

ROUND ROCK INDEPENDENT SCHOOL DISTRICT

BLACKLAND PRAIRIE ELEMENTARY SCHOOL

Sue Hildebrand, Principal
(512) 424-8600, Fax (512) 424-8690

2005 Via Sonoma Trail
Round Rock, Texas 78665

August, 2009

Dear Blackland Prairie Parent,

There are two handbooks you need to read and discuss with your child. They are:

- The Round Rock ISD Elementary Student-Parent Handbook and Code of Student Conduct 2009 - 2010
- The Blackland Prairie Supplemental Handbook 2009-2010

The RRISD Elementary Student Parent Handbook and Code of Student Conduct is distributed to parents at each of the elementary schools in the district at the beginning of each school year or upon enrollment in the District. It is updated annually and is approved by the RRISD Board of Trustees. You are required to send a signed receipt for the handbook back to the school. The handbook is available on line at the RRISD website. The receipt page is included in the back to school paperwork. If you prefer having a paper copy of the handbook, make a request to your child's teacher and we will supply you with a paper version.

The BPE Supplemental Handbook is provided to you so that you can familiarize yourself with operating policies and procedures that are particular to this campus. This handbook can be accessed on the Blackland Prairie Elementary website. You need to send a signed receipt for the handbook back to the school within the first week. The receipt page for this is also in the back to school paperwork. It does not replace the RRISD Elementary Handbook and Code of Student Conduct. If you prefer a paper copy let your child's teacher know and we will get on to you.

If you have questions about either of the handbooks you may call the school office and be referred to a staff member for assistance.

Sincerely,

Sue Hildebrand
Principal

GENERAL INFORMATION

Blackland Prairie Elementary School is located on what was once part of the Blackland Prairie that once stretched across the southern portion of the United States. There is less than one percent of this land left that is currently undeveloped. University of Texas and Round Rock ISD students currently study portions of this prairie along Gattis School Road for science purposes. There are over one hundred different wild flowers that have been identified on this Blackland Prairie. The prairie is part of Round Rock's heritage and the school was named to honor that heritage.

Blackland Prairie Elementary School has a projected enrollment of 1030 students for the 2009-2010 school year. We serve the needs of K – 5th grade students as well as a wide range of students with special needs. Kindergarten, most first grade, and Preschool Program for Children with Disabilities (PPCD) have their own section of the school with access to their playground. Kindergarten, some of first grade, and PPCD, classes have restrooms in the classroom. Third grade, second grade and the remainder of first grade classrooms occupy the middle section of the school. Classes for third, fourth and fifth grade students are located on the second floor. Four third grade classes are in the cabins by the lake. Each classroom has its own phone with water fountain, voice mail, computer, and television.

We have 5 computer carts (16 computers per cart) of wireless computers for students' use as well as a computer lab set up in the library. The students go to physical education classes in an air-conditioned gym. The Library Media Center (LMC) has an on-line catalogue system where our students can check the availability of books in our collection. A stage is located in our cafetorium and we have two art rooms. A science lab is located upstairs for use by all students.

VISION

Students will achieve success in an environment that encourages them to reach their full potential while empowering them to become self-motivated life-long learners and responsible problem solvers in the community.

MISSION

Blackland Prairie Elementary provides a challenging child-centered environment in which every child achieves academic success. Stakeholders collaborate to maintain a nurturing environment where all students feel safe and secure, while providing an atmosphere of open communication, mutual respect, and an appreciation of diversity.

GOALS

1. Provide instruction in which all students are academically challenged
2. Instill an appreciation of diversity among people
3. Implement systems to maximize student and employee safety
4. Promote student's use of systems to assess, plan and take responsibility for individual academic and behavioral improvement
5. Deliver instruction based on brain research and Best Practices to differentiate for each individual student's learning style and needs.

MOTTO

Blackland Prairie – Parents, students and staff working together for academic excellence.

COLORS

Blue and Red

MASCOT

Wildcat

IMPORTANT INFORMATION

School Address: 2005 Via Sonoma Trail
Round Rock, Texas 78665

School Phone: (512) 424-8600

School Fax: (512) 424-8690

Web Site: www.roundrockisd.org/blacklandprairie

District Web Site: www.roundrockisd.org

School Hours: 7:20 – School Building Opens, Duty Teachers in hallways
7:45 – Tardy Bell, All outside doors except the front door lock
2:45 – Dismissal, Outside doors unlock
3:15 – All outside doors except the front door lock

ACHIEVEMENT CELEBRATIONS AND STUDENT RECOGNITIONS

All students at Blackland Prairie set achievable goals for academic performance, bringing up grades, performance in music, art, P.E. and technology, attendance and managing their conduct in a responsible manner. Assemblies are held at the end of every semester for 1st – 5th. Students are recognized for reaching their goals. It is a time of celebration and we encourage parents to bring their cameras and attend. Classroom teachers will notify parents which students will be recognized. Dates for the assemblies will be included in monthly calendars and on our website as they approach.

Special Talents and Remarkable Students (STARS) is a reward program in which students will be acknowledged for making the correct choices. Teachers will provide incentives for the students within the classrooms. In addition, students’ names will be drawn each Wednesday for recognition on the morning announcements.

Students often receive recognition for activities outside of school. We will be pleased to announce these achievements on the morning announcements if parents will provide a detailed description of the achievement.

AFTER SCHOOL CARE

Round Rock I.S.D. and the YMCA have an agreement that allows staff members of YMCA to operate an after-school program (Y After School) in our cafeteria and gym from 2:45-6:30 on school days. For registration information call the YMCA at 246-9622.

