

**Smithville Elementary School Addendum
to the District Handbook Addendum
2017-2018**

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**2017-2018 Smithville Elementary Theme
SES Leading the Way**

Smithville Elementary School Creed

We the students of Smithville Elementary
Believe that through hard work and dedication all things are possible.
We believe in honesty, respect, and treating others the way we want to be treated.
We will strive for improvement in all that we do and vow to use our education wisely.

Web-based Elementary Information

Smithville Elementary website: www.smithvilleisd.org
Smithville Elementary Blog: www.smithvilleelementary.blogspot.com
Smithville Elementary Facebook Page: www.Facebook-smithvilleelementary.com
Smithville Elementary Twitter: @SESTigers

Parent letter	3
General Campus Information	4
Arrival at school	4
Attendance	4
Awards	5
Child Nutrition	5
Bicycles	6
Booster Club	6
Cell Phones	6
Class Parties	7
Computer Resources	7
Conduct Information	7
Applicability of School Rules and Discipline	7
Disruptions	8
Restorative Discipline	8
Disciplinary Consequences	8
General Guidelines for Minor Disciplinary Consequences Elementary	8
Elementary Student Expectations	8
Cafeteria Expectations	9
Conduct before and After School	9
Counseling	9
Deliveries	10
Dress Code	10
Emergency School-Closing Information	11
Extracurricular Activities, Clubs and Organizations	11
Field Trips	12
Fundraising	12
Good News	12
Grading Guideline	12
Academic Dishonesty/Cheating/Plagiarism	13
Conduct Grade	13
Homework	13
Report Cards, Progress Reports and Conference	14
Grade Reporting Schedule	14
Parent Teacher Conferences	14
Promotion and Retention	14
State Testing	15
Intervention Classes	15
Library	15
Lice Policy	15
Network Access and Acceptable Use Agreement	16
Parent and Community Volunteers	16
Parent Communication Folders	16
Parent txConnect	16
Planners	16
RtI Committee	16
School Supplies	17
Searches	17
Six Weeks Celebration	17
Skates/Skateboards/Scooters	17
Special programs	17
Students' Desks and Lockers	17
Student Groups	17
Tiger Pack	17
Junior Harvesters	17
Tiger Grounds Crew	18
Tutoring, Recycling, & Environmental Organizations Team	18
WATT Watchers	18
UIL	18
Vandalism	18
Smithville Elementary Personnel	19

To Students and Parents:

Welcome to the 2017-2018 school year! The teachers and staff of Smithville Elementary want this to be a successful year full of interesting learning experiences for each student. For this to happen, we all have to work together: students, parents, and teachers. This Student Handbook Addendum is designed to help us achieve this goal.

In this handbook please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. The Code of Conduct is upon request or available online at www.smithvilleisd.org.

The Student Handbook is designed to work in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar 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 the 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.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available online at www.smithvilleisd.org.

Smithville Elementary School Hours

Breakfast	7:30 a.m. - 8:00 a.m.
First morning bell:	7:55 a.m.
Second morning bell:	8:00 a.m.
Announcements:	8:00 a.m.
Tardy Bell	8:10 a.m.

Lunch

3 rd grade	10:45 a.m. – 11:15 a.m.
4 th grade	11:00 a.m. – 11:30 a.m.
5 th grade	11:15 a.m. – 11:45 a.m.
Dismissal	3:45 p.m.

General Campus Information

Arrival at school

Elementary students may arrive at school between 7:30 a.m. and 8:00 a.m. Teachers will begin supervising students at 7:30 a.m. Students go either directly to the cafeteria for breakfast, or into the building to sit in the hall next to their classroom. Third and fourth grade students will report to the main building hallways. Fifth grade students will report to the cafeteria. All students will bring their books and read silently until the 7:55 a.m. bell.

Delivery and Pick-Up of Students

Please pick up and drop off 3rd - 5th grade students on Bishop Street. It is a one-way street running south to north during school hours Monday through Friday. Morning drop off and afternoon pick-up is located behind the specials building on the west side of the specials playground. Traffic will line up on Bishop Street and will be directed into the gated area to drop off or pick up students. Please do not drop students off or pick up students near the nurse's office on Bishop Street, in the south parking lot (Red Brick), or in the area between Junior High and Elementary School. These areas are reserved for bus pick up and drop off. **Walkers will be dismissed with the bus riders.**

Please drive slowly and carefully in our school area. As a reminder, use of a cell phone while operating a motorized vehicle in a school zone is prohibited. Your cooperation is appreciated. A little extra time will ensure the safety of all students.

