

Somerville Elementary



Campus Information

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APPENDIX X

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ATTENDANCE

The school day begins at 7:45 a.m. and ends at 3:15 p.m. Students will be considered tardy if they arrive in class after 7:45. (see Tardy policy)

A student is considered absent if they are not present at school before 9:00 a.m. If the student comes to school after 9:00 a.m., he/she is still considered absent for that day. If a student has a doctor's appointment and brings a note from the doctor that same day, the student will be considered present for the entire day. **Parents are still required to come to the front office to sign in their child.**

Students must attend school a specific amount of time in order to get credit for their academic work. State law requires students to be **"in attendance"** for at least 90 percent of the days a class is taught during a semester or year.

If a student fails to meet the requirement, he/she may be assigned to Summer school to regain credit. Parents will be notified when their child is in danger of losing credit because of absences and will have a chance to meet with the attendance committee to discuss their child's situation.

Truancy

Please note that the absences counted for truancy are unexcused absences. Referral to court for truant conduct can be filed if a student has 10 unexcused absences within a six-month period in the same school year in one or more class periods. Please refer to the attendance policy in the district student handbook for further details.

AWARDS AND HONORS

An annual Awards Day assembly will be conducted in May to recognize students on the honor roll, with perfect attendance, and with excellent conduct. Students will also be recognized at the end of each six weeks grading period.

"A" HONOR ROLL

- Students must make no grade below "90" in any subject per six-week grading period.

"A-B" HONOR ROLL

- Students must make no grade below "80" **and attain an average of "90" or above** in any subject per six week grading period.

BEHAVIOR MANAGEMENT CENTER (BMC)

The principal or designee shall assign students to the Behavior Management Center (BMC) as a means of in-school suspension. BMC is designed to help students improve their behavior and encourage students to follow school rules and guidelines on a regular basis. BMC is supervised by an assigned teacher or paraprofessional.

- Student representation during or after BMC placement:
 - A student assigned to a multi-day BMC placement WILL NOT be allowed to represent Somerville in an activity during the BMC assignment. They will be able to practice and attend events as a spectator.
 - Students WILL be allowed to represent Somerville in an activity, after the completion of the last day of a multi-day, partial or one-day BMC assignment at 3:20.
 - If the student does not earn his/her day, the following day will be assigned and the student WILL NOT be allowed to represent Somerville in an activity.
 - Students may receive additional consequences from their coach or sponsor upon completion of BMC assignment at the coach's discretion.
 - Students out on suspension cannot attend **any** school activity.

- Non-compliance with BMC policies may result in suspension and/or additional BMC time. The principal will work closely with the counselor and BMC teacher to evaluate the student's progress.

- Students will be taken to BMC by school personnel at 8:00 a.m. At the discretion of the Principal, a student assigned to BMC after 10:00 a.m. may not in some cases serve time in BMC until the school day following the day the misbehavior occurred. The student will follow the BMC schedule regardless of the time of day assigned to BMC.

- Students are responsible for bringing the appropriate materials and textbooks.

- All daily assignments shall be sent with the student to BMC and completed by the student during the course of the day. **Failure to complete assignments may result in an additional day of BMC.**

- Students assigned to BMC will be provided a lunch from the cafeteria. **No outside lunches may be brought by parents.**

- Sleeping is not allowed in BMC. Any student sleeping in BMC will be sent to the office for a conference with the principal and will receive further discipline including extended time in BMC.
- Students are required to make up days absent from assigned BMC time.

BUS DISCIPLINE MANAGEMENT PLAN

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact your child's school office.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

Follow the driver's directions at all times.

Enter and leave the bus or van in an orderly manner at the designated stop.

Keep feet, books, instrument cases, and other objects out of the aisle.

Not deface the bus, van, or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.

Not possess or use any form of tobacco on school buses.

Observe all usual classroom rules.

Be seated while the vehicle is moving.

Fasten their seat belts, if available.

Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Prohibited Bus Behaviors

In order to provide safe and efficient transportation, we need the help and cooperation of the students and the parents. The following rules and regulations need your support:

1. Students must never stand in the roadway while waiting for the bus.
2. Students must remain seated at all times.
3. Students are expected to wait in an orderly manner.
4. Students must board and leave the bus carefully and courteously without shoving and pushing.
5. Students shall not extend their arms, head, or any other part of their body out of the bus. Students shall not extend clothing or other articles through the bus windows.
6. Students shall not throw objects within the bus or out the windows at any time.
7. Excessive noise by students will not be tolerated.
8. Harmful or dangerous articles are prohibited.
9. Do not eat or drink on the bus.
10. Any other misconduct, which may distract the driver from safe operation of the bus, will not be tolerated.

We hope it will not be necessary to forbid any student to ride a bus. The bus driver is responsible for the safe operation of the bus. Students must abide by the instructions of the driver in order to insure a safe transportation system. If students refuse to abide by the instruction of the driver, the following action will be taken by the building principal.

First offense: The student may be subject to punishment and written notice will be sent to the parent. The letter will inform the parent that if a second offense is committed, the student will be excluded from riding the bus for a period of **three** days.

