

North Elementary School

Student Handbook

2009-2010



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Breckenridge, Texas 76424
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Parents/Guardians: After reading this booklet, please sign and return the acknowledgement page located in the front.

This handbook was reviewed by the Breckenridge ISD School Board in July 2009.

NORTH ELEMENTARY
SUPPLEMENTAL CAMPUS HANDBOOK

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PREFACE

To Students and Parents:

The North Elementary Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, 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.

Students and parents also need to be familiar with the Student Code of Conduct, which sets out 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. This document may be found as a separate handbook along with the District Student Handbook that will be sent home to parents.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the Superintendent's office or on line at <http://www.tasb.org/policy/pol/private/215901/index.html>

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

CONDUCT - OFFICE REFERRALS

If a student is sent to the principal's office for misbehavior, they will automatically lose 5 points off of their conduct grade. It will be up to the principal to decide if a lesser offense has occurred and fewer points lost.

At North Elementary, students and staff recite the school creed and motto. The teachers and principal discuss what the creed means. Being good citizens does not just begin and end at school, but should be a continuous process of good choices. At North this means following all the rules. For example: Keeping hands, feet and all other objects to self. Being a good citizen at home means to follow the house rules and obey parents. Being a good citizen in a vehicle means wearing a seat belt and abiding by safety laws.

North Elementary School Creed

North Elementary students are KIND to each other.

North Elementary students are GOOD citizens.

North Elementary students WORK HARD at learning.

North Elementary students are the BEST!

School Motto:

"We Take Pride in Learning☺"

BRECKENRIDGE ISD NORTH ELEMENTARY DRESS CODE

Dress code is one of the most difficult areas to address. Good grooming and appropriate dress is always expected of our students. We have attempted to develop a reasonable set of standards to provide a safe and healthy environment, understanding what is appropriate for one event may not be appropriate for another.

As a general rule students should avoid any extreme styles. They should dress in a manner, which does not interfere with, disrupt, disturb, or distract from school activities. Their choices of dress should never create a health or other hazard. The safety and well being of your child is our main concern.

We would ask that you be aware of what your child is wearing to school. Please check to see that it meets dress code requirements before they leave home to avoid any unpleasant situations. The principal, teacher, or other person in charge of school and extra-curricular activities may regulate the dress and grooming of students who participate in the activity.

PLEASE WRITE THE CHILD'S NAME IN ALL WINTER WEAR INCLUDING COATS, JACKETS, SWEAT SHIRTS, & SWEATERS.

1. **TOPS** - All clothing should be neat, clean, and properly fitted. No bare tummies, backs, armpits, or underwear (including bra straps) should be visible when standing, sitting, or squatting.
 - No halter-tops (tops with only a strap that ties around the back of the neck), tube tops, tank tops, muscle shirts, midriff tops, or backless tops or dresses shall be worn.
 - Spaghetti straps are allowed at East & North, but must be at least $\frac{1}{2}$ inch wide at South.
 - Fishnet type tops must be worn with a T-shirt underneath.
 - Sleeveless shirts must be fitted properly (no large arm hole openings).
2. **SHORTS & SKIRTS** - The only acceptable shorts allowed are those that are hemmed, appropriate, and decent. For the purposes of this rule, the term shorts includes: bloomers, skorts, and all other types of bottoms.
 - Shorts and skirts must extend beyond the child's middle fingertip when standing normally with arms held to their sides.
 - "Bicycle" shorts, spandex or compression type shorts, either worn under other clothing or alone, are not allowed.
 - Shorts should be worn under skirts & dresses if necessary.
3. **PANTS & BELTS** - Excessively baggy or large pants, worn low on the hips, (gang type) are not allowed. Belts should be worn looped in trousers, not hanging down.
4. **FOOTWEAR** - We strongly encourage NO Flip-flops, as these are not safe for PE class or for recess/playground play. Sandals may be worn only if the student has other shoes appropriate for PE available at the school. Students will not be permitted to use some playground equipment when wearing flip flops due to safety concerns. Footwear which advertises inappropriate designs or slogans that might promote disruption in the educational setting are not allowed.

