

SOUTH ELEMENTARY SUPPLEMENTAL CAMPUS HANDBOOK 2008-2009

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FORWARD ([Top](#))

Dear Students, Parents, and Guardians:

Welcome to South Elementary School, home of the "South Buckaroos". It is a school rich in tradition, yet open to new ideas.

The Student-Parent Handbook will assist you in learning more about South Elementary School and the many programs available. The purpose of this handbook is to provide information about the South Elementary School policies, procedures, and practices. It will assist all of us in helping to empower our children to become successful, productive citizens as well as lifelong learners. The faculty and administration are here to assist you and offer guidance in your child's scholastic, co-curricular, and extracurricular activities as well as in his/her social development. Our staff is made up of dedicated professionals who are committed to providing your child the best education possible. To the end, we must all work together and support one another as we nurture and educate our students. We truly want all our students and their families to have the best school experience possible.

Our goal for next year and the years to come is to be the "Best of the Big Country." I want South Elementary School to be a thriving, progressive, and totally student-centered school that is the envy of the area. We must work together as one focused group finding ways to improve our academics, extracurricular activities, and home-school relations. Your involvement is a must. I urge and encourage you to be an active part of our school community and its successes.

I sincerely hope you enjoy your years at South Elementary School, and I look forward to working with all of you in the upcoming 2008-2009 school year.

Sincerely,
Brent Evans, Principal
Jeff Fleenor, Associate Principal

Estimados Estudiantes, Padres, y Guardiánes:

Acepte a South Elementary, hogar del "BRNCOS." Es una escuela rico en tradición, todavía abre a ideas nuevas. Queremos usted y su familia tiene la experiencia de la escuela mejor posible. A ese extremo debemos trabajar junto y apoyo el uno al otro cuando nutrimos y educamos a nuestros estudiantes.

El Student-Parent Manual lo asistirá en aprendizaje más sobre South Elementary y los muchos programas disponible. El propósito de este manual es proporcionar información sobre los procedimientos de la escuela secundaria menores y prácticas. Nos asistirá en preparar a sus niños entrar sociedad como un individuo responsable. La facultad y administración están aquí asistirlo y guía de la oferta en total su niño escolástico y extra-curricular actividades así como en su/ ella desarrollo social. Se inventan nuestros empleados de profesionales especializados que se comete a proporcionar sus niños con la educación mejor posible. Estamos orgulloso de nuestros estudiantes y sus esfuerzos en todo sus carreras escolares.

Rember que escuela es un microcosmo de vida. Se pondrá ausente de escuela exactamente lo que puso en él. Lo insto poner envuelto en el académico y extra-curricular actividades que ofrecemos. Sinceramente espero que disfrute sus años a South Elementary, y espero con placer trabajar con todo de usted alcanzar éxito continuado en el milenio nuevo.

Sinceramente,
Brent Evans, Principal
Jeff Fleenor, Associate Principal

Admit Slip([Top](#))

When students have been absent, they should report to the registrar's office before 8:10 AM the morning they return to school. They MUST bring a written statement signed by the parent or guardian giving the student's legal name, date, and reason for absence and phone number where the parent may be reached. The secretary will then issue an admit slip. Students must get their admit slip and be in first period class before the tardy bell rings; otherwise, they will receive an unexcused tardy. The admit slip should be signed by all teachers. The student's last period teacher will keep the slip and return it to the office.

Accelerated Reader Policy([Top](#))

South Elementary, like other BISD campuses, uses the Accelerated Reading program to enhance and supplement the regular reading curriculum. South students will be required to read each school day and will be given some time to do this at school. However, students are strongly encouraged to spend at least 10-15 minutes reading at home every day. Students receive at least 2 daily grades per six weeks. AR accounts for a small portion of the overall average, considering the number of other grades given in Reading. If you have any questions, contact your child's Reading teacher.

Announcements([Top](#))

The public address system will be used for urgent announcements that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary. Announcements will be made 2 times each day- once in the morning and once at the end of day.