A list of daycares that provide service to Blackland Prairie Elementary will be kept in the school office for your reference. Blackland Prairie staff cannot recommend specific day care providers.

ARRIVAL AND DEPARTURE

Arrival Procedures

- All students are expected to be **in their classrooms** no later than 7:45 a.m. Teachers take students in the classroom at 7:40 AM.
- Students arriving before 7:25 AM. must go to the cafeteria to wait. At 7:25 AM students, grades K-5, may go to their grade level hallway.
- K, 1st, 2nd meet in their “Morning Reading Zone”.
- 3rd grade classes from the portables meet in the cafeteria
- Other 3rd grade classes meet in their hallways
- 4th and 5th grade students meet in their hallways.

Dismissal Procedures

- At dismissal staff members will walk students to the appropriate door for their departure, the back doors of the school via the K/1st hallway for K and 1st grade car pick-up, to the middle and end doors for 2,3,4, and 5th grade car pick up, to the cafeteria for Y After School and to the front entrance for parent pick-up under the awning. Staff members will be on duty in these areas.
- Please refer to the RRISD Student-Parent Handbook and Student Code of Conduct:

“Certified personnel will supervise car loading after school until 3:05 p.m. After 3:05 p.m., teachers are involved in meetings and planning sessions. When a child is left at school after 4:00 p.m., the Department of Human Services (Child Protective Services) and/or the appropriate law enforcement agency will be notified.”

Tardies

The tardy bell rings at 7:45 AM. Students arriving after that time are disruptive to the classroom and impede their own educational progress. Please ensure your child arrives at school with plenty of time to get to his/her classroom by 7:45AM. If your child is tardy he/she must get a tardy slip and then proceed to their class and the teacher will record the tardy. Three tardies in a semester will be calculated as one absence for perfect attendance calculations. Parents will be notified when tardiness is excessive. Each grade level will develop motivational strategies to encourage timely arrival in class. **Please note that all doors to the building except the front door will be locked at 7:45 AM. After 7:45 AM, all late students and visitors must enter the building through the front door of the school.**

For Drivers Dropping Off and Picking Up Their Child(ren) by Car

Parent Drop-Off and Pick-Up by Car is on the Fernspring (lake) side of the school and in the front drive. In the morning you may drop-off your child in the back of the school and exit to the right only. If you drop off in the front of the school we ask that you exit to the left so traffic is not crossing over the crosswalks at Fernsprings and Lake Forest Dr. A staff member will be on duty. Please remember to be courteous to the people behind you and have your child(ren) ready to get out of your vehicle so you don't hold up

the line. If it is raining, plan to leave your home earlier to allow for the slower drop off on rainy days. Staff members will not be on duty in the rain if there is any danger from lightning.

For Parents Walking Their Children In the Building at Arrival

Parking for parents may be difficult. There are only 10 Visitor parking spaces in front of the school. Remember, day cares and other parents will be using the front drive to drop off and pick up students. **Do not park along side the retaining wall or in the back parking lot or the curb in the front of the campus.** Blackland Prairie staff have numbered and assigned parking spaces in the front and back of the school. Ridgeview Middle School has parking in the front area of their parking lot that is available for parents to park in and walk across with the crossing guard. After parking your car, cross at the crosswalk and enter the building at any of the front entrances. In the morning you may walk your child to their grade level “kiss goodbye zone” waiting area or to the cafeteria if they are having breakfast. There will be a staff member on duty in each of these areas starting at 7:20 AM.

In the afternoon the front awning is the designated area for parent pickup, wait there until your child arrives with his teacher. Parents congesting the hallways can be disruptive to the dismissal process. Please notify the teacher on duty that you are taking your child(ren).

For the Bus Riders

The Transportation Department transports eligible bus riders to and from their home bus stops (or designated bus stop). Upon arrival they are to go to their designated areas or the cafeteria to eat breakfast. At dismissal teachers will walk Blackland Prairie students to the bus waiting area. PPCD students are the only students being bused at the present time. Students not complying with the rules posted on each bus regarding safety, courteous behavior, etc., may lose bus-riding privileges.

Crossing Guards

RRISD employs Crossing Guards at the intersections of Via Sonoma Trail/Fernsprings, Fernsprings/Lake Forest, Leah/Rusk, Via Sonoma and Gattis School Road, and Lake Forest/Forest Creek. Students must obey the directions of the Crossing Guards and duty personnel. Safety is a top priority. We request all students go to the crossing guards for assistance in crossing the busy streets in safety and to keep from impeding the traffic flow on and off of the campus.

For the Walkers

- When you reach the crosswalk, stop. Wait while the Crossing Guard enters the intersection and stops traffic.
- Wait until the guard calls you to come across. Walk across the street. Do not run.
- If you are walking from Via Sonoma Trail, cross with the Crossing Guard in front of the school. If you are walking from Forest Ridge/Lake Forest, cross with the Crossing Guard at Fernspring/Lake Forest. Walk on the sidewalk

- next to the lake, around the parking lot and enter the school by the K/1st entryway or cafeteria.
- If you are walking from Trailing Vine, Silent Brook and Deep River, cross with the Crossing Guard at Via Sonoma Trails/Fernspring or Fernspring/Lake Forest.

