

Canton Elementary School

2010-2011

Student Handbook



“Teaching Eagles to Soar”

Vision Statement

Canton ISD ... Reaching for Excellence, Leading to Great Accomplishment

Mission Statement

**To Be A R.E.A.L. District ... Respect, Expectation,
Attitude, and Love**

Si necesita traducion por favor de ponerze en contacto con

(If you need translation please contact)

Wendy James (903) 567-6521 Canton Elementary School

Canton ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex or disability in providing education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, as amended and Title 11 of the Americans with Disabilities Act.

August 23, 2010

Dear Parents,

Welcome to Canton Elementary School where we SOAR LIKE EAGLES all year long. CES consists of grades PK through 2nd grade. Education is a team effort and we know that our students, parents, teachers, and other staff members all working together will make a successful 2010-2011 school year for our students.

The CES student handbook is designed to provide a resource for some basic information that you and your child will need during the school year.

Students and parents must be familiar with the CISD students Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct may be found in your beginning of the year packet. It is also available in the CES school office and online at www.cantonisd.net.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the student code of conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their child and keep it as a reference during the school year. If you have any questions about the handbook, please do not hesitate to call the principal, counselor or teacher. Please return the indicated pages in the handbook that require information from you.

Our mission at Canton Elementary School is to provide a safe and compassionate learning environment that encourages all students to reach their full potential.

Once again, we welcome you and your child through a wonderful new journey this new school year. If you have any questions, please feel free to contact us between the hours of 8:00 and 3:00.

We look forward to an exciting school year with your child.

Sincerely,

Kelly Lamar
CES PRINCIPAL

**CANTON ELEMENTARY SCHOOL
A PLACE TO SOAR LIKE AN EAGLE AND
SHINE LIKE A STAR**



CES MISSION

**Our mission at CES is to provide a safe and
compassionate learning environment that encourages
all students to reach their full potential!**

CISD ADMINISTRATION

Mr. Larry Davis	Interim Superintendent	903-567-4179
Stacie Wilkerson	Secretary to Superintendent	903-567-4179
Julie Fisher	Curriculum Director	903-567-4179
Denise Stone	Business Director	903-567-4179
Thomas Stewart	Maintenance Director	903-567-5328
Wes Rhoten	Athletic Director	903-567-4179
Roger Ward	Transportation Director	903-567-5328
Christy McClellan	Food Service Director	903-567-4179

CANTON CAMPUSES/ADMINISTRATION

Canton High School (Grades 9-12)
1110 West Hwy. 243
Canton, Texas 75103
Joe Nicks, Principal
Jeff Russell, Asst. Principal
Phone Number 903-567-6561

Canton Junior High School (Grades 6-8)
1115 Buffalo Street
Canton, Texas 75103
Amy Autry, Principal
Brenda Sanford, Asst. Principal
Phone Number 903-567-4329

Canton Intermediate School (Grades 3-5)
1190 West Hwy. 243
Canton, Texas 75103
Sandra Dunlap, Principal
Chase Thomas, Asst. Principal (1st Semester)
Marsha Robison, Asst. Principal (2nd Semester)
Phone Number 903-567-6418

Canton Elementary School (Grades PK-2)
1163 South Buffalo Street
Canton, Texas 75103
Kelly Lamar, Principal
Marsha Robison, Asst. Principal (1st Semester)
Chase Thomas, Asst. Principal (2nd Semester)
Phone Number 903-567-6521

NONDISCRIMINATORY ELEMENTARY POLICY

The Canton Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. Nerissa Erickson has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act.

SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT

Section 504 for the Rehabilitation Act of 1973 is a civil rights law prohibiting discrimination against persons, including students, with disabilities who are served by programs supported by federal funds. For more information contact Kathy Denton @ 903-896-1761.

RELEASE OF STUDENT RECORDS **NOTICE OF PARENT AND STUDENT RIGHTS** **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Canton ISD maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or trustees of the district, of cooperatives of which the district is a member, or of facilities with which the district contracts for placement of handicapped students who are: working with the student; considering disciplinary or academic actions, the student's care, or a handicapped student's IEP; compiling statistical data; or investigating/evaluating program.

Certain other officials from various governmental agencies may have limited access to student records. The district forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else.

When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

Copies of student records are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records in the following cases: 1) after the student reaches 18 years of age and is

no longer a dependent for tax purposes 2) when the student is attending a post-secondary institution or 3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the records will be provided at no charge. Copies of records will be released to persons other than the parent or student only with the prior written approval of the parent or student.