Second offense: A notice will be sent to the parent advising that the child is excluded from the bus for **three** school days.

Third offense: The student will be excluded from the bus for a period of **ten** school days.

Fourth offense: The student will be excluded from the bus for a period of **thirty** school days.

Fifth offense: The student will be excluded from the bus for **the remainder of the school year**.

Serious offenses that occur on the bus may result in the student being removed from the bus for the remainder of the school year.

CAFETERIA

Breakfast will be served between 7:20-7:40 a.m. Breakfast will not be served after 7:40 a.m. unless permission is obtained from the Main Office. Students will be counted tardy if they do not report to class by 7:45 a.m.

Cafeteria Rules and Consequences

- Students will raise their hands and are expected to receive the permission of cafeteria supervisors before they may leave their seats.

- The cafeteria is a place to talk quietly, not to scream, whistle, or yell.
- Food is for eating, not throwing.
- Fighting is not permitted under any conditions or for any reasons.
- Each class will have an assigned table in the cafeteria.
- Students are to clean their area after they have finished eating.
- Students are to walk in the cafeteria, not run.
- Students may go through the lunch line only once – with their class.

Cafeteria Consequences

- | | |
|----------------------|---|
| • First Consequence | Warning |
| • Second Consequence | The student will eat at a separate table for the remainder of the lunch period. |
| • Third Consequence | A note home or phone call to the student's parents by the teacher. |
| • Fourth Consequence | Parent/Teacher Conference |
| • Severe | Fighting will result in immediate loss of cafeteria privileges, assignment to BMC, or suspension. |

CAR LINE POLICY

Parents will not be allowed to park in the staff parking lot at any time. There will be available spots in the front of the building for parents' use. This is for the safety of students and staff members.

1. Each student will receive 2 color-coded cards with their last name on the card. The colors will represent the students' grade levels.
2. Students will be called from the building to come outside as their transportation arrives.
3. In order for your student to be picked up, the color coded card must be visible in the windshield.

4. Parents **MUST** go through the car line to pick up students with the student's card **clearly visible**.
5. We will operate 2 lanes of traffic to speed up the process.
6. Those attempting to pick up students without the designated card **will have to** go to the front office to verify identity, and then the child will be released.

We understand the Car Line Policy will take time to adjust. However, please keep in mind our priority is your child's and our students' safety.

CELLULAR PHONES & OTHER DEVICES

Cellular phones, IPODs, MP3 players, CD players, headphones/earbuds, cameras and other electronic devices are not allowed to interfere with instruction in any fashion at any time. These devices may be kept in the students' backpack during school hours. All cell phones must be placed on silent or turned off at all times.

Teachers and other staff will collect these devices if it is determined that a student has the device out or is using the device inappropriately and hold it until the end of the period. The next time it is out or being used inappropriately it will be confiscated and turned into the office. Cell phones turned into the office will be assessed at \$15.00 fee and only be returned to the student's parent or guardian. Other collected devices will only be returned to a parent or guardian at the end of the student's instructional day.

Further disciplinary actions may result for failure to follow the Student Code of Conduct.

Somerville ISD will not be held responsible for lost, stolen or damaged cell phones and/or other personal electronic devices.

CLASS PARTIES

In accordance with the Texas Public School Nutrition Policy, students may be given foods of minimal nutritional value (FMNV), such as candy and other restricted foods during the school day for up to three different events. The three events that we will designate for class parties are: Christmas, Valentine's Day and Easter.

In following this policy, we will not be allowed to have class birthday parties for students during the day. We ask that if you would like to bring a small snack (i.e. cupcakes and a drink) for the class that you bring them to the office and we will deliver them to the classroom during the last 15 minutes of the day.

CONDUCT GRADES

Conduct grades are determined by student behavior. Student conduct shall be evaluated each six week grading period as follows:

The letter “E” is used for excellent, “S” is for satisfactory, “N” is for needs improvement, and “U” is for unsatisfactory. Students who receive an “E” in conduct during the six week grading period will receive a special recognition award each six week grading period and at the end of the school year.

E = 0 Marks

S = 1-5 Marks

N = 6-10 Marks

U = 11 + Marks **OR** receiving a discipline notice and sent to the principal

DETENTION

Detention can be held during different times of the day, up to and including

- Recess
- Lunch

Detention will be held during recess and school personnel will rotate the duty of detention supervisor. Detention will be held in a classroom and students will work the entire time they are serving detention.

FIELD TRIPS

Student participation in educational field trips is strongly encouraged.

- Students must provide a signed permission form to their classroom teacher.
- Students must wear the appropriate orange t-shirt for easy identification of a Somerville ISD student.
- Students must ride school provided transportation to and from the event.
- Parents/guardians/parent chaperones may not ride to and from events on school buses.

HOMEWORK

Homework is defined as the time students spend outside the classroom in assigned learning activities. Somerville ISD believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. We also believe, as research supports, that moderate assignments completed and done well are more effective than lengthy or difficult ones poorly done.

Homework Policy:

1. Homework is an extension of previously taught material; it should be introduced and practiced during the class period.
2. Daily homework may be assigned to students on a regular basis.
3. Weekend homework may be assigned for extended assignments or projects.
4. Teachers shall make every effort to be aware of other teachers' homework, assignments, and testing schedules.

