



FIRST PRESBYTERIAN  
ELEMENTARY  
**PARENT HANDBOOK**

2023-2024

Parents, Teachers, and Students,

I'm tremendously excited to welcome you all into this brand-new community of learning and growth. The book of Psalms teaches that those who love learning are "like trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither. In all that they do, they prosper." That's my hope and prayer for each of us this year as we learn and grow together--may all of our roots grow deep and may all of our branches reach high!

I would love to meet you and get to know you better, so feel free to stop by our offices and say hello, and if I can be of any assistance throughout the school year, please let me know. Also, if you don't already have a church home, we enthusiastically invite you to worship with us on Sunday mornings at 10:30am .. There are many wonderful, creative, and enriching groups and opportunities within our First Presbyterian family, and I hope you take some time to learn about all of them, as you help this newest one to grow and thrive!

Peace and Blessings,  
Rev. Neal Locke  
Pastor  
First Presbyterian Church

#### **ABOUT FIRST PRESBYTERIAN ELEMENTARY**

Over 40 years ago, First Presbyterian Preschool came into existence when church leaders listened to the heartfelt requests of parents in our community to provide a high quality, loving, and nurturing education for young children. Through a similar process in summer of 2020 (and conversations spanning the two previous decades) the governing boards of The First Presbyterian Church of El Paso made the decision to open First Presbyterian Elementary School for students in grades first through sixth. Several families of previous Preschool students were seeking an educational opportunity to expand upon the child-centered approach to learning for their elementary-aged children. A Board of Directors was appointed, comprised of these parents and church members to begin an Elementary School with doors set to open to students in September 2020. Through determination, collaboration, and dedicated volunteer hours, the school's classrooms, playground, staff team, and curriculum took shape, all amidst a pandemic. Seventy percent of our families are current and former preschool families, we are committed to providing this one-of-a-kind educational opportunity for many generations to come.

**Philosophy:** First Presbyterian Elementary School seeks to cultivate a progressive, collaborative learning environment that reveals and empowers the worth, dignity, and limitless potential of all children, fostering life-long learners. As a Reggio Emilia inspired school, we honor and facilitate each child's divinely bestowed desire to discover, inquire, and explore the world around them, stewarding emergent generations of confident creators. Together, parents, teachers and students develop and nurture individualized opportunities for physical, social, spiritual, and intellectual development. Sponsored by a Christian church, we share with our children the stories of our religious heritage, and welcome and engage with the rich diversity of faith traditions in our community.

**Governing Body:** The First Presbyterian Elementary School operates under the authority of the Governing Boards of First Presbyterian Church of El Paso, Texas. Direction is provided by a Board of Directors: President, Vice President, Treasurer and Secretary.

### **Administration:**

Heather Karns, Director – Mrs. Karns has a B.A.S. with specialization in Early Childhood from UT Austin and a M.Ed in School Leadership from Sul Ross State University. Heather has enjoyed a career in education spanning two decades engaging in a variety of roles to include elementary teacher, instructional coach, assistant principal and principal. Mrs. Karns started her own business to coach and support school leaders with the knowledge and tools around developing and maintaining a healthy state of mind. She believes that by prioritizing and cultivating well-being we will create more sustainability in leadership.

Kristin Pacheco, Business Administrator - Ms. Pacheco brings over 25 years of administrative leadership experience to include volunteering, PTA president and treasurer, running a business, campus attendance coordinator, district grant coordinator and most recently 4 years as an elementary campus secretary. She loves working with a team and believes that together is always better. You can count on Ms. Pacheco to provide Service Excellence by fostering trust and cultivating partnerships. Our students, staff and parents are in great hands.

Cece Neal, Mentor - Mrs. Neal has a B.A. in Preschool and Elementary Education from the University of Florida. She has worked in the early childhood field since 1979 and is the founding Director of First Presbyterian Preschool. Mrs. Neal is a member of The North American Reggio Emilia Alliance and on the Paso Del Norte Association for the Education of Young Children. She is also a member of the Texas Association for the Education of Young Children and NAEYC and a member of the Southern Early Childhood Association.

### **Teaching Staff:**

Diana Stone, Mariana Villalobos, Laura Price, Karen Barron, Gracie Acosta, Alejandra Ortiz, Raul Chavez

Teachers must obtain 24 clock hours of training each year in addition to First Aid and CPR.