Visits to the School

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. **Visitors are required to wear a visitor's tag while on the campus.**

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Students from other schools or who are not attending school are not permitted to visit the campus or the cafeteria during the school day without written approval from the campus principal. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Student Check Out

For the students' safety, parents wishing to check students out for doctor's appointments or illnesses are required to report to the office first to sign the student out. Students will be released only to parents and adults listed on the emergency contact sheet. Picture ID may be requested for the protection of your child.

Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Smithville Elementary will make daily phone calls to parents of absent students to check on their well-being. For students who are determined truant from school per 2015 House Bill 2398, school districts must implement truancy

prevention measures that will/may include the following: a behavior improvement plan; school based community service; or referral to counseling, mediation, or mentoring.

Attendance Letters

Smithville Elementary will mail letters to notify parents of absences of 3, 5, 10, and 15 days. Please call the Elementary School, at (512) 237-2406, if you have questions about your child's attendance.

Absences Due to Head Lice

No more than 3 school days will be considered excused if your child is absent **or** sent home with head lice. Parents are encouraged to visit with the school nurse for advice on how to rid the child of lice.

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).] A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Tardies

Frequent tardies have a direct, negative impact on student learning. Students are tardy if they arrive to the classroom after the 8:10 bell. Students will be assigned lunch detention beginning on the fourth tardy of the semester. School-based community service will be assigned in addition to lunch detention beginning on the seventh tardy of the semester.

Timeliness of Notes

A note must be brought to the office within 3 school days in order for an absence to be excused. However, **for Attendance Review Committee purposes only**, a note may be accepted within 10 school days from the end of the six weeks.

Awards

An awards ceremony will be held at the end of the school year. Awards may include:

Distinguished A Honor Roll – all “A’s in all subjects each six weeks and no letter grade below “S”. (excluding Conduct)

“Academic” Honor Roll – “A” yearly averages in all subjects and no letter grade below “S”. (excluding Conduct)

“A/B” Honor Roll – “A’s” and “B’s” in all subjects every six weeks and no letter grade below “S”. (excluding Conduct) A student must have at least one “A” to be on the “A/B” Honor Roll.

Perfect Attendance – No absences or tardies

Attendance Award – No more than 2 absences and/or tardies

Top Tiger Award – Outstanding Students

UIL

Gold Presidential Awards – to 5th Graders with an “A” average in all 5 core subjects, each year in the 3rd, 4th and 5th grades

Silver Presidential Award – Individual’s Overall Improvement from 3rd to 5th grade

Child Nutrition

Smithville ISD provides a full range of cafeteria services including breakfast and lunch. Below you will find specific prices.

Breakfast

Breakfast is served in the school cafeteria from 7:30 a.m. until 8:00 a.m. Students should not arrive to eat earlier than 7:30 a.m. The serving line will close at 8:00 a.m. All students should finish eating by 8:00 a.m. in order to assure prompt arrival to class.

Lunch

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. Information about a student's participation is confidential. See Child Nutrition Director, Candy Biehle, to apply.

Prices

For grades PK-6

Lunch \$2.50

Breakfast Free

For all grades (must qualify and be approved)

Reduced Lunch \$.40

Free/Reduced Lunch/ Breakfast Program

The Smithville ISD offers a nutritious lunch and breakfast each day. If you now get SNAPs or TANF for your children, your children are eligible for free meals. Additionally, some families may qualify for reduced price meals if they do not qualify for free meals. Your child should bring home an application. If you do not receive one but feel your children qualify for a free or reduced lunch and breakfast program, contact your building principal immediately.

As a district we believe that all students should be supplied with food for lunch daily. If a student does not have a lunch from home, one will be provided for them at the parent expense. It is our practice to be sure that every child has nutrition to help them through their day.

Bicycles

Bicycles should be walked from the edge of school property to the bicycle racks. Bicycles should be locked when parked at school.