Certain information about district students is considered directory information. This information will be released to any individual or organization which files a written request with the superintendent's office unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes; a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Absolutely no student information will be given over the telephone. The district's complete policy regarding student records is available from the principal's or superintendent's office.

REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF

You may request information regarding their professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements haven't been waived. You have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

REVIEWING INSTRUCTIONAL MATERIALS

As a parent, you have the right to review teaching materials, textbooks, and other instructional materials used in the curriculum, and to examine local tests that have been administered to your child.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

As a parent, if your children are multiple birth siblings (e.g. twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same or separate classrooms. Your written request must be submitted not later than the 14th day of enrollment of your children. (See FDB-LEGAL).

SEVICES FOR STUDENTS WITH DISABILITIES

Parents of students with learning difficulties or who may need special education services may request a conference with the teacher or an educational specialist such as a reading specialist, a special education diagnostician or the student's teacher at any time. For more information concerning special educational services call Glenda Creed at 903-896-7709 or the campus principal or counselor.

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO MAY NEED SPECIAL EDUCATION

If a child is experiencing learning difficulties, the parent may contact the child's teacher to learn about the district's overall general education screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular education classroom should be considered for tutorial, compensatory, and other academic or behavior support services they are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

HOMELESS

The district liaison for Homeless Children is Kathy Day at 903-567-6521. You may contact the campus counselor for more information regarding homeless children.

STUDENT OR PARENT CONCERNS OR COMPLAINTS

Usually student or parent complaints can be addressed by a phone call or a conference with the student's teacher. For those complaints and concerns that cannot be handled so easily, please follow the chain of command (Teacher-Principal-Superintendent). CISD strives to maintain a harmonious relationship between parents, teachers, staff and administration.

GENERAL INSTRUCTIONS, PROCEDURES, AND POLICIES

SCHOOL CALENDARS

Calendars will be distributed at the start of school. This calendar will list the six-week periods, in-service days for teachers, and holidays.

ENROLLMENT

To register your child in school you will need

- 1) An original or certified copy of the child's birth certificate. (Child must be 5 on or before Sept. 1 for kindergarten, 6 before Sept. 1 for first grade and 7 before Sept. 1 for second grade).
- 2) Up-to-date shot records/immunization records
- 3) Proof of Residence, acceptable documents for verifying an address include current utility bills, sales or lease agreements, or other legal documents other than a driver's license which does not require a verified address.
- 4) Child's Social Security Card
- 5) PK – Proof of Income

QUALIFICATIONS FOR PK (PRE KINDERGARTEN)

The PK program at CES meets state mandated requirements. The students are eligible if they are 4 years of age on or before September 1 and qualify through one of the following criteria: Our PK program fills up fast...It is important to register early so you can reserve your space.

- 1) The child is identified as limited in English proficiency.
- 2) The child qualifies based on being economically disadvantaged (eligible to participate in the National

Free/Reduced Lunch Program) and supported by proof of income.

- 3) Homeless
- 4) Come from a family whose parent or official guardian is “active duty” military personnel or whose parent/guardian was killed, injured missing in action while on active duty.
- 5) Have been in the conservatorship (Foster Care) of the Department of Family Protective Services (CPS) following adversary hearing.

ATTENDANCE

Students between the ages of 6 and 17 are required by the compulsory attendance law to be in attendance at school for at least 90 percent of the days the class is offered in a semester. On enrollment in pre-kindergarten or kindergarten, a child shall attend school. TEC 25.085© pre-kindergarten and kindergarten students are subject to compulsory school attendance rules. School employees investigate and report violations of this law.

In order to receive credit in a class, students must be in attendance for at least 90 percent of the days the class is offered in a semester. Students who are in attendance for less than 90 percent of the days the class is offered in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

When returning to school after an absence, a student shall provide a note that describes the reason for the absence. The note shall be signed by the student’s parent or guardian. A medical report is required after 3 consecutive days of absence.

The district shall accept the following as extenuating circumstances for the purpose of granting credit for a class: personal sickness, sickness or death in the immediate family, quarantine, weather or road conditions making travel dangerous, participation in approved extracurricular activities, religious holidays, and any other unusual cause acceptable to the attendance committee.

