
General Meeting	March 5 th
General Meeting	April 2 nd
General Meeting	May 7 th
General Meeting	June 4 th

SCHOOL DAILY SCHEDULE

Office Hours	7:30 – 4:00
Cafeteria Doors Open	7:30
Students Allowed on Campus	7:30
Breakfast	7:30 – 7:50
Supervision on Playground Begins	7:30

Regular Daily Schedule

Opening Campus Bell	7:30
End of Morning Recess	7:55
AM Preschool	8:00 – 11:00
PM Preschool	12:00 – 3:00
TK	8:00 – 1:30
Kindergarten	8:00 – 1:30
Grades 1-6	8:00 – 2:35

Lunch Periods - Regular Day

AM Preschool	10:20 – 10:50	lunch		
TK	10:50 – 11:17	lunch	11:20 – 11:40	recess
Kindergarten	11:00 – 11:27	lunch	11:30 – 11:50	recess
First Grade	11:00 – 11:27	recess	11:30 – 11:50	lunch
Second Grade	11:10 – 11:37	recess	11:40 – 12:00	lunch
Third Grade	11:20 – 11:47	recess	11:50 – 12:10	lunch
PM Preschool	12:10 – 12:40	lunch		
Fourth Grade	11:50 – 12:17	recess	12:20 – 12:40	lunch
Fifth Grade	11:55 – 12:22	recess	12:25 – 12:45	lunch
Sixth Grade	12:05 – 12:32	recess	12:35 – 12:55	lunch

Lunch Periods - Early Release Day

AM Preschool	10:20 – 10:50	lunch		
TK	10:40 – 11:05	lunch	11:08 – 11:20	recess
Kindergarten	10:50 – 11:15	lunch	11:18 – 11:30	recess
First Grade	11:00 – 11:12	recess	11:15 – 11:40	lunch
Second Grade	11:10 – 11:22	recess	11:25 – 11:50	lunch
Third Grade	11:20 – 11:32	recess	11:35 – 12:00	lunch
Fourth Grade	11:40 – 11:52	recess	11:55 – 12:20	lunch
Fifth Grade	11:45 – 11:57	recess	12:00 – 12:25	lunch
Sixth Grade	11:55 – 12:07	recess	12:10 – 12:35	lunch
PM Preschool	12:10 – 12:40	lunch		

Recess Times

A.M.

Grades 1-3	9:30 – 9:45
Grades 4-6	9:45 – 10:00

P.M.

Grades 1-3	1:15 – 1:25
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Regular Dismissal Times

TK	1:30
Kindergarten	1:30
Grades 1-6	2:35

Early Release Dismissal Times

TK	1:05
Kindergarten	1:05
Grades 1-6	1:05

POLICIES AND PROCEDURES

FOGGY DAY SCHEDULE

Sanger Unified School District will notify radio stations and TV channel 18 by 6:00 a.m. when a foggy day schedule is called for bus riders. As a rule, the District will announce Plan A which means school buses will be two hours late, however parents should check to see if the delay has been extended before sending their children to the bus stop. If you have questions, call the Transportation Department at 524-6650. Even though buses are delayed, classes will start at the usual time.

LEAVING CAMPUS DURING SCHOOL HOURS

Please be advised that students are not allowed to leave campus during the school day without written permission from the parent or legal guardian. They may go home for lunch on a daily basis if it is so designated on the lunch procedure card or occasionally with a written request from the parent. It is mandatory that students sign out in the office when they leave the school grounds for any reason during school hours. **Please remember that parents need to sign their children out when picking them up from school.**

AFTER SCHOOL

Parents are required to complete an "After School Arrangements" card which specifies whether students are to ride the bus, walk home or will be picked up by a private driver. Please note that the school will honor the arrangements designated on this card unless the parent or guardian sends a **written notification** to the teacher stating otherwise.