Booster Club

Parents, guardians, and other interested community members are encouraged to participate in the Smithville Elementary Booster Club. Meetings are held monthly in the Elementary library. The Booster Club provides support for all programs and activities at the Elementary School.

Cell Phones

Cell phones are permitted before and after school. All phones should remain off during the school day including lunch & passing period. Students with cell phones during the school day will be subject to district protocol regarding discipline.

Class Parties

Three class parties are held during the year: Fall (October 31), Winter (December 22), and Spring (February 14). Students assist with planning and furnishing the party supplies. Parents are encouraged to help. Each classroom teacher will furnish detailed information as the party dates occur.

Computer Resources

To prepare you for an increasingly computerized society, the District has made a substantial investment in digital technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. You and your parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. You and your parents should be aware that electronic communications—including but not limited to e-mail, social media, instant messaging—using District technology are not private and may be monitored by District staff. For additional information, see policy CQ.

Conduct Information

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Smithville I.S.D. rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.

Please Note:

This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of

Conduct, as well as campus and classroom rules. These campus codes are enforced by the Campus Behavior Coordinator, Whitney Brown, assistant principal or other campus designee.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Restorative Discipline

Restorative Discipline has become a part of the SES beliefs and practices. Through this we are able to build community and can help set things right when the integrity of the community is challenged by harmful behaviors. Restorative Discipline is a set of principles and practices employed to respond to student misconduct, with the goals of repairing harm and restoring relationships between those impacted. When people come together for restorative interactions they sit in circles. Circle dialogue is a fundamental element of restorative dialogue. Classroom circles support the two main goals of restorative practices: building community; and responding to harms through dialogue that sets things right.

Disciplinary Consequences

Misbehavior will be viewed as falling into one of three categories; minor, major, or severe.

Minor misbehaviors are generally defined as violations of class or school rules. These will be dealt with by teachers according to grade level procedures. A detailed list of grade level and classroom expectations and consequences will be given to students and parents the first week of school. Teachers may use the following procedures to deal with minor misbehaviors: verbal warning(s), Take 5 assignments ranging from 10 – 20 minutes, parent contact by phone, a written note in the planner or letter, parent/teacher/student conferences, detention, or other procedures designed to stop minor misbehaviors. Major, severe and persistent misbehaviors are dealt with by the school administrators according to the district adopted Student Code of Conduct.

General Guidelines for Minor Disciplinary Consequences

- Three documented classroom behavior misconducts in one day may result in a Take 5.
- Three Take 5's in a 6-week period may result in a disciplinary referral.
- Four Take 5's in a 6-week period may result in a major infraction that could result in In-School Suspension (ISS).

Elementary Student Expectations

- Respect yourself and others
- Keep hands, feet and objects to yourself
- Use positive, proper language when speaking to others
- Horseplay and/or fighting are not allowed

- Respond appropriately to directives from adults the first time
- Respect property
- Chewing gum is not allowed
- Damaging or vandalizing school property is not allowed, including bathrooms, desks, and books
- Respect learning
- Follow classroom rules and procedures
- Walk and speak quietly in the hallways
- Enter class on time
- Use a hall pass when in the hallway during class time

Cafeteria Expectations

- All students sit at assigned tables
- Raise your hand to get permission to leave the table
- Loud talking or yelling is not permitted
- Speak only to students seated at your table
- Throwing food is not allowed
- Playing with food or food containers is not allowed
- Clear tables and dispose of all containers properly
- Line up quietly to leave the cafeteria
- Food is not to be taken out of the cafeteria without permission

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsals, club meetings, athletic practice, and special study groups 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 or any stricter code of conduct established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes 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.

Counseling

Smithville Elementary has a full time school counselor who is available for students during the day. The school counselor provides the following:

Academic Counseling

You and your parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 12 will be provided information on anticipated course offerings for the next year and other information that will help you make the most of academic and vocational opportunities.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns; including such areas as social, family, emotional issues, and/or substance abuse. The counselor may also make available information about community resources to address these concerns.

Please note:

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. For more information, refer to policy FFE.

Deliveries

Flowers, balloons and all other deliveries will be made to the principal's office. Office personnel will notify the student who will be allowed to pick up the merchandise after school.