For the Cyclist

- **Always wear a helmet.**
- Obey all traffic signs.
- Obey all school crossing guards.
- **Lock your bike** when not in use.
- Perform a safety check on your bike once a week.
- Park your bike only at the bike racks.
- Use both hands to steer. Put all your things in a backpack, so your hands are free.
- Pick the safest route to school, even if it's longer.
- When you are going to school, dismount your bicycle when you reach the crosswalk. Stop. Wait as the crossing guard enters the intersection and stops traffic. Wait until the guard calls you to come across; then walk your bike across the street. Stay on the sidewalk and be courteous to the adults and children. Walk your bike to the bike rack, lock it and enter the building.
- When you are leaving school walk your bike from the rack until you are off the school grounds. Stay on the sidewalk and be courteous to the adults and children. Cross only where there are crossing guards. Wait until the guard enters the intersection and stops traffic. The guard will call you into the intersection when it is safe. Walk your bike across. Do not mount your bike until you are completely out of the intersection.

Car Pool Arrangements

Car pooling is encouraged. Parents must form their own carpools.

Changes in Transportation/After School Plans

At the beginning of the school year parents must complete a form indicating how their child(ren) will get home every day. The completed form must be given to the classroom teacher by 11 a.m. on the first day of school. If a parent wants to make a change in their child's transportation after school, they must send a note to the teacher. Otherwise, the child will go home per the original instructions from the parents. In case of an **emergency**, parents may call the **school office**. (Don't call the classroom – the teacher may have a substitute or may not get the message.)

Parents and/or guardians should make pre-arrangements regarding transportation after school. Students and parents should also make contingency plans just in case the parents/guardians are not at home when their child arrives.

If a child forgets something at home or becomes ill at school we will **not** allow the student to walk or ride their bicycle home.

ATTENDANCE

Attendance at school is an important component in your child's education. The school fosters intellectual development and socialization. Regular attendance enables your child to be successful.

When your child is absent, call the school office (424-8600) to report your child's absence. Please refer to RRISD Student-Parent Handbook and Student Code of Conduct for additional information.

CLASSROOM VISITATION

Parents are always welcome to visit Blackland Prairie. All visitors, upon their arrival, must report to the school office where they will sign in and will be issued an identifying badge which they must wear at all times when on campus. Teacher-student instructional time must not be interrupted. Visitors must observe quietly in a location designated by the teacher. Younger children should be left at home. If you wish to discuss the academic progress, behavior or any other aspect of your child's school, please make an appointment with the teacher at a mutually convenient time so he/she can give you their full attention.

CHECKING STUDENTS OUT BEFORE DISMISSAL

During school hours if you need to pick up your child, you need to follow this procedure:

1. Come to the office and an office staff member will call for your child. You will be asked for identification if the office staff does not know you. Never go directly to a classroom. We will not summon a child to the office until the parent arrives to pick them up.
2. **Only those persons listed on the child's registration form and the Emergency Health Card will be allowed to pick up your child(ren).** Instruct your child concerning the exact persons authorized to pick him/her up. Brothers, sisters, aunts, uncles, etc. will not be allowed to pick children up if their names are not listed on the child's registration form. These people will also be asked for identification if they are not known by the staff.
3. We understand there are times when you must take your child out of school. We ask that you avoid taking him/her out when at all possible. Students miss valuable instructional time when they leave early and often activities cannot be reproduced for later instruction.

CHECKS

RRISD policy allows us to accept checks for school purchases. Checks for breakfast and lunch should be made payable to RRISD Lunch Fund. Checks for lost books should be made payable to Blackland Prairie Elementary. Please write your physical address and your driver's license number on all checks. The returned check charge is \$30.00.

COMMUNICATION

Research shows that children do better in school when parents talk often with teachers, take the time to learn about school activities, and become involved in the school. Parents need to develop a strong partnership with the teacher during the school year. An excellent communication system will enable this to happen. There are a number of ways that parents, teachers, and school staff can communicate with each other.

- At the beginning of every school year a Grade Level Night will be held to convey pertinent information to parents.
- Student/parent/teacher conferences will be held formally in October and May. Additional conferences may be called at any time by the parent, teacher or student. (see “Conference” listed below)
- Our school has telephones in every classroom. When necessary, they can be used by our students, with the exception of making or changing after school activities with friends. In emergency situations, messages from parents will be relayed through the office to your child. Because teachers have telephones in their classrooms, they can often be reached during conference times, before, and after school. During the instructional day, their phone calls are forwarded to their voice mail.
- Teachers will send home a “Thursday Folder”. This will contain a newsletter detailing the events of the coming week, your child(ren)’s work for the past week and written communications from the school, PTA etc. *News from the Prairie* is published at the beginning of every month. *News from the Prairie* is sent to parents via email or hard copy for those who don’t have email, and posted on the web site.
- A calendar of events will be sent home at the beginning of each month.
- The school web site and the marquee will have additional information.
- Assignment notebooks will serve as daily communication between the teachers, your child(ren) and you. You are always welcome to write comments in it, and teachers will get back with you at their earliest convenience.

CONFERENCES

Elementary schools in the Round Rock ISD have two parent/student/teacher conferences a year that are designed to set goals and assess students’ yearly growth. Please plan on attending these two conferences.

Teachers will request additional conferences: 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if a student has failed a nine weeks period, 3) if a student is experiencing any other difficulties, academic or behavioral, or 4) in any other case she/he considers necessary.

Parents may request conferences with their child(ren)’s teacher whenever they feel it is necessary by contacting the teacher and setting up a conference time.