It is school policy that students go home immediately upon dismissal from class. If students do not walk or ride the bus home, your cooperation is requested in picking your children up promptly after school. We have an after school program at Lone Star. The L.E.A.P. Program is available for students in grades 1st-6th who wish to enroll. Please contact the L.E.A.P. Coordinator, Alysse Montoya, in Rm. 18 for more information.

***PLEASE NOTE: It is not possible for primary grade students to remain on campus beyond their normal dismissal time to wait unsupervised for an older brother or sister participating in afterschool activities.**

Occasionally requests for a student to stay after school may be made by a teacher, principal or another designated adult supervisor for the purpose of completing class work, participation in extra curricular activities, or disciplinary reasons. In such cases, prior parent notification, permission, and arrangements for transportation home will be secured. After school activities must have a designated adult responsible for members of the group until the last one leaves the school grounds. We appreciate parents being conscientious in picking up their children at the appointed time. **(Teachers are officially off duty at 3:00 P.M. The office closes at 4:00 P.M.)**

ATTENDANCE

ABSENCES

It is very important to your child's education that he/she attends school on a regular basis. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to school every day. **California law requires school attendance of every person less than eighteen (18) years of age.** The law states that an absence may be excused if the absence is due to:

- Illness of student
- Medical appointments
- Funeral for members of the immediate family

When your child is absent from school, please phone the school office right away. We are required to write down a **specific** reason for any absence. If the parent has not called the school to verify an absence the student must bring a written note upon returning to school which includes the student's name, the date, the reason and dates of absence and the parent's signature. **(Parents should be aware that the school loses funds for unexcused absences.)**

TARDIES

Like absences, coming to school late can also be disruptive to your child's education. It is difficult for a child to get adequate introduction to the day's work unless he/she reports to the class promptly. Additionally, other children in the classroom lose precious time when a student comes in late as the lesson in progress is usually halted while the late student settles in and gets caught up. Please make every effort to be sure your child arrives on time.

When the 7:55 A.M. bell rings students line up on the blacktop. The instructional day begins at 8:00 A.M. **After 8:00 A.M. a student is tardy and must report to the office immediately for an admittance slip to present to the classroom teacher.** We encourage parents that bring their child to school to arrive early enough for your child to eat breakfast in the cafeteria and report to class on time.

ATTENDANCE REPORTING-SARB

All Sanger Unified schools participate in computerized attendance accounting. Both absences and tardies are entered on the computer and reported to the District office each month. If a student is **absent, tardy, and/or removed from school early** (excused or unexcused) on more than 15% of the days school is in session, the school is required to send a **warning letter or PRE-SARB (School Attendance Review Board) letter** to the parents suggesting a need for improvement. If the student continues to show absences and or tardies exceeding 15% during any subsequent reporting periods, the District office requires that the parents be sent **additional SARB letters**, which may mandate a **conference with the principal**. If attendance or tardies continue after the conference, the parents will be required to meet with the **District SARB**. If your child is going to miss 5 or more consecutive days of school, please contact the office to discuss the possibility of setting up an independent study contract **prior** to the absence. This **must be done at least two weeks in advance** of the first day your child will be absent.

MEDICAL

ILLNESS AND EMERGENCIES

When an illness or emergency arises, the school will call the nearest parent or responsible adult listed on the emergency procedure card, as well as the school nurse or paramedics if necessary. If an emergency should arise which requires immediate medical attention and parents or guardians cannot be contacted, your signature on the EMERGENCY CARD authorizes school officials to take whatever emergency steps are needed to protect the health of the child.

EMERGENCY PROCEDURE CARDS

In the case of injury or sudden illness, it is mandatory that the parent completes an EMERGENCY PROCEDURE CARD for each child and returns it to school immediately. **It is the parents' responsibility and essential for the child's safety to inform the school of any changes of information on the emergency card throughout the school year.** If your child has a known allergy or other medical problem, this should be noted on the card. Your cooperation in this matter will be greatly appreciated and will enable the school to provide swift medical care according to your instructions.