2017-2018 Primary/Elementary Dress Code

Our dress code is designed to encourage and promote self-respect and pride in appearance on our campuses. The student's general appearance must meet the common standards of decency, modesty, and good taste. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness, and appropriateness to the school. The dress code is applicable at all school functions.

All Students

- Students will select clothing, which will not include crop tops, muscle shirts, net shirts, extremely short dresses or skirts, biker shorts, or clothing with pictures and/or ads for alcohol, tobacco, drugs, offensive or obscene messages.
- No bare midriff visible when arms are raised.
- Sleeveless shirts (tank tops - straps should be at least 3 fingers in width) are permitted if shoulders are covered and shirt sides go up to the underarms.
- Pants must be worn at or above the waist with no hip huggers that bare the midriff.
- Clothing or shoes that have the appearance of sleepwear will not be permitted.
- All students will wear shoes.
- Tennis shoes are required for P.E.
- All shoes must have back straps behind the heels for safety.
- Heeley shoes (or similar type roller skate shoes) are not allowed.
- Flip-flops and clogs are not allowed.
- Students may wear earrings, but are prohibited from wearing other visible body piercing jewelry.
- Visible tattoos, both permanent and temporary, are not allowed.
- Wristbands should have messages appropriate for the school setting.
- Hats and caps can be worn outside only, unless the student can present a medical note stating otherwise.
- Bandannas, chains, and hip cloths are not acceptable.
- Hair will be clean and well-groomed and not extreme in style, appearance and/or color.
- No designs shall be cut in the hair.
- Mohawks are not permitted.
- Fauxhawks must not exceed two inches.
- One straight line for parting purposes is permitted.
- Students are prohibited from wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation in a gang.

Girls

- Students in grades PreK-5 may wear shorts, dresses, and skirts that extend to at least the middle finger when arms are held by the side in a relaxed posture.
- Girls are encouraged to wear shorts under dresses and skirts.
- Under garments cannot be visible.

- Age and physical development should be a consideration in determining the appropriateness of foundation garments.
- Appropriateness of the school setting will be the criteria for determining proper attire. Non-standard dress including but not limited to sundresses, pajama style pants, mini-skirts, and other fad clothing should be governed by this standard.

The Administrative Staff has the final authority to determine the appropriateness of student appearance.

Emergency School-Closing Information

The Superintendent will make decisions to delay school starting, cancel school, dismiss classes, and resume classes in the event of hazardous road conditions or other emergencies. Instructions will be given through local radio and television stations, emergency call outs, as well as the internet. Tune to one of following stations for such information:

RADIO

La Grange KVLG-AM 1570

Austin KASE-FM 100.7

TELEVISION

Austin-KTBC Channel 7

Austin-KVUE Channel 24

Austin-KXAN Channel 36

Austin-KEYE Channel 42

INTERNET

www.smithvilleisd.org

FACEBOOK

Facebook.com/SmithvilleISD

TWITTER

@SmithvilleISD

Extracurricular Activities, Clubs, and Organizations

Participation in school and school-related activities is an excellent way for you to develop talents, receive individual recognition, and build strong friendships with other students; however, participation is a privilege. State law as well as rules of the University Interscholastic League (UIL)—a statewide association of participating districts, governs eligibility for participation in many of these activities.

- A student, who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- During the initial six-week period of the school year, students must have been promoted into the next grade level.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. Additional absences, to a maximum of five, shall be permitted when a student has a grade average of at least 85 and no more than three absences in the courses or subjects to be missed. All extracurricular activities and public performances, whether UIL activities and other activities approved by the Board are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note:

Sponsors of student clubs and performing groups such as the band, drill teams and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. For further information, see policy FM and FO.

Field Trips

Field Trips may be taken throughout the year to enhance the curriculum, as well as for rewards. Students should represent the school in a positive manner during the field trip. A student's behavior/disciplinary record will be considered in determining whether or not they may participate in field trips. Students who have not met minimum requirements in the classroom may not be eligible to participate in field trips designed to recognize or reward. Due to liability issues we ask that parents do not take their children from off campus activities. In the event when it is unavoidable, prior written consent is required.

Fundraising

There are typically two fundraisers each school year conducted by the SES Booster Club. The Booster Club fills out a fundraiser form, which may be picked up from Denise Behrens at the Central Office, prior to each fundraiser. Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Except as approved by administration, fund-raising is not permitted on school property. For further information, see policies FJ and GE.