If the attendance committee finds that there are not extenuating circumstances for the absence, the committee shall deny credit for the class. Students whose petition for credit is denied may appeal the attendance committee's decision to the board.

EXCUSED ABSENCES

A student may be granted an excused absence upon written or verified phone call request stating the reasons for the absence. Acceptable reasons are personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual request acceptable to the principal.

Doctor and dental appointments, of a non-emergency nature, are to be made as late in the day as possible. There may be isolated cases where this is not possible, and these cases are to be handled on an individual basis.

TARDINESS

The instructional day begins at 8:00am. Students should be in their seats ready to begin their day at 8:00am. Students arriving after 8:05 are considered tardy. Students that are tardy should go directly to their classroom after receiving a tardy slip from the office. The classroom teacher and office maintain records on tardiness. Habitual problems with tardiness are dealt with on an individual basis between the teacher, parents, student,

and principal. We synchronize our clocks with official government time. (www.time.gov/).

Students with more than 3 tardies in a six-week period will not be eligible for a six weeks attendance awards. Students with more than 18 tardies for the entire year will not be eligible for a year end attendance award. Students who arrive after morning announcement @ 8:05 are considered tardy. They must report to the office and receive a tardy slip to enter classroom. (During the first two weeks of school, exceptions are made due to traffic and supplies being dropped off).

AWARDS

An awards assembly will be held for each grade at the end of each six weeks. Students will be recognized for accomplishments in a variety of areas including citizenship, attendance, and academics.

DISPLAYING ARTWORK AND PROJECTS

Occasionally, teachers display work that the students have completed outside the classroom. This includes photographs of student's work for our website. If you prefer that your students' works not be displayed or used on the website, please contact the teacher in writing.

MAKE-UP WORK

In grades K-2 teachers will make the student aware of any work missed and follow through on seeing that it is completed. Please give a minimum of two-hour notice when requesting to pick-up work for a student that is absent.

DAILY TIME SCHEDULES

The school day for elementary students begins at 8:00 a.m. It is recommended that students **not arrive before 7:30** a.m. Students arriving before this time will report to the hallway between the office and library where they will remain seated and quiet until released by the principal or her designee. At approximately 7:30 students will be released to the cafeteria for breakfast. Students who do not eat breakfast will sit quietly along the wall by their classroom until 8:00 or in the gym. PPCD, PK and K line up by their classroom. First and Second grade go directly to the gym.

School is dismissed for all bus and day care riders at 3:00.

Car riders are dismissed at ...

2:45 for Kindergarten

2:55 for 1st Grade

3:00 PK p.m.

3:05 for 2nd Grade

The buses leave Canton Elementary at 3:05. All students are requested to leave the campus and not remain and play.

During the first two weeks of school we dismiss Kindergarten **car rider** students at 2:30 due to high traffic.

STUDENT DROP-OFF AND PICK-UP

Students may be dropped-off for school in the morning at the front entrance to the building. In the interest of student safety students should be dropped-off at the curb or accompanied to the building by an adult. Students should not be dropped-off in a location that would require them to cross traffic unattended.

Students will be picked-up in the afternoon at designated locations. All car rider students will be accompanied by their teacher to the front of the building for pick-up. If there are siblings on the campus they will be picked-up at the location for the oldest sibling's class. Early in the year the oldest sibling will go to the classroom of the youngest and accompany them to the designated spot for their class. **If your child has to go home in a different manner than usual, notify the elementary office by 2:00 that day.**

All persons who wish to drop-off and pick-up a student at the classroom must register in the office and wear an identification badge while in the building. It is vital to the safety of our students that we account for all persons in the building. Parents can be of great assistance in this matter by reporting visitors without a badge to the office immediately.

Students must be picked up at dismissal times. If a child is continually picked up late, then the school's corrective officer or CPS will be notified. Late is considered 25 minutes after dismissal time. First infraction will be a verbal warning. Second time a phone call will be made to officer. Both will be documented.

If a parent cannot pick up a child, then arrangements should be made for someone else to pick up the child. We understand that sometimes unusual circumstances happen. We will be sensitive to those circumstances. Examples...flat tire, accident etc.

Please be patient during the first 3-4 weeks of school. Traffic and parking is usually heavier during these times.

BICYCLES

Students riding bicycles to school must park the bicycle, upon arrival at school, in the bike rack at the front of the building. It is suggested that these bicycles be locked to the rack so others won't be tempted to bother them.