Please be aware that the people you list on this card will be the ONLY people that the school will allow to pick up your child from school. If additional people have this permission during the school year, please send a signed, dated note to the teacher each time or come in and complete a new emergency card.

MEDICATION AT SCHOOL

If your child needs to take medication, we encourage you to plan a schedule, which will allow each dosage to be taken at home. When absolutely necessary for your child to receive medication at school, the following requirements must be met: (Education Code section 49423)

1. A completed **"Medication in School" form** must be on file at the school that has been signed by both the physician and the parent/guardian. The form must be renewed at the beginning of each school year. **(A copy of the form may be obtained from the school office.)**
2. The medication must be brought to school in an **original container** labeled by the pharmacy including the following information: pharmacy name and phone #, name of student, doctor, medication and dosage schedule. (You may request a duplicate bottle from the pharmacy to be used at school.)

*Please note that aspirin, cough drops, ointments, cold pills, eye drops, asthma inhalers, or any other over the counter drugs are all considered medicines for which the medication procedure must also be followed. **By law, no exceptions can be made to these rules. If they are not followed, we cannot administer your child's medication at school.**

PLEASE NOTE: School personnel cannot accept responsibility for reminding children to take their medicine.

STUDENT INSURANCE

A form for student insurance is sent home the first week of school. Whether you purchase school insurance or not, please complete the form and return it to school. If you choose to enroll in the insurance plan, please complete this form and return it to school in the enclosed envelope with your check for the proper premium as soon as possible.

NOTE: Each student who participates in any school-sponsored sport should be covered either by school insurance or a family insurance plan.

OFFICE AND GENERAL SCHOOL POLICIES

VISITOR POLICY

Parents are encouraged to stay involved with their child's education. We warmly welcome visitors and volunteers on our campus. **Please remember that all visitors must report to the office and sign in upon arrival. Please bring a legal photo identification card with you.** As a courtesy, we do ask that you check with the classroom teacher in advance if planning to observe in the classroom.

MESSAGES FOR STUDENTS AND STAFF

Parents are requested not to call the office to have a message relayed to their child unless it is an **emergency**. When it is necessary to leave a message for a student, please call before the lunch hour when teachers pick up messages/voicemail. Messages phoned in at the last minute will not get to the student in time. If you wish to leave a message or speak personally with a school staff member you may leave word with the office, and they will relay your message. Teachers check their boxes/voicemail before school, during the noon hour and after school for messages, but are generally unable to return phone calls until the end of the school day.

CELL PHONES

Students are allowed to carry cellular phones on the Lone Star School campus. Parents who choose to allow their child to carry a phone are subject to these guidelines:

- Phones are not to be on, on *silent mode*, or visible from the time they arrive on campus to the end of the school day.
- Students found with their phone out of their backpack, pocket or purse, will have them taken away and given to the Principal.
- A parent will be required to sign for and pick up the phone after school.
- The school is not responsible for lost or damaged phones.
- Students may utilize their cellular phone after school. A student's ability to bring a cell phone to school may be revoked upon the second offense.

BREAKFAST AND LUNCH PROGRAM

Menus will be sent home monthly with students. Breakfast will be provided at no charge for all students. Full price lunches are provided for \$2.25 a tray for grades K-6, which includes milk. For those students who have milk allergies, juice can be substituted for milk if a doctor's note is on file. Free or reduced lunch rates (\$.40 per tray) are available for eligible families. Students bringing their own lunches may purchase milk for \$.35. *Please do not send items to school that require heating. The school does not provide that service.*

Students may pay for lunch daily or can have credit added to their "debit account" weekly or monthly. Students may *occasionally* charge their lunches on a *very limited basis*. Sanger Unified's new policy regarding unpaid charges will be distributed with the lunch applications for the 2017-18 school year.