Good News

Good News is positive notes written about individual students which are read during the morning announcements. The notes will be posted on a Good News Bulletin Board and mailed home at the end of the six weeks.

Grading Guidelines

At Smithville Elementary achievement and progress will be reported to parents as follows:

Report cards will be sent home with students every six weeks and progress reports will be sent the third week of the six week if students are failing or are in danger of failing. Number grades will be used for languages arts (writing, grammar, and spelling), reading, math, science and social studies.

90 -100	A	Excellent
80 – 89	B	Satisfactory
75 – 79	C	Fair
70 – 7 4	D	Needs Improvement
Below 70	F	Failing

Averages will be determined by adding all the grades and dividing by the total number of grades recorded. Teachers will post two grades per week, with a minimum of 10 grades per content area per six weeks. No six weeks average lower than 50 will be recorded on the report card. Students who fail a daily assignment, daily quiz, weekly test, or major assessment will be provided an opportunity to redo the failing grade for a grade no higher than 70.

In computing grade averages, standard rounding up will be used for all grades. Grade averages of .5 or higher will be rounded to the next higher integer. Grade averages less than .5 will be rounded down to the next lower integer.

The following system will be used to denote the level of achievement for music, health, physical education, and technology.

E (+ or -)	Excellent
S (+ or -)	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Academic Dishonesty/Cheating/Plagiarism

Academic dishonesty, cheating or plagiarism- is not acceptable. Cheating includes the copying of another student's work - homework, class work, test answers, etc. - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

Conduct Grade

A conduct grade will be given to each student each six weeks. The following behaviors will be documented in the student planner daily:

- Talking inappropriately
- Hallway misbehavior
- Bathroom/Cafeteria misbehavior
- Wasting time/off task
- Not following instructions/procedures
- Making noises
- Disrespectful
- Failure to keep hands, feet and /or objects to self
- Late to class
- Incomplete homework/assignments*
- Unprepared for class*
- No parent signature when required (example: planners, report cards, progress reports*)

The number of marks per six weeks will determine the student's conduct grade.

0-6 marks	E Excellent
7-10 marks	S Satisfactory
11-14 marks	N Needs Improvement
15 or more marks	U Unsatisfactory

*** These student behaviors will not result in Take 5 or ISS.**

Homework

Homework is defined as instructionally based, out-of-class tasks assigned to students as an extension or elaboration of classroom work. Homework should be an integral part of a student's total learning experience. To derive the greatest benefit from school learning experiences, students must at times finish related study and follow-up work at home.

Types of Homework Assignments

- **Practice** – Practice homework is used to practice and reinforce skills already learned in class.
- **Preparation** – Preparation homework helps to prepare students for an upcoming lesson or unit. Homework of this type helps provide students with opportunities to gain background information in order to increase learning potential for an upcoming lesson. Preparation assignments should be oriented to a specific purpose.
- **Extension** – Extension homework assignments require students to produce self-initiated projects that allow students to apply and analyze information presented in class.
- **Creative** – Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage students to integrate a variety of skills and concepts presented in class and to construct their personal model of understanding.

Daily homework assignments requiring no more than 45 to 60 minutes per day will be given in the 3rd through 5th grades. Homework is to be returned to school for evaluation and discussion. One of the goals is to instill in each student a sense of responsibility for his/her own learning. Failure to comply with homework requirements will be reflected in your child's grade.

It is recommended that every student should read or be read to for at least 20 minutes per day. Please reinforce the importance of homework by looking at your child's completed homework and signing their planner each night.

Report Cards, Progress Reports, and Conferences

Written reports of your child's grades or performance and absences in each class or subject will be mailed home once every six weeks. At the end of the first three weeks of a grading period you will be given written notice of your child's academic performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you may be requested to schedule a conference with the teacher of that class or subject.

Grade Reporting Schedule

Beginning of 6-Weeks	Progress Report	End of 6-Weeks	Report Card
August 28, 2017	September 21, 2017	September 29, 2017	October 5, 2017
October 2, 2017	October 26, 2017	November 3, 2017	November 9, 2017
November 6, 2017	December 7, 2017	December 22, 2017	January 11, 2018
January 9, 2018	February 1, 2018	February 16, 2018	February 22, 2018
February 20, 2018	March 22, 2018	April 12, 2018	April 19, 2018
April 17, 2018	May 10, 2018	June 1, 2018	June 1, 2018

Parent/Teacher Conferences

Close communication between home and school is important to student success in school. Conferences with your child's teacher may be scheduled at any time during the school year by calling the Elementary School office at 512-237-2406.