TOYS ETC...

Students should not bring toys, electronic games, etc. to school. Toys are prone to be lost, broken, and can become a considerable distraction during the school day.

Students may bring balls to school, but be aware these are easily lost and/or stuck on rooftops etc.... Please make sure the child's name is on the ball.

TEC 28.004: SCHOOL HEALTH ADVISORY COUNCIL

The Board of Trustees established a local school health advisory council (SHAC) to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction. A majority of the council must be parents of students enrolled in the district and who are not employed by the district. The Board may also appoint one or more public school teachers, school administrators, students, health care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives from another group. The district must consider the recommendations of the local school health advisory

council before changing the District's health educational curriculum or instruction. The council meets four times each school year.

DIABETES MANAGEMENT AND TREATMENT PLAN

A parent seeking care for a child with diabetes while the child is at school or participating in a school activity must provide to the school nurse a management and treatment plan developed by a doctor. Contact our school nurse for further information, Andrea Manry at 903-567-6521.

FOOD ALLERGIES

Any student who suffers from food allergies should contact the school nurse, school cafeteria and the student's teacher concerning the allergies. The school nurse will work with the school to determine the best procedure for that student to follow. Please call the nurse and teacher each year with updated information.

IMMUNIZATIONS

Texas school law requires a personal immunization record showing the dates and kinds of immunization received to be kept on each student. All immunizations must be validated by a doctor or health clinic. Contact the C.I.S.D. nurse regarding immunization questions.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347: or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>.

This form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

Questions regarding immunizations can be answered by our school nurse, Andrea Manry at 903-567-6521.

Required immunizations for Pre-K:

- | | |
|----------------------|------------------------------------------------------------------------------------------------------|
| <u>Polio</u> - | 3 doses (must have a booster when he/she reaches 5 years of age, if did not receive at 4) |
| <u>DTP/DTaP</u> - | 4 doses (must have a booster when he/she reaches 5 years of age, if did not receive at 4) |
| <u>MMR</u> - | 1 dose received on or after first birthday (<u>2nd measles vaccine required by 5 years of age</u>) |
| <u>HIB</u> - | 1 dose on or after 15 months of age, unless a primary series and booster have been completed |
| <u>Hepatitis B</u> - | 3 doses of hepatitis b vaccine by age 5 |

Varicella – (effective 8/1/00) 1 dose received on or after 1st birthday, or documentation of the disease.

Hepatitis A – 2 doses

PREVNAR (PCV7) – 1 dose

Required immunizations for Grades K-2

Oral polio - 4 doses of vaccine, unless 3rd dose was received after the fourth birthday.

Diphtheria/tetanus – 5 doses DTP/DTaP/Td vaccine unless 4th dose was received on or after the 4th birthday and one dose within the last 10 years

MMR (Measles, Mumps, Rubella) – (2 doses) 1 dose MMR vaccine received on or after the 1st birthday and one additional dose of Measles vaccine (this dose may be received as part of a second MMR)

Hepatitis B - 3 doses Hepatitis B vaccine

Varicella (Chickenpox) – 1 dose received on or after 1st birthday, or documentation of the disease.

Minimum State Vaccine Requirements for Texas School Attendance

	DTP	POLIO	MMR	HEB B (HBV)	VARICELLA	PREVNAR (PCV 7)	HEP A (HAV)
PK	4	3	1	3	1	1	2
K	5 (Both 4 th and 5 th doses must be after 4 th birthday).	4 (Both 4 th and 5 th doses must be after 4 th birthday).	2 (First dose must be given on or after 1 st birthday).	3	1 (Must be given on or after first birthday).	N/A	N/A

GRADING SYSTEM

Each semester is divided into three six weeks grading periods. At the end of each six weeks grading period, the average of class work grades will be posted for each individual subject. At the end of each semester, the third six-weeks grades will be averaged to determine the semester grade for each particular subject.

The following grading system is used at Canton Elementary School for first and Second Grade Students to indicate the students' progress:

- A 90 TO 100
- B 80 TO 89
- C 70 TO 79
- D 60 TO 69
- F 50 TO 59
- BELOW 70 – FAILING

Numerical grades will be posted on the report cards rather than letter grades when appropriate.

ISSUING REPORT CARDS

The report card will be issued to the students the next week following the conclusion of each six-week reporting period. Report cards are issued the Thursday following the end of a six week period. A schedule will

be set up each school year to indicate exact dates for students to receive cards. Please assist by signing and having the student return the card as soon as you have completed your review.