GIFTS/INVITATIONS FOR STUDENTS

We request that parents refrain from sending gifts such as balloon bouquets, flowers, stuffed animals, etc. to school for children's birthdays or other special occasions. If you wish to send a small treat for the entire class, we would appreciate it if you would send a healthy snack or non-food item (e.g. stickers, pencils, erasers, or a book for the class library, etc.). Also, out of sensitivity and respect for all students' feelings, we request that invitations to parties not be distributed at school unless the entire class is being invited. We appreciate your compliance.

HEALTHY SNACKS & BIRTHDAY TREATS

Lone Star is the proud recipient of the Alliance for a Healthier Generation's National Silver Award for the education and promotion of healthy eating and physical fitness among our students and staff. We appreciate you supporting our efforts by sending nutritious snacks or healthy treats to school with your child for classroom parties or birthday celebrations. We kindly request that you reserve cupcakes for parties at home. Thank you!

LOST AND FOUND

All clothing and personal items should be marked clearly with the student's name so they may be identified if lost. Students who have misplaced or lost personal items may get permission from their teacher to check in the school "lost and found" after they have done a thorough check of the classroom, restroom, school grounds, etc. Every year we are left with many beautiful pieces of clothing and other personal items, which are never claimed. These unclaimed items are donated to charity. Your cooperation in labeling your child's belongings will be greatly appreciated and assist us in getting these items back to your child.

DRESS CODE

Please refer to the SUSD Annual Parent Information Handbook for a copy of the District Dress Code Policy at the back of this booklet. The Governing Board expects all students grades K-12 to attend school attired and groomed in a manner that is conducive to a safe, secure and positive learning environment. Therefore, the Board prohibits dress and grooming of students, which obstructs, inhibits or detracts from the instructional program or creates safety concerns.

PARENT CONFERENCES

Parent conferences are scheduled with every parent in Kindergarten - 6th grade in the fall at the end of the first trimester. The student's report card will be given to parents/guardians for the first time at the conference. Students will carry report cards home at the conclusion of the second and third trimesters. Parents should also feel free to request a conference at any time throughout the year when they have concerns.

STUDENT CONDUCT

Lone Star School has high standards of conduct and behavior for all of its students. We believe it is important for students and parents to know and understand the following school rules.

- Every student has the right to learn, and every teacher has the right to teach. Therefore:
 - Show courtesy and respect for everyone.
 - Respect school and private property.
 - Be on time and prepared to work.
 - Do not disrupt the learning process.

Lone Star School uses a school-wide positive behavioral interventions and supports system (SOAR) that helps students learn responsibility for their own behavior. It is enforced in a fair, consistent manner. Our goal is to provide a positive learning environment and prevent the repetition of unacceptable behavior to ensure that the classroom and school grounds remain safe and orderly.

SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Each classroom will follow the SOAR Expectations posted around campus and taught to students during our Passport Day. A color card system will be used in class to help students monitor their behavior choices each day. Positive behavior choices will result in students remaining on green or having their color card changed to Eagle Blue. Misconduct such as excessive talking in class, disturbing others, inattentiveness, failure to work diligently in class, violating playground rules or other violations, will result in the student changing his/her color card to the appropriate level as indicated below:

- **Eagle Blue:** Outstanding Behavior Exemplifying Community of Caring Values & SOAR Expectations
- **Green:** On Task Behavior/Good
- **Yellow:** 1st Offense – Warning
- **Orange:** 2nd Offense – Classroom Penalty: This is decided by the teacher and may include any of the following: detention, loss of recess, timeout, last one out of class for recess, change in seating, etc.
- **Purple:** 3rd Offense –Phone Call Home (Needs to take place before student gets home)
- **Red:** 4th Offense – Student Sent to Principal (A referral form must accompany student)

All discipline steps in the classroom should be cleared by the teacher at the end of the school day. It is vital that students understand that they will have a fresh start each morning.