CONTACTING TEACHERS

It is the Blackland Prairie educators' shared belief that it takes the parents and educators working in partnership to provide an exemplary education for our children. We want to accommodate parents in every way to ensure that they will be informed about the educational and behavioral progress of their child. Parents may contact the teacher by phone. During class hours, parents may leave a message in the teacher's voice mailbox, or send an e-mail. A directory of teacher phone numbers and e-mail addresses will be published and distributed at the beginning of every school year. **Under no circumstance is it permissible to call a teacher out of the classroom during instructional time for an unscheduled conference.**

COUNSELING

Classroom guidance is a valuable part of the total school program. All students are served by the counselor. Classroom group settings are used to explore topics such as making friends, being responsible, and using communication skills. Group interaction offers opportunities for your child to grow in self-esteem, which is vital to success in learning.

The counselor has many jobs. Our counselor provides parent education classes to our community during the school year. You will want to watch the calendar for announcements of the topics, dates and times these classes are offered so that you may take advantage of parent education opportunities.

In addition to classroom guidance, small group, and individual counseling sessions are available. Prior to students receiving individual or small group counseling, parent permission is required. For additional information on any of the counseling services, contact your child's school counselor. Our school counselor is available for assistance with any crisis situation.

DIVORCE/CUSTODY ISSUES

Blackland Prairie teachers will be happy to send newsletters, copies of report cards and other information to parents with whom the child does not live if that parent has a legal right to this information and will provide us with self-addressed stamped envelopes.

In the event of custody disputes, it is the parent's responsibility to provide us with legal papers detailing to the school which parent has legal access to the student and information about the student.

DISCIPLINE

Students at Blackland Prairie are expected to display exemplary behavior at all times and parents are expected to work closely with the school to ensure their child behaves in an exemplary manner. Academic expectations are high and there is a direct correlation between poor behavior and academic performance. Teachers and students must work together to create a learning environment that enables all students to feel safe, respected and motivated to be their best.

Blackland Prairie’s core beliefs regarding behavior expectations:

- We follow the Round Rock I.S.D. Student Code of Conduct.
- Every child has the right to learn in a safe, instructional environment that is void of persistent and/or disruptive behavior.
- Every student and adult at Blackland Prairie should speak to one another in a respectful manner - students to adults, as well as adults to students.
- Everyone has the right to feel anger or frustration, but expression of these feelings should be made in a respectful manner that reflects and appreciates the learning environment of those present.
- Discipline should be done in a positive and respectful manner at all times. We should never demean, embarrass, or humiliate.
- All students are expected to follow all school procedures.

DELIVERIES TO CLASSROOMS

All parent deliveries must be brought to the office. Parents are never to deliver forgotten items to the classroom because this will disrupt the learning environment. Write the child’s name and teacher’s name on the article and leave it in the office. An office staff member or a volunteer will deliver it. No birthday balloons will be delivered to classrooms.

DRILLS-FIRE, TORNADO, SAFETY

All students, teachers, other district employees and parents in the building participate in emergency drills. When an alarm is sounded, students will be taught to follow the direction of teachers, staff members, or marshals quickly, quietly, and in an orderly manner.

DRESS CODE

At Blackland Prairie we expect children to dress appropriately for elementary school. Shoes must be worn at all times. Students will be playing outside in either recess or P.E. and athletic footwear is recommended for safety reasons. Hats are not allowed in the building. All clothes worn to school should be appropriate for the learning environment. According to district policy outlined in the district handbook, attire shall be clean and not offensive. Examples of offensive clothing include, but are not limited to, extremely short shorts (shorts should be at mid-thigh length), shorts/pants that sag below the waistline, halter tops, tank tops or other shirts with deep cut armholes, low or cut openings or clothing which may reveal the midriff or undergarments, clothing which displays or promotes alcohol, tobacco, or other drugs, clothing which display profane language or gang insignias, chains which have the potential to be used as a weapon and leotards or leotard type clothing. Please refer to the RRISD Student-Parent Handbook and Student Code of Conduct.

Students that come to school dressed inappropriately or in violation of the dress code will be required to call home for a change of clothes and/or be removed to the office until the dress issue is resolved. Parents are expected to monitor how their children are dressed for school.

FIELD TRIPS

RRISD allocates field trip money for each elementary student. Field trips are considered co-curricular, not extracurricular, and are planned by each grade level to enhance and extend students' educational experiences. Each grade level will contact parents when their trip is approaching. Parents are always a big help on field trips. It is important to note that children who are not enrolled in our school (mainly little brothers and sisters) may not ride the bus. Each grade level will determine the number of parents needed to ride on the bus with the students. Parents are welcome to drive a car and follow the bus if there is room for participation on the field trip locations. Bringing younger siblings is discouraged as it limits the parents ability to supervise BPE students while on the trip.

GRADING POLICY

Pre-K-2 – Numerical grades are not given. Student progress is reported using a developmental continuum representing the knowledge and skills appropriate for the age level of the student.

3-5 – The grading system for grades 3-5 is based on weighted averages dependent on the type of assignment. Reports, tests, or projects count twice and other daily work counts once. Homework will be counted as a grade in 4th and 5th grade. A whole letter grade will be taken off for late work. Homework will be counted as a daily grade. Students in grades 4 and 5 will redo any assignment or test below 70 for a maximum grade of 70.

Students will be given 1 day for each day of absence to make up homework. All graded assignments missed due to student illness will be made up within three days from the date of the student's return to school.

The RRISD Student-Parent Handbook and Code of Student Conduct also has information regarding grading policies.

GUM CHEWING

Children will **not** be allowed to chew gum at school.