Lost report cards and duplicate copies of report cards will require a fee of \$1.00

PARENT CONNECT (ONLINE VIEWING OF GRADES/ATTENDANCE)

Parents of 1st and 2nd grade students can view daily grades and attendance on the Parent Connection, a web portal for parents. Every child when entering CISD is issued a number. The parent/guardian **MUST** see the PEIMS secretary and sign for the number so that you can receive access to the portal. The access number will remain the same for your child each year. The grades are usually posted during the 3rd week of the six week grading period.

TESTING

Standardized testing will be administered in the spring of each year for K, 1st and 2nd graders. Other testing is required throughout the year such as reading and math assessments, Dibels assessments, teacher made tests, benchmarks and other age appropriate tests.

TEACHER CONFERENCES

Each teacher has a conference period scheduled daily to allow parents to visit and discuss the student's conduct, progress, performance, and any other area that will benefit the student, teacher and parent. Parents may contact the school for the scheduling of conferences. Please reserve all conferences to conference times and after school. If you have a situation or problem that arises regarding your child's education, please follow proper chain of authority – teacher, campus principal, and superintendent.

SPECIAL SERVICES REPORTS

With parental permission we screen, test, and assign students to resource teachers for specialized instruction. No grades are to be recorded by the regular classroom teacher in the subject areas assigned to the student by the special services (ARD) committee. The report cards will indicate when the student is attending resource classes and the grade for this particular subject will be recorded by the resource teacher.

Canton ISD does not discriminate on the basis of disability by denying access to the benefits of district services, programs or activities. To request information about the applicability of Title II of the Americans with Disabilities Act, interested persons should contact Canton High School Joe Nicks, 1100 West Hwy. Canton, Texas 75103.

PROMOTION/RETENTION

Effective September 1, 1985, for students to be promoted from one grade level to the next, students shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for Language Arts, Mathematics, Social Studies, Science, and Health. In addition, students shall attain an average of 70 or above in Language Arts, and Mathematics. **Note:** Language Arts includes English, Reading, Spelling and Handwriting.

TUTORIAL PROGRAM

Each grade level at Canton Elementary School offers two 30 minute tutorial times for students during the school day. Students requiring remediation or acceleration may be required to participate in this time at the discretion of the classroom teacher (one time during special class rotations, second tutorial during afternoon recess).

FAILURE NOTICES

At the end of the 3rd week of our six-week grading period, parents or guardians will be notified when a student's grade average in any subject is lower than 70.

RETENTION NOTICES

During the 2nd semester, as early as can be determined, parents/guardians will be notified by the teacher when the student is in jeopardy of being retained. Hopefully, with parental assistance, sufficient effort will result in successful attainment of required standards.

VOLUNTEERS

Parents and others are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office to sign in. Visits to the individual classrooms during instructional time are permitted only with the approval of the principal and teacher only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Parents and members of the community are encouraged to help in the classrooms and throughout the school system at various times. School volunteers provide assistance to students, help staff better meet the needs of students and are integral partners in providing academic excellence. If volunteers disrupt the instruction and flow of the classroom, then the school has the authority to ask them to discontinue their assistance.

Volunteering benefits our community...

- Better educated students
- Increased pride and confidence in CISD
- Increased involvement in our schools
- Unified effort to support excellence

Volunteering benefits our students...

- Additional individualized and small group assistance and attention
- Reinforced learning
- Positive adult role models

Volunteering benefits our school...

- Parental and community support and cooperation
- Improved services without additional costs
- Improved preparation of students for challenging academic programs

All volunteers must fill out a background check through the administration/elementary office.

VISITATION AND CLOSED CAMPUS POLICY

The school campus shall be closed from the opening bell each morning until the dismissal bell in the afternoon. The campus shall be interpreted as the school building and the adjacent school grounds.

- A. **All visitors** must register and present identification in the school office. While we get very familiar in our small community if even those parents and visitors who are most familiar to us will present identification it will increase the safety for all of our students. The identification should be a valid driver's license or another accepted state id. The i.d. will be processed through our Raptor system for security purposes.
- B. All visitors going beyond the office area must wear an identification badge while in the building.
- C. Students are not allowed to bring visitors to school.
- D. Students are not to leave the campus unless they have been released by the principal or her designee. The principal or designee may dismiss any pupil for school related causes, medical reasons, doctor and dentist appointments, and for other justifiable requests by parents/guardian.