Promotion and Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. In grades 3-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level (essential knowledge and skills) for all subject areas or a grade of 70 or above in reading, language arts, and mathematics. (For further information, see policies at EHBC, EI, and EIE.)

State Testing

The following dates are scheduled by the Texas Education Agency for the STAAR tests and are subject to change per TEA.

STAAR Test Dates

April 3	4th Grade Writing 5th Grade Mathematics
April 4	5th Grade Reading
May 7	3rd Grade Mathematics 4th Grade Mathematics 5th Grade Retest Mathematics
May 8	3rd Grade Reading 4th Grade Reading 5th Grade Retest Reading
May 9	5th Grade Science
June 26	5th Grade Retest Mathematics
June 27	5th Grade Retest Reading

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

Intervention Classes

Smithville Elementary provides intervention for students in math and reading. Campus data and teacher recommendations are considered in placement of students in the intervention classes. For more information please contact your child's homeroom teacher, counselor, or administration.

Library

Our library has over 7,500 items for use by our students and staff. It is open to students during normal school hours. Students are allowed to check out two books for a two-week time period based on need. The books can be rechecked for as long as needed. It is the student's responsibility to take proper care of the books. If a book is lost, a full replacement fee is charged. Fines are not charged for late books, but may be charged for damaged books.

Lice Policy

The SISD policy and procedure guideline for the management of lice is as follows:

If the school nurse receives notice either from an SISD staff member and/or parent guardian, a head check will be done on that particular student and/or students at the school nurse's discretion and when the nurse has the allotted time. Teachers will not bring a whole class to the nurse's office for a head check. If students need their head checked and reasons are reasonable and documented, the nurse will arrange a time for the head checks to be done.

For more information concerning Lice Policy, please contact our school nurse, Sophie Weinheimer, RN.

The SISD School Nurses follow the guidelines recommended by the DSHS (Department of State Health Services) for exclusion of students from school with communicable diseases such as vomiting, fever, diarrhea, pink eye, ringworm, ringworm of the scalp, etc.

Network Access and Acceptable Use Agreement

All students must read and agree to the Acceptable Use Policy regarding network and internet access before such access will be granted. The agreement will be signed by the students and their parents once during each year while attending Smithville ISD. However, the AUP is reviewed with the students in the appropriate technology courses at all grade levels. Parents may review the conditions of the AUP at the website: <http://tinyurl.com/SmithvilleISDAUP>.

Signature forms may be requested from and returned to the campus registrar. The AUP may also be found in the registration packet and should be returned to the appropriate person.

Responses to violations of the AUP are covered in the Student Code of Conduct.

Parent and Community Volunteers

Please consider donating a brief period of time in your day to make a lifelong difference for a student. We are in need of community and business members to join our Campus Site Based Planning and Decision Making Team which meets approximately six times per year. Please contact the principal if you would be willing to serve on this committee. For safety reasons, parents and volunteers are asked to sign in at the office.

Individuals' interested in volunteering in classrooms and on field trips are required to complete a Criminal History Background Check form, through our Central Administration, which are available in the elementary office.

Parent Communication Folders

All students will receive a Parent Communication Folder at the beginning of the school year. The folders are sent home on Thursdays and may contain student work, signature pages, or general information concerning upcoming events.

txConnect

This program gives parents/guardians 'read only' access to their child's grades directly from the teacher's gradebook. This will allow parents to track their child's progress and monitor attendance at any time

Parents will be required to register online for txConnect. Information and directions will be provided during the first week of school.

Planners

All students are required to use a planner. The Elementary School in conjunction with the Elementary Booster Club will provide the first copy of the student planners. These planners are used to communicate with parents on a daily basis. Students will be taught to write their assignments in their planners. Parents are asked to check the planners daily for assignments and other important information, to sign the planner, and to make sure their child returns it to school each day. In the event that a planner is lost, it will be the student's responsibility to purchase a new planner.