Assemblies([Top](#))

At all times the student's behavior should be respectful and courteous. An indication of the cultural level of the school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterous behavior, and talking during a program.

Prior to general assembly, students are to report to their classrooms. All materials are to be left in the classroom, unless approved by your principal or teacher.

Attendance([Top](#))

Excused Absences

There are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if s/he is sick and/or will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, s/he should bring a note signed by you explaining the reason for the child's absence when s/he returns to school. This note is to be brought back the day your child returns to school. The principal will make the final decision regarding whether an absence is classified as excused or unexcused. Students who have excused absences are responsible for finding out what work they missed and making it up. Students will be given 1 day to make up missed work for each consecutive day they were absent. Students who have been absent 2 or more

consecutive school days may wish to contact the school and have teachers gather their homework to be picked up prior to their return. **Please call early in the day so teachers have time to gather all make-up work.**

Doctor and Dental Appointments([Top](#))

Absences for appointments with doctors, dentists, orthodontist, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

Religious Holidays ([Top](#))

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences if you make a written request to the principal before the days of absence.

Unexcused Absences([Top](#))

If the child does not bring a signed note, the absence will be classified as unexcused. **Students may or may not be permitted to make up missed work for credit if the absence is unexcused.** Also, a student who has unexcused absences for 10 or more days or partial days in six months or three or more days or partial days in four weeks must be referred to the juvenile court for violations of compulsory attendance laws.

Basic Schedules([Top](#))

REGULAR

8:00 - 8:10	Breakfast
8:15	1 st Period begins
11:20 - 11:50	4 th Grade Lunch
11:45 - 12:15	5 th Grade Lunch
12:25 - 12:55	6 th Grade Lunch
3:30	Dismissal

Cafeteria/Food Service([Top](#))

Breckenridge ISD **Foodservice** provides a variety of nutritious food for students, faculty, and staff members at a nominal cost. Any amount of money can be deposited into students' accounts in the morning until 9:30a.m. in the school cafeteria. Students' balances are carried forward to the next school year.

Funds in students' accounts may be used for meals, snacks, or ala-carte items. If you do not wish to allow your child to purchase items other than a meal, please advise your child of your personal intent.

Students are not allowed to charge their meals, snacks, or ala-carte items. If a student does not have money for the day, he/she will be provided with a peanut butter and jelly sandwich, side item, and milk. **If a child cannot drink milk, he/she must provide a doctor's excuse in order to receive juice at lunch.**

Calendar([Top](#))

Each student will be given a copy of the 2008-2009 BISD School Calendar during the first week of school. If you need additional copies please contact the principal's office.

Citizenship([Top](#))

Students who receive a "C" in citizenship will lose privileges that include but are not limited to attending school socials.

"C" LIST" ([Top](#))

1. **Students who were on the "C" List in the previous six weeks will not be allowed to attend the Social provided once each six weeks.**
2. **Students who have been on the "C" List two or more times in the first semester will not be allowed to attend the Social.**
3. **Students who have a "C" in citizenship in the sixth six weeks will not be allowed to attend the End of School Activities.**

A student will receive an automatic "C" in citizenship from the office for the following:

1. **Fighting**
2. **Suspension from school**
3. **Use or possession of alcohol, tobacco or drug related products**
4. **Use or possession of weapons including all knives, all guns (real or unreal), knuckles, clubs, etc.**
5. **Second assignment to ISS in one six week period**
6. **Cheating (1st offense from teacher / 2nd offense from office)**
7. **Using foul or profane language**
8. **Bullying or harassment**
9. **Stealing**
10. **Vandalism or destruction of school property**
11. **Truancy due to deliberate skipping of classes**

Conduct and Discipline([Top](#))

Along with this Student Handbook, your child has also received a copy of the Breckenridge ISD Student Code of Conduct. The Code of Conduct contains the school district's

requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

Corporal Punishment ([Top](#))

Corporal punishment is limited to spanking or paddling the student, and occurs only in accordance with the following guidelines:

- The student is told of the reason corporal punishment is being given.
- The Principal, Assistant Principal or teacher, may administer corporal punishment.
- The instrument to be used shall be approved by the principal.
- Corporal punishment shall be done in the presence of one other District professional employee and out of view of other students.