HEALTH SERVICES PROVIDED FOR STUDENTS

- Vision and hearing screening is provided for all students at Blackland Prairie. New students and state required screenings for kinder, 1st, 3rd and 5th grade students will be conducted during the school year
- Scoliosis screening for 5th grade students
- Acanthosis Nigricans screening for 1st, 3rd and 5th grade students
- Maturation and HIV/AIDS classes appropriate for age 4th and 5th grade students are offered in the spring semester by the school nurse per written parent consent.
- Medication is administered by the campus nurse when brought in by parents with a signed medication administration permission form (available in the nurses' office). A physician's order and signature (lower half of permission form) is required within 10 days for medication that will be kept at school.

- First aid and illness care for all students. Students need to be symptom free with temperature of less than 100 degrees for 24 hours before they return to school.
- Health counseling as needed
- Nurse checks immunization records of every student. Newly registering students must meet all Texas state immunization requirements for their age group in order to complete registration and attend class.
- Parents will be requested to fill out and sign the “Health Services Information and Emergency” form at the start of school each year and for each student. Please update this form in the nurse’s office or by phone as information changes throughout the school year.
- Students will be sent home if live lice are found in their hair per RRISD protocol and may return only after lice/nit elimination.
- Parents who need assistance obtaining children’s clothing for school may pick up a form in the nurse’ office. All requests are confidential. Donations to the Clothes Closet are accepted at the Clothes Closet located at Voight Elementary school.

HOMEWORK

Students in K-5th grade may have homework assignments Monday through Thursday. We believe homework helps students practice skills and learn responsible behavior. It teaches planning, organization, and follow-through. Homework is practice and support for the curriculum we have already introduced in the class.

Students will write their homework in assignment notebooks that parents can review and use to correspond with the teacher. Suggested amounts of time per grade level are:

Kinder	15 minutes per day
Grades 1 and 2	15 to 30 minutes per day
Grades 3-4	30 to 45 minutes per day
Grades 5	30 – 60 minutes per day

Homework is structured by the teacher to include no more than 2-3 subjects per night. Students should spend at least 20 minutes reading every night.

Parents can assist with homework by providing a place and time for homework; materials, and checking to see that homework is completed and ready to go back to school. If a child is unable to do the homework because it is too difficult send a note to his/her classroom teacher. They will re-teach your child; the homework will be counted as done. If your child does not do their home work he/she will receive a zero. Always let your child’s teacher know if your child has spent an inordinate amount of time on homework. Homework should not be a high-pressure experience. It should be a link between home and school that enables parents to know what their child is studying and learning and reinforces the subject matter taught in class.

IMMUNIZATIONS

According to Texas State law and Round Rock ISD policy no children are allowed to attend school if immunizations are not up to date.

INCLEMENT WEATHER

- Parents should monitor the radio and television stations for early school closing bulletins.
- All day care students will go to their day care buses unless we have other notification.
- Walkers and bike riders need direction from their parents.
- All school buses transport eligible riders to their designated bus stops.

LIBRARY MEDIA CENTER (LMC)

The mission of the Blackland Prairie Elementary School Library is to provide a stimulating environment where students, staff, and community will continually increase their love of reading, pursue new technological skills and become informed literate individuals.

The library will be open daily from 7:30 a.m. to 3:00 p.m. Students in grades 2-5 may check out two books at a time and students in K-1 may check out one book at a time. The books are checked out for two weeks but the students are encouraged to return the books to the library and check out more at any time. Students will have access to many on-line resources, including the on-line catalog and various reference and research products through the computers in the classrooms and in the library. Students doing research or special projects may have their number of total checkouts modified to suit the project.

Programs available through the library include the Texas Bluebonnet Program for grades 3-5, the Mockingbird Program for grades K-2, Accelerated Reader Program for all grades, Six Flags Read to Succeed Program, and the Birthday Book Club Program.

Students in grades K-1 will have a library story time scheduled by the classroom teacher and librarian. Due to changes in the school calendar for holidays and special events, they may not have the story time every week.

Students in grades 2-5 will have classes scheduled in the library by the classroom teacher and the librarian to cover skills needed in their curriculum. Lessons on using the on-line catalog, CD-ROM tower programs and Big 6 Research Skills will be included in this time.

Other programs offered in the library will include book fairs, author visits, an evening of story telling and reading, "Reading Under the Prairie Stars," and after school book clubs and literature groups.

LOST AND FOUND

Articles not claimed by students are placed in the Lost and Found located in the cafeteria. A Lost and Found for small articles will be kept in the school office. We strongly encourage parents to **label all articles of clothing that children might remove while at school.** After a period of time, unclaimed items are donated to a benevolent organization. Students may go the lost and found with permission from their homeroom teacher at any time. Parents may check for lost items at any time!

LUNCH

A hot lunch is served daily in our cafetorium. The RRISD Food Service Department sends menus home for each semester. Menus will be posted on the Blackland Prairie web site. Children may choose to buy or bring their lunch to school. They can also choose to buy milk or juice without the lunch. Students who forgot or lost their lunch will be given a cheese sandwich and milk. Classrooms are scheduled for a specific lunchtime and remain on the same schedule all year with the possible exception of when a field trip or Early Dismissal interferes with a scheduled lunch. RRISD participates in the National School Lunch Program and offers free and reduced-price meals based on a family's financial need. Forms can be obtained from our school office.

Lunch Tickets

Students and/or parents can come to our school's cafetorium on Monday mornings beginning at 7:30 AM and purchase lunch tickets for their child(ren)'s lunch(es) for a week, month, etc. By doing this, children do not have to keep up with money while at school. Purchasing a lunch ticket for your child a month at a time is the best way of managing your child's lunch ticket. Make checks payable to RRISD with your child's name and teacher's name on the "memo" section of your check. If you are sending cash, please put the cash in an envelope and mark the envelope with your child's first and last name and teacher's name. Parents are reimbursed for unused tickets at the end of the year or when they leave the district.