LIBRARY

The library is a learning center with books, magazines and other materials available for classroom assignments, projects and reading or listening pleasure. A quiet atmosphere should be maintained at all times. However, students are free to move about as long as they do not interfere with others.

- Each class will have scheduled access to the library.
- All library books may be checked out for one week and are subject to renewal.
- A fine of five cents a day is charged on overdue books. All library fines must be paid before a student is allowed to check out another book. Books overdue because of a student illness must be returned to the library on the student's first day back to school.
- Each student is held responsible for all books checked out and all fines acquired.
- Students shall be expected to pay for lost or damaged books (beyond reasonable repair).
- Library fines will be collected by Monica Munoz, Librarian.
- Reference books and magazines are used only in the library. In certain cases, these items may be checked out by the teacher.

PLAYGROUND SAFETY

Caboose Area

- The caboose area is unavailable for use at this time.

Playscape

- No jumping is allowed from the playscape.
- The gravel under the playscape is to prevent injury in case of a fall.
- Do not remove or throw gravel.

Slides

- Do not run or walk up the slide portion of the slide.
- Do not stop on the ladder or stand on the top of the slide.
- Go down the slide sitting with your feet forward.
- Move away from the slide as soon as you reach the end of the slide.

Swings

- Only one person per swing.
- Do not stand or lay in the swings.
- Swing in a straight line.
- Do not hold or grab other swingers.
- Do not jump from the swing while in motion.
- Stay clear of swingers as you walk or stand on the playground.
- Do not roll up or twist the swings.

PROHIBITED ITEMS

Students are asked to keep the following items at home, unless specifically asked for by the teacher for a class project:

- Any item that resembles a weapon (i.e. toy guns, knives, etc.)
- Toys of any kind
- Fidgets or Spinners

- Perfume/Body Spray/Aerosol Deodorant
- Make Up Products
- Personal Electronics (Game Boy, iPad, etc.)

STUDENT DRESS CODE REQUIREMENTS

Shirts and Blouses

- All shirts must have sleeves.
- No cleavage or midriffs shall be exposed.
- Students wearing shirts that are too long or too short will be required to change into a shirt of acceptable length.
- No inappropriate pictures, images, or words.

Pants, Skirts, Dresses

- Pants must be worn at the waist. The inability to keep the pants at the waist will result in the student having to wear a belt along with possible disciplinary action.
- "Capri" and "Crop" pants may be worn.
- Shorts, skirts, and dresses must touch the top of the knee when standing.
- No holes above the knees on jeans, khakis, overalls, etc.
- Pant legs may not be rolled up.

Shoes

- Shoes must be worn at all times.
- No house shoes, slippers, shower shoes or heels may be worn.
- Sneakers are required for PE/Recess. This is for the safety of the students.

General Dress Code Requirements

- No oversized clothing of any kind.
- No undergarments shall be visible or worn as outer garments.
- No additional garments may be worn on the shoulder, around the neck, or hanging from pants' pockets.
- Hoods on hoodies or jackets may not be worn inside the building.

- Hats may not be worn inside the building.

Hair and Body Piercings

- Hairstyles that are disruptive to the instructional programs are not permitted. Hair must be neat and clean with no bizarre cuts or colors. This is open to the principal's discretion.
- Students are not permitted to wear their hair in such a manner that covers the face or eyes.
- Facial hair must be neat and trim per administrative discretion.
- Ear piercing is limited to 3 per ear. Female loop earrings are limited 2 inches in diameter.
- No eyebrow, nose, cheek, lip, tongue, cartilage, or other visible body piercing is allowed. A clear stud may be worn in the place of the face jewelry.
- No temporary orthodontic hardware (grills) not prescribed by medical professionals.
- Earrings are not allowed on the Elementary campus for male students.

Dress code requirements must be adhered to for all school functions, on and off campus, as well as special events on campus (i.e. student performances, picture days, etc.)

STUDENT NUTRITION

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Participation is confidential. Call Kristin Sowders at 979-596-1502 or Renee Mantey at 979-596-1461 to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day (Policy CO).

TARDY POLICY AND PROCEDURE

The most crucial learning hours of a school day are the morning hours. Generally, this is when students are the most attentive. Students who are tardy miss the beginning of the school day and their morning classes. Tardiness also causes a disruption/distraction to the class lesson.

When students are tardy, they negatively impact their teachers and the other students in their class. Teachers are often required to allow students to make up work, which requires the teacher to restructure the lesson or re-teach missed material. Tardiness takes other students' attention away from the teacher's lesson, frequently leading to behavior problems and missed instructional time.

Every student that is tardy must have their parent/guardian come into the school and sign their child in. A student is considered tardy if the student arrives at school after 7:45 a.m. The child will receive a tardy slip before entering their class.

Consequences for Tardiness

- 6 tardies (Per each 6 weeks) – Student with 6 or more tardies will not be recognized as perfect attendance.
- 10 tardies and more – Truancy may be filed. Extracurricular activities (ie., field trips, student council, campus special events) may be taken away.