Students leaving the school grounds must be signed out in the elementary office by the person taking the student from the campus. Students leaving the campus without permission of the principal will be subject to disciplinary action.

We request that all doctor and dentist appointments be made as late in the afternoon as possible.

TEXTBOOKS

Students will be issued textbooks. Lost textbooks must be paid for by the student in accordance with the price list set forth by the Texas Education Agency. Damaged textbooks will be paid for in accordance with the extent of damage as long as the particular book may be used. Full price will be paid when the damage is to the extent the book can not be used by a student.

LUNCHES

Students are required to eat in the cafeteria either by bringing their lunch or buying the class a lunch provided by the school. Meals may be pre-paid daily, by the week, month, or year. Free/reduced lunches - forms will be supplied for applications for free or reduced lunches. The application forms will list the economic requirements for participation in this program. Additional snacks are available in the cafeteria. ***Parents may want to restrict snacks being charged to student accounts.***

We ask when students are taken off campus by parents for lunch that they are to be picked-up as their class is going to lunch and returned before the end of their lunch recess time. This will help to reduce classroom disruptions.

Breakfast - students may eat breakfast in the cafeteria daily between 7:30 - 8:00 a.m. No food is to be taken from the cafeteria at anytime.

TELEPHONE

Students are not to use the office phone except for emergencies or when instructed to do so by their teacher. A student will not be called to the phone during any class period unless it is for the purpose of receiving an emergency message.

DAMAGE TO SCHOOL PROPERTY

We attempt to instill pride among our students for the equipment and facilities of our school. It is the responsibility of each student to help maintain school facilities and to insure this source of pride for years to come.

Any willful damage or abuse of equipment or property will require the individual responsible to pay for the repair or the replacement. No skateboarding or rollerblading is allowed on CISD property.

VENDING MACHINES

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines.

EMERGENCY NOTIFICATION INFORMATION

Please notify the school as soon as possible when your emergency contact information changes.

STUDENT ILLNESS

Students that become ill and cannot continue to attend class must report to the office. The nurse will make every effort to see that the student is taken home when illness affects performance and attendance in the classroom. Parents will be notified when illness occurs. Therefore, it is important to have on file at the school the current residence and business telephone numbers, as well as the name of the child's physician, and any other numbers the parent feels might be helpful.

STUDENT WITHDRAWALS

A student under 18 may be withdrawn from school only by a parent/legal guardian. The school requests notice from the parent at least 3 days in advance so that records and documents may be prepared. A withdrawal form may be obtained from the principal's office.

PHYSICAL EDUCATION/RECESS

All elementary students are required by state law to take P.E. on a daily basis. Please send your child to school in closed toe shoes (preferably sneakers/tennis shoes) for participation in class. If your child cannot participate in P.E./RECESS, please send a note to your child's teacher. Please do not send shoes for your child to change into before P.E.

In accordance with EHAB, EHAC, and FFA the district will ensure that students in the elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. Canton Elementary students attend physical education classes on a daily basis for a minimal of 30 minutes per day.

PARENTAL ACCESS TO STUDENT FITNESS RESULTS

CISD administers the Fitness Gram to all K-12 students. Fitness results are sent to each parent after the Fitness Gram is administered and scored. This is sent home with the student's last report card.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. For information regarding dress code see the district student code of conduct.

RESTROOM BEHAVIOR

Quiet, orderly conduct is required in the restrooms at all times. Students are expected to follow all the rules and procedures regarding restrooms as set forth by the school. Restroom rules are sent home in the beginning of the year packets.

PLAYGROUND RULES

Students are expected to conduct themselves in a safe and proper manner while utilizing playground equipment and facilities. Please contact your child's teacher regarding conduct on school playgrounds. The rules are sent home in the beginning of the year packets.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct before and after school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, spelling bees, club meetings and/or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct.

USE OF HALLWAYS DURING CLASS TIME

Loitering or standing in the halls unsupervised is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

PARTIES AND BIRTHDAY CELEBRATIONS

Each classroom is allowed 3 parties per year. All birthday celebrations are to be held after 1:00 p.m.

NUTRITION

The Texas Department of Agriculture issued the Texas Public School Nutrition Policy, effective beginning August 1, 2004. CISD follows all state regulations and will operate in compliance of the state policy.