Lost or Forgotten Money/Lunches

Students call their parents if they forget or lose their lunch. If the parent is unavailable or unable to bring lunch or lunch money, the student will be provided a cheese sandwich and milk by the cafeteria. At any time during the school year, if a child or family needs assistance providing for a child's lunch, contact the school office (424-8600).

Eating Lunch With Your Child

Parents planning to join us for lunch and eat the school lunch must RSVP by calling the cafeteria by 8:05 a.m. or sending a note to the teacher with your child letting him/her know you will be joining your child for lunch.

Lunchroom Behavior

The lunch meal is a time when students should be relaxed and enjoy eating with classmates. We ask that students sit where their class is assigned and request permission to be out of their seats. Lunchroom monitors will supervise the students and redirect or report misbehavior. Students may be moved to another table for persistent or serious misbehavior or failure to follow the lunchroom monitor's directives. The lunchroom rules are posted and read as follows:

- Students will proceed to the cafeteria in an orderly, quiet manner.
- Students are to enter the cafeteria single file and proceed through the cafeteria line. Students who have brought their lunch may be seated immediately at their assigned table.

- The first five minutes of table time will be in silence. Students are encouraged to visit during lunch with their classmates. Appropriate social behavior and appropriate etiquette will be expected at all times and “inside voices” are to be used.
- An exemplary standard will be maintained in the cafeteria. Students are expected to sit in an upright position with feet on the floor. Students will not be allowed to get up without permission. Appropriate voice level and etiquette will be expected at all times.
- Rude behavior such as being excessively loud, lewd, or defiant to staff on duty will result in an office referral.

MEDICATION PROCEDURES

Written permission from a parent or legal guardian is required prior to school personnel administering prescription or non-prescription medication. Prescription or non-prescription medication must be in the original container and properly labeled. Parents may wish to ask their pharmacist for an extra labeled bottle for sending medication to school. Medications prescribed or requested to be given (3) times per day will not be given at school unless a physician prescribes a specific time during the school hours. Students are responsible for coming to the nurse’s office at the appropriate time for their medication.

Long-term (longer than 4 weeks) daily medications (prescription and over-the-counter) may be given by district personnel provided that the physician completes the district medication permission form.

Requests from parents to alter dosage or frequency of medications must be accompanied by the physician’s written note or fax from the doctor’s office stating the dosage and frequency of the medication to be given. Directions on over-the-counter packaging (regarding ages, dose and frequency) will be followed unless a doctor’s note is submitted. Medications must be turned into the nurse’s office and kept in a locked cabinet.

Students may be allowed to self-administer medication (inhalers only) if the following two conditions have been complied with:

1. Written permission from the physician allowing the student to self-medicate is on file in the nurse’s office.
2. The nurse has counseled the parent on the school’s ability to monitor the student’s health condition during the school day while self-medicating.

NON-DISCRIMINATION

Round Rock Independent School district is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, race, color, creed, religion, disability, gender, ethnic or national origin, or against any other legally protected group. RRISD prohibits discrimination against individuals with disabilities and, upon request, will provide reasonable accommodation for individuals with a disability.

NON PROFIT STATUS

Blackland Prairie Elementary is a non-profit public institution. We cannot allow the distribution of information that supports profit-making businesses. No publication, handbill, poster, or announcement may be distributed, sold, posted, or announced in a school building or on school grounds without prior approval from RRISD central administration. Students cannot use the school as a contact point for the selling of any commercial item such as raffle tickets, note pads, cookies, candy, etc. unless it is an approved school sponsored activity.

PARENT INPUT

Your opinions, recommendations and comments are very important to every staff member. The staff of Blackland Prairie believes that only through a strong partnership between parents and school staff can we create a truly authentic and exemplary learning environment for our children. Communication is the most important part of this partnership and we expect every parent to communicate with us. Forms can be found on the counter in the school office for providing parent input. Any recommendations to change school policy or procedures will be addressed at the meetings of the Site Based Advisory Committee (SBAC).

PARTIES

Class parties correspond with the Winter Holiday, Valentines Day, and the end of school. These parties are planned for the last hour of the day, 1:45-2:45, and are coordinated through the PTA homeroom parent. Time is not allocated for additional parties such as Halloween, Easter, etc.

Parking for parties can create a traffic safety problem. If a parent knows she/he will not be able to move his/her car prior to the 2:45 dismissal bell, consideration of where the car is parked is critical. Parents are asked to not park their cars in the “dismissal routes” of parent pick-up or bus routes.

Children may want to celebrate their birthday with school friends. Parents should always discuss this with the teacher prior to bringing any items or food for the classroom. There may be another birthday planned, the teacher may have an activity that included refreshments and we must all be cognizant of children in the classroom who have food allergies. Birthday celebrations must include the entire class and not just a select group.

Children who wish to invite classmates to a party outside of school may only pass out invitations if there is an invitation for every student in the class.

PETS

It is very important that parents plan with teachers before a child brings a pet to school. If there is a student in a classroom who is allergic to animals, pets will not be allowed. If a pet is brought to school make sure the pet does not have fleas. Fleas can get in the carpet – a most unpleasant situation!

Dogs are not allowed on campus without special permission of the principal.