Parents must be contacted the day an incident or concern arises. Each classroom has a unique atmosphere, but it is important that teachers are consistent in their behavior management program. *TEACHERS WILL REINFORCE POSITIVE STUDENT BEHAVIORS THAT EXEMPLIFY OUR COMMUNITY OF CARING VALUES AND SOAR EXPECTATIONS.* Students can move to **Eagle Blue** when these behaviors are observed.

Students may be suspended from school for a variety of reasons including but not limited to: causing or attempting to cause damage to school property; causing or attempting to cause injury to students or adults; defiance of authority of supervisors, teachers, administrators or other school personnel. A student may not be suspended without the parent being notified.

- **Student Referral Form:** This form is to be used when sending a student to the principal. Teachers must fill out this form as completely as possible so the principal can accurately assess the situation and provide the best intervention for the student.
- **Upon Referral to the Office:** The parents will be contacted and in some cases, a conference set to consider other remedies. It is most helpful in chronic cases for the teacher to have a record of occurrences and what has been done to deal with the problem.
- **Severe Clause:** Severe offenses may occur that require the student to be immediately removed from the classroom. The principal should be called if the teacher feels the student will not come to the office on his/her own. A STUDENT REFERRAL FORM must be completed by the teacher as soon as possible.
- **Deployment:** During deployment, the same assertive discipline steps are to be followed and the student's homeroom teacher is to be notified using the Lone Star Referral Form.

SCHOOL-WIDE PLAYGROUND RULES

1. Respect others and be a good sport.
2. Play safely with all play equipment.
3. Use appropriate language.
4. Stay on playground at all times.
5. Keep playground clean.
6. Follow directions of yard duty teachers and noon aides.
7. Leave toys and electronic devices at home.
8. When the freeze bell rings:
 - 1) Freeze.
 - 2) Walk to line after the whistle is blown.
 - 3) Carry all playground equipment and put it away in the equipment cart.

BULLY FREE ZONE

All students have the right to feel safe and included at Lone Star. Our four rules are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Consequences for bullying or being a bystander who does not seek help are:

Grades K-2: First Offense-Automatic Orange Card
Second Offense- Automatic Purple Card
Bystander-Automatic Yellow Card

Grades 3-6: First Offense-Automatic Purple Card
Second Offense- Automatic Red Card
Bystander- Automatic Orange Card

*If a physical or sexual assault occurs, the student will receive an Automatic Red Card and be referred immediately to the principal.

BUS CONDUCT

It is a privilege to ride the school bus and appropriate behavior is expected at all times. Our drivers' main goal is to transport students safely to and from school each day and their attention needs to be focused on that goal. When a student violates a District bus regulation, the bus driver will report the incident to the Principal. The student and parent will be notified as a warning. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period.

Violations include:

- Leaving the seat while the bus is in motion
- Putting any part of the body out of the bus
- Using profanity/vulgar language or gestures
- Eating/drinking on the bus
- Having dangerous objects on the bus
- Not following proper bus procedures
- Being defiant or needing constant correction
- Fighting
- Damaging or defacing the bus
- Making unnecessary noise or commotion

S.O.A.R. SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Lone Star prides itself as being a *Community of Caring*. We believe that when students demonstrate good behavior, they are able to learn at high levels, achieve academic proficiency and interact with peers and adults to develop positive relationships. In order to teach and promote positive behavior, safety and the *Community of Caring* values of Respect, Responsibility, Caring, Family and Trust, we have added a S.O.A.R. guide to the specific behaviors that we expect from students on a daily basis. Individual students who exemplify these behaviors will earn S.O.A.R. tickets that can be redeemed for special treats or prizes. Random S.O.A.R. ticket drawings will also take place on Fridays. Classes will be acknowledged with “Classroom Compliments”. Four classes will be rewarded each month! In addition, students who remain on Green or Blue in the color card system for an entire month will become “Team Green” members and be acknowledged in their classrooms. You are encouraged to discuss these behaviors and rewards with your child.