CONCERNING MEDICATION

Designated employees of the District may administer medication to a student provided:

The district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.

1. When administering prescription or over the counter medication, the medication must be in the original container and to be properly labeled.

BAD WEATHER NOTIFICATION

When the school schedule must be altered due to inclement weather, the school will notify radio and TV stations that serve our area. There will be a list of these sent home each year.

MESSAGES FROM PARENTS

Any changes in plans to be delivered to students for the day must be called in to the office prior to 2:00 p.m.

DELIVERIES TO STUDENTS

Students are not to receive floral or special occasion deliveries at Canton Elementary School. We encourage to parents to celebrate special occasions in creative ways such as; picking your child up from school and having a special floral arrangement or gift for them or having something special waiting for them when they get home from school.

While special deliveries to students at this campus are meaningful they are sometimes lost or damaged on the way home, and they often set up unmet expectations in other students that can cause hurt feelings.

PETS

Animals may not be brought on the school grounds unless a teacher makes a specific request. The teacher must receive permission from the campus administrator to allow the pet on campus.

CELL PHONES

When dropping off or picking up your child, please remember to turn off your cell phone. It is against the law to drive in a school zone while talking on a cell phone. Please turn off all phones in our drop off and pick up areas/zones. This is for the safety of your child and our staff. Police officers will monitor this practice on campus at various times throughout the school year.

TECHNOLOGY/INTERNET

Measures are taken on a daily basis to keep all obscene and inappropriate matter on the internet from students. Staff members and technology member monitor students and websites to secure safety. Our technology coordinator is Noah Taylor at 903-567-4179.

NOTICE TO PARENT, GUARDIAN, OR MANAGING CONSERVATOR

The Canton Independent School District periodically applies pesticides indoors. Information on the application of pesticides is available on request. (POLICY FDA, P. 5 of 6). Contact is Thomas Stewart @903-567-4179.

FIRE, TORNADO, AND BOMB THREAT DRILLS

Fire drills are conducted for two purposes: (1) to train students to leave the building orderly and quickly in case of emergency and (2) to teach self-control in times of emergency.

When the alarm is sounded, all students line up and walk orderly out of the room to the designated area. There must be no stopping for belongings. When students reach the safety zone designated by the teacher,

they should face the building while in line.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues or substance abuse. The counselor may also make available information about community resources to address these concerns. A parent or teacher can refer a student for counseling by picking up a counselor's referral form in the office. Contact: Kathy Day @903-567-6521.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

BULLYING

Parents have the right to request a transfer of their child to another classroom or campus if their child has been verified by the Board or Superintendent to have been a victim of bullying as defined by TEX25.0341. Transportation is not provided for transfers.

CHILD ABUSE

Effective with HB 1041, each public school district is required to include a plan for addressing sexual abuse in children in campus and district handbooks. HB 1041 also required that public school districts provide parents of the following information:

"It is important for parents to be aware of the warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to CPS (Child Protective Services).

Possible warning signs of sexual abuse: Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.

Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal can provide information regarding counseling options that are available for you and your child."

The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, contact:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp

Other websites

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

REPORTS OF SUSPECTED ABUSE MAY BE MADE TO

<http://www.txabusehotline.org>

CPS phone number 1-200-252-5400

STUDENT RECORDS

Student information will not be administered over the telephone.

NOTICE TO PARENTS: DIRECTORY INFORMATION

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information will be released to anyone who follows district information request procedures unless the parent or guardian objects to the release of that information. If you do not want Canton ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within ten school days of your child’s first day of instruction for this school year. Canton ISD has designated the following information as directory: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards achieved, most recent educational agency of institution attended.

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a Special Education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for Special Education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of *The Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for Special Education is:

Contact person: Kelly Lamar
Phone number: (903) 567-6521

*Opciones y requisitos para proporcionar ayuda a los estudiantes
Que tienen dificultades en el aprendizaje o que necesitan o pueden
necesitar educacion especial*

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un periodo de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Kelly Lamar

Numero de telefono: 903-567-6521

CANTON ISD GIFTED/TALENTED PROGRAM

Canton ISD, in compliance with state laws, maintains a quality program for gifted/talented (G/T) students in grades K-12. Identified students receive extended learning opportunities in language arts, math, science, and social studies. These opportunities incorporate enrichment skills that are designed to extend the higher order of thinking and effective skills of students. All policies and procedures are in compliance with state guidelines regarding assessment, placement, transfer, and exiting. Any interested person may contact Kathy Day at 903-567-6521 to obtain more information about the G/T program and to pick up G/T nomination forms. G/T testing is administered in the spring semester. All forms must be completed and returned by the deadline date stated on the application.