P.E. EXCUSES

Students may be excused from P.E. participation on a temporary basis (1 day) provided they bring a note to the P.E. teacher that gives the reasons for exclusion, specific limitations, date, and parent signature. If an excuse is for 2 or 3 days, the parents need to follow the same procedure specifying the number of days, and attach a note from a physician when possible. Children may NOT be excused from P.E. activities for periods exceeding 3 days without a doctor's excuse (unless cleared by the principal or designee).

PICTURES

Individual school pictures will be taken in the fall and spring of the school year. Group pictures of each classroom and individual pictures will be taken in the fall. Kindergarten promotion pictures will be offered in April.

PLAYGROUND RULES

The Blackland Prairie Elementary School playground is an extension of our classroom. When students are at recess, they will learn how to play together in appropriate, safe ways. At all times, students must remember that everyone has individual rights. Learning about these rights is one of the responsibilities of the students at Blackland Prairie Elementary. The teachers and staff work hard to make the playground a safe, pleasant place for all students to enjoy. Students will have 15 minutes of recess every day.

Blackland Prairie Rules for Safe Play

1. I will respect at all times the right of others to have their "own space" on the playground.
2. I will respect that others do not like to be pushed, hit or hurt in any way (Rock throwing will not be tolerated.)
3. I will take my turn on the playground equipment and in playground games.
4. I will seek the help of an adult if I feel that I am being threatened or treated unfairly by another student.
5. I will do my best to use all playground equipment properly.
6. I will observe the boundaries of the school playground.
7. I will work at sharing and being a good friend and helper.
8. I will respect and obey the teacher, substitute or aide on playground duty.
9. I will help keep our campus neat and clean by keeping litter picked up and in the proper place after snacks.
10. I will respect school and personal property. If I choose not to, repair or replacement costs will become my responsibility.

PROMOTION/PLACEMENT/RETENTION

To be promoted to the next grade, students must have passing grades in Reading and Math and 70% mastery overall on Language Arts, Math, Science, and Social Studies. Progress reports are sent out each three weeks. Students in 3rd grade who do not pass the Reading TAKS test will not be promoted to 4th grade. Students in 5th grade who do not

pass the Reading and Math TAKS test will not be promoted to the 6th grade. They will have multiple opportunities to take the test if they fail the first test. Any child who is having academic difficulty will be contacted by a teacher early in the year. Parents are welcome to request a conference to discuss their child's performance at any time during the year. See RRISD Student-Parent Handbook and Student Code of Conduct.

PTA

All parents are encouraged to become members of the Blackland Prairie PTA. The PTA will strive to provide quality student enrichment programs, cultural arts enrichment, extra-curricular programs, teacher resources, parent activities and funding special projects that will enhance our children's educational experience. These programs will be supported through parent volunteerism and fundraising activities.

Mission

1. Every parent will be given the opportunity to participate in supporting the school.
2. Parents and school staff will work together in a positive mutually supportive manner.
3. All initiatives will be directed for the benefit of the children.

General PTA meetings will be held the second Tuesday of the month at 6:30 p.m. and PTA Board meetings will be held once a month. Join the PTA and attend the meetings – help create a PTA that pulls together Parents, Teachers, Administration, and the whole community . . .for all children!

Volunteers

Parents and school staff are in partnership to create a positive, nurturing and comprehensive learning environment for our children. Each fall volunteers are recruited to work with our school in enhancing the instructional program through parent support and participation. The PTA has a Parent Volunteer Coordinator to organize this valuable program. All volunteers will be required to sign a Volunteer Code of Conduct.

REGISTRATION

Students enrolled in Blackland Prairie in the spring do not need to (re)-register in the summer for the following year. A RRISD Registration Form is sent home once every year. When it is completed and returned, it becomes the student's registration for the year. It is extremely important that any changes on registration forms be immediately updated. Phone numbers of whom to contact in emergency situations should be accurate.

REPORT CARDS

Elementary students in Round Rock ISD receive four report cards each year. Grading periods cover nine weeks. The district copy must be signed and returned to school.

Round Rock ISD's report cards in third through fifth grade are computerized. Kindergarten students receive a Kindergarten Profile that addresses a wide range of

competencies and first and second grade students receive a developmental continuum that shows progress and growth over time.

In addition to the report card, a Progress Report Form is sent home at the end of three and/or six weeks if a student is experiencing academic difficulty. Parents may also receive Progress Reports for behavioral concerns.

SAFETY PATROL

Safety patrol members are selected from the fifth grade, based on their courtesy, dependability, attitude toward others, and scholastic standing. Students that are unable to remain in good standing with academic grades and conduct will be suspended from this position of responsibility. Fifth graders are considered leaders of the school. They provide younger classmates leadership and positive examples in this community of learners.

Two primary aims of the safety patrol are:

- a. To foster qualities of leadership and good citizenship.
- b. To help children develop safe habits while walking or bicycling to and from school.

Both students and adults are expected to heed directions given by the safety patrol. When your child is selected to serve on the safety patrol, you will receive additional details of the program guidelines.

SITE BASED ADVISORY COMMITTEE (SBAC)

Blackland Prairie Elementary's SBAC meets a minimum of four times per year. Members of the SBAC represent all school stakeholders on issues affecting the school's educational program. There are a minimum of four parent representatives on the committee that serve staggered terms of office. A schedule of meeting dates is distributed at the beginning of the year as well as noted on monthly school calendars. Agenda items must be received five (5) days before the posted meeting date.

SPECIAL PROGRAMS

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program receiving federal funds. A student is eligible for services if he/she meets the definition of a qualified handicapped person; i.e., "has or has had a physical or mental impairment which substantially limits a major life activity, has a record of or is regarded as disabled by others".