Classroom Discipline Plan ([Top](#))

The classroom discipline plan was developed by the discipline committee, which is composed of administrators, teachers, sponsors of special populations, students, and parents. This plan enables the teachers to address classroom discipline as well as campus discipline. This plan is designed for more minor types of disciplinary misconduct that occur repeatedly. Serious disciplinary problems, as determined by the principal, will be handled differently and are not subject to this plan.

Documentation of student behavior is kept in student discipline folders. Conduct reports will be sent home regularly to be signed by the parent or guardian and returned to the homeroom or advisory teacher. A point value has been assigned to each disruptive behavior. These values change slightly at each grade level. If a student chooses to participate in negative behavior, his/her folder is signed and points are deducted from the citizenship grade. The homeroom or advisory teacher will explain the folder system to students after the first day of school.

A single class disruption will result in a warning to the student. If the student continues disruptive behavior or inappropriate behavior, the teacher can assign lunch discipline detention (D-Hall) to the student to be served accordingly and will also try to contact a parent.

The enforcement of the discipline plan may be altered or modified by the principal due to the severity of the infraction or the needs of the child.

Parents may not be notified of daily D-Halls. It is the responsibility of the student to inform the parents of these detention halls. Conduct grades will reflect one six weeks only. ISS and corporal punishment may be used for offenses other than just D-Halls. Please see BISS Student Code of Conduct.

Class Time ([Top](#))

Doors will be opened at 7:45 a.m. Schools are not responsible for children arriving before that time. Students arriving prior to 8:00 a.m. will report to the gym or cafeteria for supervision. At 8:00 a.m. all students will report to their homeroom teacher and will be counted

tardy at 8:15. South Elementary regularly dismisses at 3:30 p.m. and doors are locked at 4:00p.m.

Daily Program([Top](#))

First period begins at 8:15 AM. All students are expected to be **SEATED IN CLASS** at this time. When the dismissal bell rings at the end of the day, students should remain seated until dismissed by the teacher. Teachers will be expected to dismiss class promptly after the bell rings.

Discipline Detention Hall([Top](#))

Noon Detention Hall is during the lunch period each day. Students must be on time to Detention Hall. The first time a student is late to D-Hall or is a no show, an additional day will be added. The second time a student is late to D-Hall or is a no show, he or she will be assigned one day of In-School Suspension or a swat will be administered. **D-HALL STUDENTS WILL EAT AS A GROUP AFTER OTHER STUDENTS FINISH EATING.**

Dress and Grooming Code([Top](#))

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 including but not limited to hair styles. Students should dress in a manner which does not interfere with, disrupt, disturb, or distract from school activities. The 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 YOUR 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, tube tops, spaghetti strap tops, tank tops, muscle shirts, midriff tops, or backless tops or dresses shall be worn.
 - Fishnet type tops, spaghetti strap tops, and tank tops must be worn with a T-shirt underneath.
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 include 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 - Flip-flops or sandals may be worn only if the student has other shoes appropriate for PE available at the school. Students MUST wear athletic shoes to PE.
- 5. HEADWEAR - Caps or any other type of head covering (headbands, do-rags, bandanas, and other types of hats) are not allowed during regular school hours from 7:45am until 4:00pm. Exceptions may be made for special school occasions.
- 6. HAIR - Distracting hairstyles and /or hair color (anything other than a normal/natural hair color) 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. Male students may not have hair past collar length or touching their eyebrows.
- 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.
- 8. MAKE-UP - Make-up (if worn) should be light, chaste, and appropriate. South students may wear light make-up to school, but may not bring or put on make-up at school. Cosmetics will be taken up in the same manner as toys or other contraband.
- 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 are not allowed.
- 10. OTHER- Other dress restrictions, as determined by the principal, in additions to these listed above will be addressed as needed.