5. **HEADWEAR** - Caps (regular baseball style with a rounded bill), hats, and visors, will not be worn inside or outside of the school building except on certain designated "hat" days. When hats are worn on designated "hat" days, they must meet all other grooming standards. If worn, the caps must be positioned straight on the head with the bill forward - they may not be worn at an angle or backwards. Headbands, do-rags, bandanas, and other types of hats are not allowed.
6. **HAIR** - Distracting hairstyles and /or hair color (anything other than a normal/natural hair color is not acceptable) are not allowed. Hair should be kept clean and well groomed and kept out of the student's eyes. Mustaches, beards, goatees, and excessive facial hair are not allowed.
7. **EARRINGS** - Earrings (including string, staples, etc.) for males are not allowed even if covered. No visible body piercing is allowed either, including tongues, with the exception of girl's earrings. Large hoops or large dangling earrings will not be allowed due to a safety concern, especially in PE or on the playground at recess.
8. **MAKE-UP is NOT allowed** at NORTH ELEMENTARY. Cosmetics will be taken from students in the same manner as toys or other contraband. **ARTIFICIAL NAILS are NOT allowed** at NORTH ELEMENTARY. **TEMPORARY TATOOS are NOT allowed** at NORTH ELEMENTARY except those that are supporting a BUCKAROO event.
9. **CLOTHING DESIGN & OTHER RESTRICTIONS-** Clothing with images or writings that promote disruption of the educational setting, such as those with inappropriate designs or slogans (such as marijuana emblems, liquor advertisements, racial or sexual innuendos, etc.) are not allowed.
 - Absolutely no chains of any kind are allowed on billfolds, checkbooks, belts, or pants.
 - Tattoos or other markings on the skin must be covered.
 - Any clothing, attire, accessories, or colors that are considered gang-related by the principal are not allowed.
10. **SPECIFIC CAMPUS DRESS CODES** - Each campus may enforce other dress restrictions, as determined by the principal, in additions to these listed above.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, we will make efforts to notify you as soon as possible. If the student changes clothes or otherwise comes into compliance with the dress and grooming standards, s/he will return to regular classes immediately, if not s/he will be sent home.

☺**When in doubt, send extra clothes in backpack to help eliminate an extra trip by parents to bring appropriate clothing.**

GRADING GUIDELINES

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines provided by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk to the teacher first. An exam or course grade issued by the teacher is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

If a student fails a core subject for the year: Reading, Math, Science or Social Studies, they will be required to attend summer school for promotion or grade placement, or will repeat the current grade.

**NORTH ELEMENTARY SCHOOL
GRADING AND HONOR ROLL POLICY
2009-2010**

ALL GRADES RECORDED IN THE GRADEBOOK COUNT AS EQUAL VALUE

- Every reteach assignment will receive a maximum of 70. If a grade lower than 70 is made, that grade will be recorded.
- One point will be deducted from the final six weeks grade for three homework assignments missed during the six weeks.
- Ten points will be deducted for each day that classroom work is late unless specific assignments state otherwise.

Straight "A" Honor Roll means that NO grade below 90 has been recorded on the report card throughout the year. The conduct grade cannot be below 90 during that six weeks report period. Year-end straight "A" honor roll means that no grade on the report card is below 90 for the complete year.

"A-B" Honor Roll means that NO grade below 80 has been recorded during the six weeks report period throughout the year while maintaining at least an 80 in conduct. Year-end "A-B" honor roll means that no grade below 80 is on the report card for the complete year and that the student's citizenship grade is at least 80 each six weeks.

Citizenship Awards are given for 90 year-end averages with no grade below 90 in conduct during the school year. Students begin each report period with 100. Year-end good citizenship awards go to students who have maintained 95 in citizenship throughout the year. Citizenship grades will be automatically lowered for any time spent in ISS or sent to the principal's office for not following the rules. If a student is sent to the principal's office for misbehavior, they will automatically lose points off conduct grade. It will be up to the principal to decide if a lesser offense has occurred and fewer points lost.

Perfect Attendance Awards are given each six weeks as well as at the end of the year to students who have not been absent during each report period. Incentives such as extra recess period or a treat from the principal are optional incentives considered at the end of each six weeks for perfect attendance.

"Triple A" membership is awarded to all students who maintain Straight A's, excellent attendance, and outstanding citizenship status throughout each report period as well as a Year-end award for students maintaining such status throughout the entire school year. (Perfect attendance means that the student is allowed one excused absence due to illness, death in family, or doctor's appointment for the school year. Principal will determine if the absence is excused for "Triple A" purposes)

Progress reports/Notes of concern/Home-School communications will be sent at the end of three weeks in each six weeks report period to alert parents of any concern, which might impact report card grades. Report Cards will be sent home to parents/guardians at the end of each six weeks reporting period.

HOMEWORK

Homework assignments communicate to the home what North students are working on at school. They are an essential part of the educational process and help augment classroom instruction. All homework should be purposeful, providing the student with opportunities for development of good work habits, educational skills, self-direction, and creative expression. Assignments for any given day should not require an excessive amount of time.

PARTIES

Only three classroom parties will be held during the school year.

BISD central office will determine the three parties to be exempt from the Foods of Minimal Nutritional Value (FMNV). Birthday treats for students or teachers must be cleared with the teacher the day before. These celebrations should not disrupt instructional time. The teacher must be notified at least one day in advance and the snack must be cleared through the office before going to the classroom. State law says that no homemade items will be allowed.