## **POLICIES AND PROCEDURES**

**Admissions:** The school is open to all children first through sixth grade, regardless of race, nationality, or creed, who may benefit from our type of program. To maintain the quality of our program, however, we reserve the right to decline to admit any child, in our sole discretion. We additionally reserve the right to withdraw any child from our program, in our sole discretion. While we endeavor to be a school that is inclusive and meets the needs of all students, we also acknowledge our own limitations as a small private school in regards to specialized services. Consequently, select parents may be invited for a discussion and student visit to assess if we can meet the needs of their child.

All necessary admission paperwork, incident and accident reports, progress reports or other program documents will be filed in the school office. These files are kept confidential and, unless otherwise requested, available only to administrative and teaching staff or regulatory authorities.

**Classroom Placement:** Children are assigned to a class according to their individual needs, temperament, age, and feedback provided by parents and teachers.

**FPE Family Connect:** An opportunity for you and your child(ren) to meet and conference with their teacher in a comfortable setting before school starts. Teachers will contact the parents of their students the week prior and arrange a time for you to come and visit. Families will also have the opportunity to connect and become oriented with new year updates from Administration, The Board and Holistic Meals.

**Attendance:** Consistency is key to establishing habits, healthy developmental progress, and a child's overall sense of safety and stability so we record and encourage regular attendance. However, we also embrace each student's unique circumstances and extra-curricular experiences, such as family travel, as valuable life experiences. If a student has plans to miss an excess of two consecutive school days, we request that the Front Office be notified so that we may plan accordingly. Should a pattern of absences begin to affect a student's progress and experience at school, administration and teachers will address those concerns with the student's parents.

### **Health:**

The health form must be completed, signed, and dated by a physician within 30 days prior to your child's first day of school and submitted to our office before they attend. The Texas State Department of Health rules that every child should be immunized for DTaP, Polio, HepB, Hib, PCV, MMR, Varicella and Hep A. All children must have their vision and hearing tested annually.

- If your child is sick, please call the office by 8:00 am. Teachers appreciate knowing if your child will not be able to attend.
- Parents are requested to notify the school office if a child has a communicable disease such as COVID-19, chicken pox, streptococcal throat infection, meningitis, impetigo, head lice, conjunctivitis, etc.
- Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others, and you will be contacted. The school will not administer any medications unless we have a signed and completed Authorization for Dispensing Medication Form on file and all medications administered will be documented on the form.
- Please be sure to check backpacks for prescription medication, over the counter medication or other items that may be hazardous to children (example: food that may cause allergic reactions in other children). Sunscreen should be applied prior to your child's arrival at school. If your child requires reapplication, please provide the teacher with the sunscreen labeled with your child's name.

### **Keep Your Child Home If They:**

- Have a fever or have had one during the previous 24-hour period.
- Have vomited or had diarrhea within the last 24 hours.
- Have an active cold.
- Have heavy nasal discharge.
- Have a constant cough.
- Are significantly fatigued. Rest at such times may prevent the development of serious illness.
- Have symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever.) Please notify the school immediately if the child does have a communicable disease.
- Have a rash, please consult a physician before returning to school.

### **Your Child May Come to School If:**

- A cold is over, but a minor nasal drip remains.
- There has been an exposure to a communicable disease and the school's designated isolation period has been observed.

**Accidental Injury:** In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. The Director, or designated staff member in the Director's absence, will be in charge and make all decisions about the care of the child until the arrival of a parent, the physician, an ambulance, or paramedics. It is to your child's benefit that you keep the school up to date on phone numbers and emergency contacts.

**Parking Lot Safety:** Parking lots are a source of danger to children. Please assist us in following these safety rules:

- Families are encouraged to use the drop off/pick up zone whenever possible.
- Foot traffic should be reserved for conducting campus business or attending events. Enter and exit through the playground gate at the church office entrance. Parking is available on the east side of the building near the church office.
- While driving, enter and leave the parking lot with extreme caution. Be on the lookout for children.
- Always hold your child's hand when going to and from an automobile. Do not let your child run ahead of you. He or she might inadvertently run behind a car that is starting to back out.
- Please avoid conversing with other adults in the parking lot unless your child is seated safely in the car.
- On our part, we will take walks to the parking lot with students and discuss safety precautions.
- NEVER leave your child/children unattended in the car while picking up other children. If necessary, ask another parent to watch your sleeping child.