RtI Committee

The RtI Committee reviews student information and data in determining strategies, considerations for intervention, and possible placement testing to meet the needs of students. The RtI Committee consists of the classroom teacher, grade level teachers, campus coordinator (counselor), and may include campus interventionists. An administrator will attend any RtI meetings in which students are identified as needing Tier 3 level interventions or as requested by campus coordinator. The purpose of the committee is to review academic, emotional, and/or behavioral concerns in order to meet the needs of our students.

School Supplies

Please be sure to send your child to school prepared with the requested supplies. Replenish supplies as the year progresses. The school can provide assistance for low income families with school supplies. Please contact the Counselor at 512-237-2406 for more information.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Six Weeks Celebration

Six Weeks Celebration is scheduled for the Friday following report cards each six weeks in the cafetorium. Students and staff will report to the cafetorium at the end of the day to celebrate the successes from the previous six weeks. Here the entire campus will participate in songs, dancing, cheers, recognition of awards and prizes. This is an opportunity for all of us to get together and celebrate our campus.

Skates/Skateboards/Scooters

Skates, skateboards, and scooters may not be ridden on school property. Because there is no place for students to secure these items while at school, they will not be permitted on the Elementary campus.

Special Programs

The District provides special programs for gifted and talented students, bilingual students, migrant students, homeless students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the Central Administration at 512-237-2487.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy whether a student is present or not. The parent will be notified if any prohibited items are found in the student's desk or locker.

Student Groups

Smithville Elementary offers the opportunity for student involvement outside the regular class time. Students involvement opportunities increase for students in the upper grades of the elementary school. Information about the individual groups are listed below.

TIGER PACK

Principal's Advisory Committee Kids will be a student leader group which will meet monthly with the principals to help make decisions, organize student assemblies and lead at least two community service projects. These students will also be writing bimonthly blogs for their particular grade level activities.

Junior Harvesters

Junior Harvesters is a gardening program focusing on planting, maintaining, and harvesting vegetables and herbs from our new school garden. Students will learn to grow and care for plants from seeds that they will be able to take home.

The responsibilities of the Junior Harvesters will include preparing soil, planting, mulching, and maintaining the garden during the growing cycle. Students will learn how to prepare and care for plants and nature focusing on organic gardening.

Tiger Grounds Crew

Student group that helps to maintain the school grounds through litter pick-up, watering trees, and notification of graffiti or damaged items. Students apply for the “crew” and are chosen based upon the application, behavior, citizenship, and classroom performance. Students will meet during non-instructional times to perform the duties of their job.

Tiger Recycling and Environmental Organization

TREO is a student group that maintains the recycling program and will participate in the ongoing discussion about school improvement. Students are chosen based upon the application, behavior, citizenship, and classroom performance. Students will meet during non-instructional times to perform the duties of their job.

WATT Watchers

Watt Watchers is a student group nominated by their teachers to help in awareness of energy conservation on our campus. During this time they walk around their assigned areas and award tickets to the given class based on the classroom’s efficient and non-wasteful use of electricity. Students are chosen based upon the application, behavior, citizenship, and classroom performance. Students will meet during non-instructional times to perform the duties of their job.

UIL

Students in the 3rd through 5th grades may participate in the following UIL A+ Academic activities:

- Art (4-5)
- Chess (3-5)
- Dictionary Skills (5)
- Listening (5)
- Maps, Graphs & Charts (5)
- Music Memory (3-5)
- Number Sense (4-5)
- Oral Reading (4-5)
- Ready Writing (3-5)
- Social Studies (5)
- Spelling (3-5)
- Storytelling (3)

The individual event coaches will announce practice dates and times. Competition information will be announced when scheduled by the district.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Smithville Elementary Personnel

Smithville Elementary School

Phone: 512-237-2406

Metro: 512-360-4975

Fax: 512-237-5614

Tammie Hewitt, Principal

Whitney Brown, Assistant Principal

Reena Reese, Counselor

Jennifer Vinklarek, Principal's Secretary

Jane Navarro, Campus Secretary

Special Education

Phone: 512-237-5626

Others

Bus Barn

Cafeteria

Nurse

Phone: 512-237-2487

Phone: 512-237-5622

Phone: 512-237-5610