SAFETY

Drills: Fire, Tornado, and Lock Downs

The following drills and procedures will be practiced on a regular basis throughout the year.



**Fire chime sounds - Evacuate Building to
The North side of the playground
Two Whistles - Return to the building
One additional Whistle - Halt**



**Whooping Siren
Move to designated area in hallway. Duck and cover.
(Take a book to cover neck)**



CRISIS CODES



(Will be announced over the intercom)

LOCK DOWN
ALL DOORS ARE LOCKED
MOVE STUDENTS AWAY FROM DOORS AND WINDOWS
WAIT FOR "ALL CLEAR"

EVACUATE THE BUILDING
GO TO DESIGNATED PLACE
2 WHISTLES - RETURN TO CLASSROOMS

"CHILL"
STUDENTS REMAIN IN THE CLASSROOM LEARNING
DOORS LOCKED
WAIT FOR ALL CLEAR

Emergency School-Closing Information

Please listen to your local radio station (KROO - KLXK) 93.5 FM or your local cable television.

NOTE: Specific North procedures are as follows:

Once the office is notified of an Early Closing, the following procedure will immediately be put into action:

EARLY CLOSING PROCEDURE:

1. Radio stations will be notified of early closing.
2. Bus students will be transported home as usual, on the bus.
3. Teachers and/or office personnel will immediately begin calling parents of students that are designated as "pick-ups" or "walkers" to notify parents about early dismissal time.
4. Parents that arrive to pick up students prior to the dismissal time will need to sign students out in the office, take the white dismissal slip to the classroom teacher, and then your child will be released to you.

Child safety is our #1 priority. It is imperative that we keep a record of how all of our students get home. Staying in your car and traveling through the pick-up lanes is always the less congested way to get your child home safely and in an organized manner. Your cooperation in making our pick-up system smooth is appreciated.

PLAYGROUND / RULES

Playground equipment is regularly checked for safety compliance.

RULES:

DO NOT BUILD MOUNDS OR DIG IN GRAVEL

DO NOT PUT GRAVEL IN YOUR NOSE, EARS OR MOUTH

DO NOT PICK UP GRAVEL

- **USE OF SLIDE**

1. One child at a time
2. Go down the slide on your bottom, feet first
3. No rocks or equipment on slide

- **NO TEETER TOTTER (for 09-10 school year)**

- **USE OF HARD TOP**

1. Stay away from portable porch
2. Only jump ropes and balls allowed

- **USE OF SPORT BALLS**

1. No balls near equipment area
2. Follow tether ball rules
3. Follow soccer rules
4. Football is not allowed in 2nd grade
5. 3rd grade is allowed to play touch-football only (no tackle)

- **USE OF OTHER EQUIPMENT**

1. No one is to be on the very top
2. No flips off equipment
3. No cherry drops
4. No climbing on soccer goal

- **TREES**

1. Do not climb on trees

- **SWINGS**

1. No jumping off of swing while it is swinging
2. Stay in an area far enough away from the swings that you will not be hit
3. Only one student at a time on a seat
4. No standing on swing seats
5. No twisting on swings

2009-2010 Third Grade Supply List

<u>Item</u>	<u>Quantity</u>
#2 Pencil	3 Dozen
Colored Pencils	1 Pkg.
Markers	1 Pkg.
Red check pencil (NO ERASER)	2 Pencils
Pink bevel eraser	1 Eraser
7 5/8 oz. Elmer's school glue	1 Bottle
Glue stick	1 Glue stick
Assorted pocket & brad folder	6 assorted colors
Sharp 5" Fiskar scissors	1 Pair
200 CT. wide rule filler paper	2 Packages
Yellow highlighter	1 Highlighter
70 CT. Spiral comp. book wide rule	4 Spirals
175 CT Kleenex tissue	2 Boxes
24 CT Crayola Crayons	1 Box
Baby wipes	1 Container
Baby wipes refill	1 Package
Quart Size Ziplocs	1 box
3" White 3-ring Binder	1 Binder
1 1/2 " White 3-ring Binder	1 Binder

NO TRAPPER KEEPERS AND NO ROLLING BACKPACKS ARE ALLOWED IN 2ND OR 3RD GRADE

PLEASE WRITE THE STUDENTS NAME ON ALL SUPPLIES. (LUNCH BOXES, JACKETS, AND COATS WITH A PERMANENT MARKER)