**Arrival:** Early Birds is a courtesy service provided to all families and is included in the monthly tuition. Parents may drop off children any time from 7:30 a.m. – 8:30 a.m. Children dropped off between 7:30 – 8:30 a.m. will start their day outdoors with free play, exploration, socialization and movement. The FPE Gate will close at 8:30 a.m, parents arriving after 8:30 a.m. will need to call the Front Office for assistance in receiving and escorting their child to class.

**Core Education Program:** School is in session Mon-Fri from 8:30 am to 3:00 p.m. Please bring your child to school on time to help them begin their day smoothly and prevent class disruption. A child may feel uncomfortable arriving after everyone else has become involved in learning activities. When you bring your child, you must leave them in the care of a staff member at the FPE gate.

**Lunch/Snacks:** Lunch time is a period of pleasant interchange of information between children, and between children and adults, in which they can enjoy each other's company and show consideration for one another. You will need to either provide a packed lunch for your child or subscribe to our hot lunch catering service through Holistic Meals. If your child's lunch requires refrigeration, please provide an ice pack or other cooling device in his/her lunch. A microwave is available to heat meals as needed. You will be notified of any food allergies or restrictions within the classroom.

If you are unable to pack your child's lunch or would like to alleviate the stress of preparing a daily lunch, we offer a school lunch program through local caterer Holistic Meals. Holistic Meals believes in holistic nutrition and prides themselves on bringing traditional and everyday dishes to the healthier side without sacrificing flavor or budget. Your children will be getting balanced nutrition with whole, clean ingredients and various meals to satisfy all eaters made fresh

and served hot every day. Subscription details will be sent prior to the start of the school year and menus released on a monthly basis.

**Pick-up:** Pick up is the responsibility of the authorized parent or guardian. If an unexpected situation arises and you are unable to pick up your child at the designated time, please notify the school immediately, so that we can reassure your child. Children will remain with teachers for the first 10 minutes after the designated pick-up time. After that time, the children will be taken to the school office, where they will stay until the parent/guardian arrives. Parents of children who remain in the care of the school will be charged a fee of \$1.00 for every minute that the child remains in the care of the school. If we suspect the person picking up a child is under the influence of drugs or alcohol, we will not release the child and request police assistance. An individual unknown to teachers will be checked against the child's authorized pick-up list and asked to show a photo ID. It is important that you keep the office up to date on the individuals authorized to pick up your child.

**Afternoon Enrichment Program:** Afternoon Enrichment is a program offered to all students who attend the elementary school and is held from 3-5:20pm. Your child may attend any day of the week, billing will be based on one of the two designated pick up times, 4:20 pm or 5:20 p.m. Special enrichment opportunities are offered at this time. We highly recommend sending a nourishing snack/water bottle if your child is enrolled in our Afternoon Enrichment program.

**Field Trips:** The school encourages field trips on a regular basis. You will be notified in writing in advance of each field trip. Transportation is provided by passenger van, each child is safely secured in a seat belt or booster seat and each van carries staff radio, cell phones and first aid kits.

**Special Programs:** The children participate in two programs during the school year. The programs are held at Christmas and at the Stepping Up Ceremony at the end of the school year.

**Clothing:** As students spend a lot of time outdoors, it is important to choose appropriate clothing designed for the weather of each day. Because of messy art activities and active outdoor play, provide clothing that is washable and sturdy. Jackets and sweaters should be labeled with your child's name. Send children in closed-toe rubber-soled shoes. Optionally, you may leave a complete extra set of clothing in your child's cubby.

**Cubby System:** Our cubby systems are for the students and classroom use only. These cubbies are at the student's level. We ask you to refrain from keeping any medication and other items that are harmful to children in your child's bag or cubby. Also, please do not distribute anything into another student's cubby, any distributions to other students must go through the teacher or office. As a reminder, we will not distribute candy or sweets.

**Birthdays & Other Special Days:** We encourage students to celebrate birthdays. Parents may send small individually packaged items such as ice cream cups, cupcakes or yogurt tubes to be shared with the class.

The school will celebrate many special days, including birthdays, however, we will not distribute candy, candy bags, goodies or other unhealthy items to students. Please refrain from sending them to school.

**Birthday Book Club:** Your child is invited to join the Birthday Book Club by donating a book or money for a book to the school in honor of his/her birthday. A special bookplate is placed inside the book giving the donor's name, birthday, and age at the time of the gift. The books are kept in the library and are available for use by all classes.

**Pets:** Due to allergies and in order to keep learning areas sanitary, pets are not allowed on the elementary school campus.