Parents who suspect a handicapping condition, or have assessment or private information regarding their child, should share that information with the school teacher or administration. A Student Support Team Meeting will then be scheduled so that staff can discuss the information or concern.

A student qualifying as disabled under 504 eligibility requirements will have an education plan that will be implemented by the classroom teacher. Parents will receive notice and results of any deliberations and a copy of the plan to accommodate.

Special Education: Grades K-5 (ARD recommendation only)

Special education means services specially designed to meet the unique needs of children with disabilities. These services can be provided in the special education or general education setting with modifications, special education support supplementary aids, and/or other arrangements. Students must meet eligibility requirements to receive special education or related services.

Blackland Prairie Elementary School has several Special Education Programs on campus to meet the learning needs of exceptional children. They are: Speech, Preschool Program for Children with Disabilities (PPCD), Students Assisted In Learning (SAIL), and Resource. Further Information regarding the Round Rock ISD's Special Education services may be received by phone (512) 464-5000 and asking for the Special Education Director.

Literacy Groups: Grade 1 Only

Identified students in grade one that are experiencing reading difficulty may be recommended for Literacy Group. This is a direct intervention for reading difficulty. Teacher recommendation is required for placement. Students are assessed and conferences with parents are held prior to placement. Space is limited.

Students Assisted in Learning (SAIL)

SAIL is an intensive intervention strategy. The purpose is to improve student performance and achievement in Reading, Writing, and Math. Placement into the SAIL program is upon recommendation of the Student Support Team. Prior to receiving SAIL support, parents must give their consent for placement.

Talented and Gifted (TAG)

Identified students, grades kindergarten through five, are served by a campus TAG teacher. Parents will be notified regarding the nomination periods for this program by the Campus TAG Coordinator. Currently, students are served in the areas of Language Arts and Mathematics in the Round Rock ISD's Elementary Schools.

STUDENT ILLNESS

Our clinic is staffed with an RN or an LVN from 7:40 – 3:40 daily. If your child needs to take medication at school, there is a form you will need to complete. The RRISD Elementary School Student Parent Handbook explains this procedure in detail.

As soon after 8:00 AM as possible, please notify the school office if your child is ill, especially if he/she has a communicable condition (chickenpox, mumps, measles, infectious hepatitis, impetigo, scabies, lice, etc.). To prevent the spread of communicable disease, ill students must be symptom free and fever free for 24 hours before returning to school.

Please be aware of the policy in the RRISD Elementary School Student Parent Handbook that refers to absences. Code 25.085 through 25.096 states:

A school district shall excuse a student for temporary absences resulting from appointments with health care professionals if that student commences classes or

returns to school on the same day of the appointment. The student must be counted present for the purpose of ADA if they make up their assigned work in a reasonable amount of time. If a student does not provide the school with a note, she/he will be counted absent and not counted present for the day.

STUDENT SUPPORT TEAM MEETINGS

The Building/Referral Committee meets at the request of a campus educator. Campus administrators, the counselor, and all teaching professionals who work with a student meet to address performance concerns and provide recommendations for support or intervention for the student. Student work samples, observational records, attendance records, parent provided assessment (if appropriate) and discipline records, etc., are some of the types of information reviewed by this committee. This committee is responsible for any student referrals for assessment that may result in special program placement. Any parent requesting assessment or special program placement through the Special Education Department should contact their child's teacher, counselor, or the campus administration. Our campus provides a full range of services for exceptional children and welcomes your inquiries.

TEACHERS LOUNGE

Children are not allowed in the teacher's lounge without adult supervision.

TOYS

Toys, trading cards, electronic devices, skateboards, roller blades, etc. are not appropriate for school and should be left at home unless they've been approved by a child's teacher for a school activity. Please note in the RRISD Student-Parent Handbook and Student Code of Conduct that pocketknives are considered a weapon and are not permitted on campus.

UPDATING STUDENT INFORMATION

A form is available in the office and must be filled out by the parents/guardians. Please use this form to make any changes regarding work numbers, doctors' numbers, emergency contact numbers, or any changes that effect your child(ren)'s records. In the event of an emergency, the school must be able to reach the parents/guardians or their designated contact person quickly.

VALUABLES

Students are cautioned NOT to bring large amounts of money, radios, cameras, jewelry, or other valuables to school. Students who wear glasses or retainers are responsible for keeping up with them at all times. Students do not need any play equipment from home for recess. **The school is not liable for items brought from home that are lost or stolen.**

VISITORS

All visitors, including parents, are required upon their arrival at Blackland Prairie to come by the receptionist's desk, sign in, and get a visitor pass before proceeding to their destination on campus. **There are no exceptions to this rule.**

Students are not allowed to bring friends or family members to school. Bringing friends works a hardship on both teachers and students.

WITHDRAWAL

Please notify the school office prior to the day of withdrawal of your child in order for withdrawal papers to be prepared. Parents are responsible for clearing textbooks and library books prior to withdrawals.

BLACKLAND PRAIRIE ELEMENTARY HANDBOOK
SUPPLEMENT

This is to verify that I have received a copy of the Blackland Prairie Elementary Handbook Supplement for the 2009- 2010 school years, and that I am knowledgeable of the information, rules and consequences set forth within.

I further verify that I have discussed these rules and consequences with my son or daughter.

Student's name (Please print)

Grade

Student Signature

Parent/Guardian Signature

Date

This form must be signed and returned to the school by September 8, 2009.