Voice Levels: 0-3

- 0 – Silent
- 1 – Whisper
- 2 – Speaking voice
- 3 – Outdoor voice

Eagles S.O.A.R. Behavior Expectations



S.O.A.R. in all locations	Classroom	Playground & Hallways	Cafeteria	Bathroom
S is for Safety First	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself. *Use materials appropriately. *"Four on the floor!" 	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself. *Face forward in line and stay on the sidewalk. *Walk quietly in the hallways. 	<ul style="list-style-type: none"> *Walk at all times. *Stay seated with your feet on the floor. *Eat food carefully. 	<ul style="list-style-type: none"> *Walk at all times. * Keep hands, feet and objects to yourself. *Keep it clean – put trash in the trashcan and keep water off of the floor.
O is for Offer Help	<ul style="list-style-type: none"> *Help and share with others. *Treat others as you want to be treated. *Use kind words. 	<ul style="list-style-type: none"> * Help children being bullied. *Strive to make friends with others. *Invite others to join in. 	<ul style="list-style-type: none"> *Use kind words. *Help others. 	<ul style="list-style-type: none"> *Tell an adult if somebody needs help.
A is for Accept Responsibility	<ul style="list-style-type: none"> *Be on time and ready to learn. *Do your personal best. *Be willing to participate and answer questions. 	<ul style="list-style-type: none"> *Line up when asked. *Take turns. *Report problems to an adult. 	<ul style="list-style-type: none"> *Stand in line calmly and wait patiently. *Raise your hand for help. *Clean areas and throw trash in the trashcan. 	<ul style="list-style-type: none"> *Use quickly and return to class promptly. *Use facilities appropriately (water, soap, paper towel).
R is for Respect Yourself & Others	<ul style="list-style-type: none"> *Use a quiet voice. *Follow directions. *Listen attentively. 	<ul style="list-style-type: none"> *Use all equipment properly. *Control body and possessions, and walk calmly. * Speak softly. 	<ul style="list-style-type: none"> * Be respectful to adults and use your manners. *Speak softly and eat quietly. *Keep hands, feet and objects to yourself. 	<ul style="list-style-type: none"> *Wait your turn. *Flush. *Wash your hands.

EDUCATIONAL FIELD TRIPS

Field trips taken by children in each grade are for the purpose of:

1. Enriching lessons learned in the classroom.
2. Motivating students to continue learning.
3. Participating in athletic and musical events.
4. Visiting local sites of interest.
5. Awarding academic achievement and/or responsible citizenship.

POLICIES REGARDING TRIPS:

*Field trips are designed for participation by the students, the teachers and aides, and volunteer chaperones as needed.

*There may be a limit of one adult chaperone per family to assist on trips.

***Chaperones must submit a completed Volunteer/Chaperone form and provide a copy of a legal photo ID in the office at least 48 hours prior to the field trip.**

***Due to our district insurance coverage, adults other than the chaperones (including any adult siblings of students) will not be allowed to attend.**

*Only students enrolled in the participating class(es) may attend the field trip.

*Chaperones may not bring other children for which they are responsible.

*Children must travel to the event on the bus, board the bus at the departure point and return on the bus.

*If a parent chooses to transport their child to an event in their private auto, they must first, withdraw the student from school for the day. At no time during the trip will the student be considered the responsibility of the school personnel or chaperones on the trip. The student may be returned to school following the event by reporting to the office for an admit slip.

*When there are entry fees, volunteer chaperones may be expected to pay for their own entry. The teacher, before the field trip will indicate this.

*Certain major trips will require chaperones to attend mandatory meetings with the teachers in charge. On occasion, it may be required for parents to attend a mandatory meeting before student participation on a trip.

*The dress code and all school rules must be followed on the field trip.

Participation in field trips is a privilege. We expect our students to exhibit excellent behavior on field trips. Teachers of students with questionable behavior patterns may institute a behavior contract to insure proper citizenship while on the trip. Students who fail to meet the standards outlined in the contract may not be permitted to participate in future field trips. Teachers/Staff at Lone Star have the right to require parent attendance if a child's behavior warrants such supervision.