**Communication:** Teachers communicate with parents by sending home periodic letters, e-messages and conferences. The school encourages close communication and collaboration between parents, teachers, and the Director. Conferences may be initiated by the parents or by the school as need arises. All teachers will hold parent conferences twice during the school year.

If a significant change occurs in your home, please consider informing your child's teacher as soon as possible. All information will remain confidential. Changes that may affect your child's behavior, security, and wellbeing may include: one or both parents being away from home; new person in the home; illness of either parent or sibling; any hospitalization; accident or death in the family; new caretaker; moving; contemplated separation or divorce; or death of a pet. The classroom teacher will keep you informed of any significant changes in the school environment which may affect your child.

In the rare case in which conflict arises, please schedule a time to visit and resolve the issue with your child's teacher and/or the Director. If further action is needed, contact the Board of Directors. Please refrain from calling/texting your child's teacher during the learning day on their personal phone during school hours.

All messages during school hours that need immediate attention should go through the school office.

**Snow Day Procedure:** If the El Paso Public Schools have canceled classes due to inclement weather, FPE will be closed as well. However, as a safety measure for our students and teachers, the school may close even if the public schools are open. The school will notify you by e-mail and text if there is to be no school on a day when the public schools have decided to be open. Please do not risk your child's safety by driving when the roads are hazardous.

## **FINANCIAL POLICY**

**Annual Fees & Last Month's Tuition:** A registration fee and supply fee make up the annual fees due at time of registration, payment of which initially secures your child's placement.

The last month's tuition is due by May 31st, 2023 to secure enrollment for the new school year. This deposit will be applied to May 2024 or the student's last month of attendance if the required advance thirty-day notice (see below) is given of premature withdrawal.

If withdrawal prior to the start of the school year is needed, a written request must be submitted to the Front Office no later than June 25th, 2023 for a supply fee and last month's tuition refund. A portion of the annual fee is considered a registration fee and is non-refundable (\$250). Annual fees processed past the June 25th withdrawal notice deadline are not eligible for partial refund.

**Tuition Payments:** Tuition payments are due on or before the first day of the month. A late payment fee of \$15.00 per child will be charged after the 10th of the month. Children will not be able to attend school if a payment is delinquent by more than 30 days. Parents can opt to pay the full year's tuition in advance. If you have a problem paying the monthly tuition charge by the date requested, please discuss your situation with the Director or Business Administrator

Invoices will be sent via email and electronic payment of monthly tuition is preferred. Payments may be made by ACH (no fee) or credit card.

Families will be informed of any special collections which are sanctioned by the school, but optional, through written communication from the Director. Elementary school families should never feel obligated to participate in purchasing group lunches, teacher gifts, or similar collections. The choice to participate in these collections is at the individual discretion of each family.

Annual fees, last month's tuition and the current year tuition MUST be paid in full by the last day of school to ensure your child's spot in the Elementary program for the following fall. If your account is not current, your child's spot will be vacated and filled with the next name on the waiting list.

**Payment in Case of Withdrawal from Program:** If a child is to be withdrawn from the school, a thirty-day written notice to the Elementary office is required. If such notice is not given, one full month's tuition beyond the withdrawal date will be billed. A full month's tuition is due on the first day of each month (August-May), therefore notice must be given thirty days prior to the first day of the next month of attendance. Please note that premature withdrawals will not be prorated. The only exception will be made for active-duty military families who are relocated due to a change in military orders.

**Financial Assistance:** The School Board desires that all students be able to attend FPE, regardless of their ability to pay the tuition fees. At this time, we plan to build a scholarship fund for future applicants with financial need. If you are in need of assistance, please contact the Elementary Office for scholarship application information. . All inquiries will be kept confidential.

**Financial Needs of the School:** First Presbyterian Elementary School is a nonprofit school which operates at the pleasure of the Governing Boards of First Presbyterian Church of El Paso. The Church graciously donates the space and utility requirements for the school. All salaries, security, maintenance, classroom supplies, and equipment are provided by the school tuition and annual fees. The fees collected do not cover the cost of a growing and improving school. There is an ongoing need of funds to expand our library, purchase new learning materials, obtain new outdoor equipment, and to initiate new programs needed to keep the school up to date. No gift is too small, and all donations are tax deductible to the giver. Thank you for your support.