2009-2010 Second Grade Supply List

<u>Item</u>	<u>Quantity</u>
#2 Pencil	2 Dozen
Red check ink pen	2 Pens
Blunt 5" Fiskar scissors	1 Pair
7 5/8 oz Elmer's school glue	1 Bottle
Glue Sticks	1 Pkg. of 2
Pink bevel eraser	1 Eraser
Assorted pocket & brad folder	6 Folders
70 CT spiral comp. book wide rule	2 Spirals
24 CT Crayola crayons	1 Box
1/8 " wooden ruler standard & metric	1 Ruler
175 CT Kleenex tissue (no pop up boxes)	2 Boxes
Baby wipes	1 Container
Baby wipes refill	1 Package
Quart Size Ziplocs	1 Box
Gallon Size Ziplocs	1 Box

NO TRAPPER KEEPERS AND NO ROLLING BACKPACKS ARE ALLOWED IN 2ND OR 3RD GRADE

PLEASE WRITE THE STUDENTS NAME ON ALL SUPPLIES. (LUNCH BOXES, JACKETS, AND COATS WITH A PERMANENT MARKER)

TARDIES

Students are expected to be at school, in the classroom, ready to begin the day at 8:00. If a child arrives to school after 8:15 a.m. he/she will be counted tardy. Parents will need to walk tardy students to the office and sign in at the office. Office personnel will prepare a tardy pass for the student, which the student will give to the classroom teacher.

Morning Routine at North

7:30 - An adult is on duty in the gym to monitor students

7:55 - Teachers pick up students from gym and go to classrooms

8:00-8:20 - Breakfast is served to all students in the classrooms

8:15 - Announcements

8:20 - Instruction begins

TOYS AT SCHOOL

No personal toys, electronics or trading cards may be brought to school on a regular basis. On occasion, personal items may be allowed for show and tell or for a special day. If your child will be allowed to bring a toy from home, parents will be notified the day before. No personal toys are allowed at recess. There is a school store that sells some items that should be put in backpacks and taken home for use. It is the parent's role to discuss responsible use of money with their child before allowing them to make school store purchases. If a toy is brought to school, it will be turned into the principal's office, and the parent will have to come by and pick it up.

VISITORS

You are encouraged to visit North Elementary; however, we ask that you comply with our policy requiring **all visitors to go first to the front office and sign in**. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers.

We look forward to working with you and developing a partnership to help all of our children grow and learn. We ask that all North students, staff and parents be polite and civil in their dealings with all school students and staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's (that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

North Elementary School

Title 1 School Parental Involvement Policy

Students succeed best when there is a strong partnership between home and school. We seek a partnership with you which thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

- Review the Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Become familiar with the academic program offered in the district and feel free to ask the administrators and teachers any questions, including concerns about placement or assignment.
- Exercise your right to review teaching materials, textbooks and other aids and to examine your child's work, tests, and projects that are turned in for grades. Review your child's records and monitor their progress, and attend parent/teacher conferences when needed.
- Be aware of your rights to temporarily remove your child from an instructional activity that conflicts with your religious beliefs or moral beliefs. Such removal cannot be for the purpose of avoiding a test and may not prevent the student from satisfying grade level requirements as determined by the school and by the Texas Education Agency.
- The goal of North Elementary is for 100% of all students to pass the reading and math TAKS by the end of third grade. Parents will be provided reports on student progress throughout the year such as: Family Access (after attending training, on line access to child's grades), three week progress reports, STAR reading reports, TPRI reports, Six Weeks Assessments, Nine Week Benchmark data, Release TAKS, Other Curriculum Supplements for data collection, RPTE results, TAKS, TAKS M, and TAKS A results for third grade, standardized test results for second grade, SSI communication, and parent conferences.

North Elementary has established programs to encourage strong parental involvement at a school wide level:

- Visitor Sign-In Sheet in the Office (Student Safety)
- School Newsletter/ Lunch Calendars/ Campus Calendar on-line at <http://www.breckenridge.esc14.net:8085/northelementary>
- School Community Projects: Family Reading and Family Math Nights along with Fall and Spring Book Fairs, Six Weeks Trail Blazing Assemblies, Read-Across-America
- Annual beginning of the year Title 1 Parent Meeting/ Title 1 Parent Awareness Workshops
- Continuous Parent Communication
- Occasional School: Parties/ Field trips/ Assemblies with guest speakers
- School Meet the teacher Night/ Parent Conferences (Open Door Policy)
- Title 1/ Classroom/Principal (Open Door Policy)
- Parent Teacher Organization (PTO)
- Title 1 and Campus Site Based Decision Making Committee
- Title 1 School Policy
- Title 1 School Compact
- Parent Volunteers/Mentor program/Study Buddies
- End-of-Year Field Day
- Awards Assemblies

North Elementary will implement these and other activities that will encourage parental involvement through the Title 1 Program. Individual staff personnel must and will assist in carrying out these activities as well as participate in workshops and meetings.

If the school wide plan is not satisfactory to the parents of participating children, the school shall submit any parent comments on the plan to the District when the school makes the plan available.