ASBESTOS

The asbestos management plan for Canton ISD is located in each principal's office and is available for inspection by the public.

Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our school district. I am pleased to let you know that CANTON I.S.D. is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions, about the plan or this federally mandated program, please contact the Superintendent, Mr. Larry Davis (Asbestos Coordinator) at (903) 567-4179.

PESTICIDES

Pesticides are applied periodically at this school or campus. Please contact the district's Director of Maintenance Thomas Stewart at 903-567-5328 if you have questions of the Canton ISD pesticide program.

BUS RIDERS

Approved school district bus rules and regulations are given to all students. Parents are advised to review appropriate bus conduct with their child. As soon as school is dismissed, bus riders go to the designated area and wait to be sent on the bus. The bus students are supervised by staff members. To inquire about bus issues after 3:05, contact Roger Ward at 903-567-5328.

Students who participate in school-sponsored events are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request or signs the student out at the event.

All bus riders to and from school and events should follow our bus rules and our CISD student code of conduct.

BUS CONDUCT

1. Enter the bus and immediately go to the assigned seat.
2. Talk in a normal tone of voice and keep activity at a level that does not distract the driver.
3. Remain in assigned seat until bus has completely stopped and it is time to exit the bus. Passengers will wait their turn to exit the bus.
4. Keep head, hands, feet inside the bus.
5. Use acceptable language. Obscene, profane, unacceptable language and/or gestures are prohibited.
6. Eating and/or drinking are not allowed on the bus.
7. Keep the bus clean.
8. Tobacco products and the following items (alcohol, drugs, weapons, pagers, radios) are prohibited.
9. Follow all rules outlined in the district's Student Code of Conduct, as well as safety rules established by their driver.

Misconduct will be punished as outlined in the student code of conduct. Bus-riding privileges may be suspended.

CONCLUSION

Thank you for reading our student handbook to become familiar with our administrative procedures. If you have any questions or input concerning the handbook please do not hesitate to let me know.

During the year we will send you copies of any major revision or additional data that will keep you informed on legislative, Texas Education Agency, State Board of Education, or Canton ISD policies and regulations as they relate to our school and students.

Thank you for your support,

Kelly Lamar
Canton Elementary School – Principal
Teaching Kids to Sore like Eagles

Please note the pages that follow. They include:

- 1.Required information on Bacterial Meningitis
- 2.Model Notification of Rights Under FERPA
- 3.**Handbook Verification form (Sign and return)**

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school’s principal, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or complainant with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(OPTIONAL) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless its states in its annual notification that it intends to forward records on request).

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by CISD to comply with the requirements of FERPA. The name and address at the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SE
Washington, DC 20202-5920

SIGN AND RETURN THIS PAGE 25 and 26 TO TEACHER

CANTON INDEPENDENT SCHOOL DISTRICT
PARENT ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS
2010-2011

STUDENT NAME_____

STUDENT'S TEACHER_____

STUDENT'S GRADE_____

By my signature below I acknowledge that I am the parent or guardian of the student named above. I further acknowledge receipt of and familiarity with the following documents and information for the 2010 -2011 school year:

1. The student handbook for the campus to which the above named student is assigned in the CISD
2. The Canton ISD student code of conduct and discipline management program
3. All informational and legal notices of the Canton ISD that are contained in the above documents

Notice: a CISD student 18 years of age or older may sign this receipt form and is not required to have a parent or guardian's signature.

SIGNATURE OF PARENT/GUARDIAN

DATE

NOTICE REGARDING DIRECTORY INFORMATION

AND RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records. (20 U.S.C. 1232g ; 34 CFR part 99).

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Canton ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction for this school year.

The following form is provided to you so that you can communicate your wishes about these issues.

Canton ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school attended
- Participation in officially recognized activities and sports
- Weight and height, if member of an athletic team

Parent: Please circle ONE of the choices below:

I, parent of _____, **(do give) (do not give)** the district
(student's name)

permission to release information in this list in response to a request.

Parent signature: _____ Date: _____

BACTERIAL MENINGITIS

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.