Ways to Donate May Include:

- OSBORNE TRUST SCHOLARSHIP FUND – Provides financial assistance for family hardships and for children who otherwise would not be able to attend.
- TEACHER TRAINING FUND - Provides for quality elementary level education through workshops and seminars for our staff.
- BIRTHDAY BOOK CLUB - All students and friends can donate a book to FPE in honor of their birthday.
- SPECIAL WISH LIST - Special needs and requirements of the educational curriculum that are not met by our budget include playground maintenance and updated equipment, audio-visual equipment, software and computer equipment needed for the curriculum program, and various manipulatives for the classroom learning centers.
- VOLUNTEERING - The school is always in need of volunteers! You may choose to help in the classroom, the office, the playground, at special functions, or become a board member.
- IN-KIND DONATIONS: We are always in need of donations consisting of paper goods, snacks, art supplies, plants, etc.



## **CURRICULUM**

Our child-centered developmental curriculum is continuously renewed and adapted. We stay abreast of the latest research in elementary education both on a national and international level. We review and reform our curriculum after careful reflection on theory and practice, keeping in constant focus our unique community of learners.

The curriculum of First Presbyterian Elementary is drawn from the Texas Essential Knowledge and Skills (TEKS) which are widely adopted standards in both public and private schools in the state of Texas along with proprietary holistic child development standards. Our teaching methodology, however, is unique. We follow a child-centered approach to early education, which promotes key fundamental values relating to how children learn. These core values have been adapted to our school based on our culture, environment and the specific needs of our community. Our interpretation of the Reggio core values, as outlined in the summary of our approach below, continues to progress as our educational methods develop to connect the intellectual, spiritual, social, physical and emotional needs of each child we serve.

The distinguishing features of our Reggio approach: Each child is viewed as a strong, capable, resilient, curious citizen with great potential. Children arrive prepared with amazing skills! As educators we facilitate and support the revelation of these skills through our developmentally appropriate curriculum, from first to sixth grade. Inspired by their own interests, exploration and wonder, children have ample opportunities to become a successful community of learners.

The most recognizable feature of Reggio pedagogy is the use of the environment as the third educator, following parents and teachers. The center-based environments are rich with stimuli and related opportunities, contributing to the quality of experiences for both children and the adults involved in the school. The environments prompt communication and relationships thus inspiring an extraordinary social exchange.

In collaboration, the child, teacher and parents along with the community are all active in the learning process in an authentic way. Each “player” is a rich natural resource available to support the education of each child and one another. Through a powerful documentation process we are able to continuously detail an account of each child’s learning journey. Teachers use an assortment of documentation methods resulting in a portfolio with artwork, photos, writing samples, progress reports, completed projects and quotes from the child.

Our curriculum offers opportunities for bilingual and multicultural experiences that acknowledge our unique geographic and cultural context, we incorporate Spanish language and Mexican traditions into our daily programming. Students are exposed to the repetitive rudiments of the Spanish language through greetings, prayers, songs, books, stories, natural routines and new vocabulary. Students participate in Spanish classes with a certified Spanish teacher, 3 days per week, for 45 minutes each session. The benefits of dual language are directly related to higher brain development, flexible thinking skills, higher intelligence levels and cultural, racial and religious tolerance and understanding.

Music produces “beat-ful”, “tuneful”, and “artful” children. The ability to keep a steady beat is vital to language and motor development. The ability to match pitch creates an inner-voice, which is vital to intellectual development. And finally, a shared experience that promotes healthy emotions, and builds a sense of beauty is the “art” part of music classes. In a society that seems increasingly disconnected and individualistic, music at our school emphasizes positive feelings and belonging.

Technology has a respected place in our curriculum as a tool that students, teachers and parents use collaboratively to discover new things and document the learning process.

Our outdoor environments truly unite us in collaboration with nature! The playground's intentional design encourages skill development in a variety of domains concurrently, resulting in whole-child learning and conducive spaces that our teachers and students will spend much of their day learning in. The natural beauty and serene atmosphere serves as an antidote to the sometimes frantic world of children.

**Morning Launch Discussion:** SEL talking circles

**Core Skills:** Core Skills are focused primarily during the morning, Reading and Math centers with hands on multi-sensory experiences.

**Project Cycles:** Project-based learning

**Specials Classes:** Music & Movement, SEL/Yoga/Mindfulness, Nature, Art, Marching Band, Spanish, Reading Visualization, Chapel

**Homework:** Homework has long been a staple of school experience, but is it really an effective practice? A quick Google search on the subject will reveal that it's a hotly debated issue. The most recent large-scale research on the subject was done by Harris Cooper in 2006, and it indicated there was no strong evidence of correlation between homework and student achievement in grades 1-6.