AWARDS ASSEMBLIES

Monthly Awards Assemblies are held to recognize the outstanding achievements of our students. Parents and family members are invited to attend. Teachers will send home notifications that your child will be receiving an award in advance with the date and time of the assembly. Assemblies are generally held on the last Friday of each month. Grades 4-6 are at 8:15am and grades K-3 are at 9:15am.

SPORTS ELIGIBILITY

In addition to good behavior, students must meet academic requirements to participate in sports. All students must be making **satisfactory progress** toward grade level standards. **If a student fails to complete and/or make up any assignments by noon on the day of a game he or she will not participate. Students who are ineligible to play do not attend games.** Classroom teachers determine eligibility on a weekly basis. Student eligibility includes no unexcused absences from practice. Students will not play in a game during the week of an unexcused absence from practice. **A suspension will result in the loss of participation for four weeks.** Students not returning their uniform at the end of the sport season will not be allowed to participate on any other sports team until the uniform is returned or paid for.

*Please note that if your child is not enrolled in L.E.A.P., they must be picked up promptly at the end of the practice at the time indicated on the schedule provided by your child's coach. Younger siblings of team members must ride the bus home or be picked up at their regular dismissal time if they are not enrolled in L.E.A.P. Thank you!

CATEGORICAL PROGRAMS

On an annual basis Lone Star Elementary School receives categorical funds to supplement the base/core curriculum. The specific uses of these categorical funds are described in the school's *Single Plan for Student Achievement*, commonly known as the *Site Plan*. The Site Plan which includes the categorical funds budget, is developed and implemented by the School Site Council (SSC). The SSC is composed of parents and staff members. With input from staff and parents the SSC annually updates the Site Plan.

At Lone Star Elementary School a balanced, rigorous curriculum is provided for **all** students. Categorical funds support additional (supplemental) assistance to help students with special needs succeed in the regular classroom program (base/core curriculum). Supplemental services and materials are used to reinforce instruction by the classroom teacher. The regular classroom teacher has responsibility for the overall educational experience of each student. High expectations, goals, and standards for success in the base/core curriculum are the same for **all** students.

Staff development activities are used to improve instructional practices to increase the ability of teachers and other staff to challenge and assist all students to reach their full potential.

Lone Star Elementary School implements the following categorical programs:

1. Title I, Part A – No Child Left Behind – A federally funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
2. Title I, Part C – Migrant Education – A federal funded program focused on providing services to migratory children to overcome factors that hinder academic achievement.
3. Title II, Part A – Teacher Quality – A federally funded program focused on enhancing the expertise of teachers and other school staff to enable them to teach all children in the core academic subjects. All SUSD schools benefit from these funds.

4. Title III LEP and Immigrant– A federal funded program to focused on assisting school districts in teaching English to limited English proficient students (English Learners) and helping these students meet the same challenging State standards required by all students. Additional funding for the Immigrant Student Program is to meet the specific needs of students identified as Immigrant.

Parent involvement is an important part of implementing categorical programs. Lone Star Elementary School conducts the following parent involvement activities for its categorical programs:

1. **School Site Council (SSC)** - All schools receiving categorical funds are required to form a SSC. The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the School Site Plan programs. Members serve for two years and are elected by their peers. Elections for new members are held annually at the beginning of the school year.
2. **English Learner Advisory Committee (ELAC)** - All schools enrolling 21 or more limited English proficient students are required to form a ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for English Learners. Members serve for two years. Parents are elected by parents. The ELAC is formed in the fall of odd-numbered years.
3. **Annual Title I Meeting** - All schools receiving Title I funds are required to hold an annual Title I Meeting in which all parents of participating students are invited. The purpose of the meeting is to explain the Title I program and services and to provide parents with an opportunity to have input in the planning and implementation of the Title I Program. The Title I Annual Meeting is held in the fall.