Because the child-centered approach adopted by our Elementary school relies so heavily on exploration, creativity, and group collaboration, it might be better to ask the question, "What kind of homework complements this approach?" The answer to that question will likely look a lot different than traditional rote memory homework, worksheets, or repetitive problems.

First Presbyterian Elementary School encourages all students to read at home each night, both aloud with family and individually. Login details for carefully chosen adaptive online programs will be sent home with each student for daily practice, 10-15 minutes a day is recommended, to complement classroom curriculum. Students in the upper grades may have long-term projects that require research (exploration) and occasional collaboration with other students outside of school hours. Students who are learning to play a musical instrument should practice at home daily. Conversations around the dinner table about current events or playing a board game with the family are also valuable home-learning opportunities. As parents you are the first and most important teachers our students have--there is nothing children value more than quality time with family during their time at home. Cook meals, read books, explore cultural traditions, learn something new together--these are the real "homework" experiences that will be remembered and valued for a lifetime.

**Assessment:** Throughout the year, as the teacher plans the curriculum, he/she will use anecdotal observations, work samples, project exhibitions, progress reports and feedback from families to help him/her plan work that is appropriate for the children in his/her class. Each of these assessment tools provide the teacher with a clearer understanding of the individual abilities and needs of the children in his/her class. In both informal and organized ways, teachers document how a child progresses throughout the school year. During parent/teacher conferences, teachers share this information about each child's milestone achievements with their family.

**Nine Virtuous Roots:** The roots of a tree connect it to the earth, hold it upright, and provide it with nourishment to grow. In the same way, our core values connect us to our communities, help us to make good choices, and provide nourishment for our spiritual and emotional growth. The nine virtues we emphasize at First Presbyterian Elementary School come from the Christian Bible but have been embraced and practiced by people of good character in many traditions.

Love - Everyone is valuable, beautiful, important. We care about each other, and we try to take care of each other.  
Joy - We like to laugh, smile, and play. It's okay to be sad sometimes, but we look for happiness and try to share it.  
Peace - We try to solve our problems in a way that works for everyone, respects everyone, and helps everyone.  
Patience - Growing and learning take time. We wait for each other and we forgive each other.  
Kindness - We are friendly and nice to everyone we meet, and try to treat other people the way we want to be treated.  
Goodness - We do what's right, and try to see the best in the people and things around us.  
Faithfulness - We keep our promises and our commitments, and try to tell the truth.  
Gentleness - We are careful and thoughtful, and try not to cause any harm with our words or with our bodies.  
Self-Control - We are responsible for decisions, and we try to think before we speak or act.

These virtues extend beyond the classroom and take root in the conversations, interactions, and decisions of our wider community-- parents, teachers and students alike. In this way, we are all connected, all nourished, all growing, teaching and learning together.

**Guidance Counseling & Discipline:** First Presbyterian Elementary School is a vital part of First Presbyterian Church. The Pastoral staff of the Church is available to our students and families for guidance or counseling. Their doors are always open.

As part of our curriculum, teachers work to assist students in developing appropriate social skills as they build relationships. As students' social skills develop, conflicts may arise. When students demonstrate inappropriate behaviors or express emotion in an unhealthy way, teachers and administrators guide the child as he/she resolves the conflicts, identifies feelings, and discovers solutions. There is no one-size-fits-all response to inappropriate behavior and each situation will be given individual consideration and response, always demonstrating a healthy respect for the student and the community.

At all times, our goal is to guide students as they develop. Teachers and administrators will never use physical punishment such as shaking or hitting, use threats or derogatory remarks or withhold food from a student.

## **OTHER IMPORTANT INFORMATION**

You may contact the Texas Abuse/Neglect hotline at 1-800-252-5400 or at [www.txabusehotline.org](http://www.txabusehotline.org).

It is a criminal offense to possess or consume alcoholic beverages on a public street, alley, or sidewalk within 1,000 feet of a facility that the person knows is a private school offering K-12 instruction. Texas Alcoholic Beverage Code §101.75.

Acts of hazing that occur on or off the campus of an educational institution, including a private high school, must be reported to the appropriate official of the institution. Texas Education Code §§37.151 and 37.152.

All illegal substances including smoking, tobacco and firearms are prohibited.