If your child comes to school wearing clothes that violate the dress code or grooming standards, s/he will be placed in in-school suspension until s/he is in compliance. We will make efforts to notify you as soon as possible, and 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 a student violates the dress or grooming code more than two times, the student may be placed in ISS for the full day.

DRILLS ([Top](#))

FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly and in an orderly manner.

Emergency bells:

- 3 bells..... leave the building
- 1 bell..... halt, stand at attention
- 2 bells.....return to room
- 1 long sustained bell -Tornado

These and other responses to emergency situations may be reviewed in more detail in the BISD Crisis Management Plan. Contact the principal if you would like to look at the plan in its entirety.

Dropping Students Off and Picking Them Up ([Top](#))

In order to promote student safety and minimize traffic **problems**, South Elementary has developed a plan for parents who drop students off and/or pick them up from school. Parents are requested to pull up into the **gravel parking area** on the west side of the campus in the mornings to drop students off. **Likewise, parents should pick up students in this same parking lot after school. A crossing guard will be on duty to assist students in crossing the teacher parking lot. Please do not pull up into the bus lane in the mornings or after school as it is reserved for school buses. Also do not park out in the front of the school or along any of the streets surrounding or down the streets from the school. This will help relieve traffic congestion problems and create a safer environment for all students.**

Educational Technology and Acceptable Use ([Top](#))

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including installing any personal software on district equipment without approval of the Technology Coordinator.
2. Posting or distributing threatening, racist, harassing, excessively violent, or obscene material.
3. Personal political use to advocate for or against a position or a candidate, except when the activity is to fulfill an assignment for class credit.
4. Tampering with anyone else's computer, files, or e-mail.
5. Forgery of messages or sending unsolicited junk e-mail.
6. Using the computer to violate the student code of conduct.
7. Using the computer for commercial activities or commercial gain.
8. Advertising for the purchase or sale of any product.

Electronic Devices ([Top](#))

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape records, camcorders, DVD players, cameras, iPods, MP3 players or other electronic devices or games at school. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

For safety purposes, the District permits students to possess cell phones. However, cell phones **MUST** remain turned off and be kept out of sight during the instructional day.

Any disciplinary action will be in accordance with the Student Code of Conduct. Under state law (and FNCE (LEGAL)), the district may charge the owner of the paging device (which would include a cell phone) or the student's parent an administrative fee of \$15.00 for release.

Field Trips ([Top](#))

Teachers may take students on field trips to various locations in the community and abroad. Each grade level will take at least one "educational" field trip each school year. The parent or guardian must sign a permission slip at the beginning of the school year for the student to travel on school-related activities.

Grading ([Top](#))

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

Students shall be given numerical grades for academic classes, both in core and enrichment areas. These grades will be used to determine academic progress and mastery in accordance with existing BISD policy.

Grades will be categorized into one of two groups based upon the specific nature of the assignment. The categories are Daily Grades and Tests. The teacher has the authority to determine which of these categories is most appropriate for the assignment.

"Daily Grades" may include regular, routine daily work, class assignments, independent practice (homework), quizzes, or any other type of assignment. Daily Grades usually apply when the assignment is relatively brief or covers learning presented in a single lesson or activity.

"Tests" shall include exams, projects, major activities, reports, or any other assignments that are used to evaluate learning over a longer period of time, a series of lessons, or perhaps a unit.

Daily Grades shall count once in the grade book. Test grades may count either once or twice, at the teacher's discretion. In some cases more than one grade may be given for a single assignment (such as on an essay giving a grade for content and another for grammar). All grades recorded in the grade book for a grading period will be averaged together to determine the overall average.

A minimum of six grades is required in the grade book for each subject area each six weeks, though usually there are more. No grade from any single assignment may constitute over 25% of the six weeks average.

Hall Passes ([Top](#))

Teachers will very strictly screen any requests for hall passes. Should it become necessary to allow a student to leave the classroom for some reason, the teacher will give him/her a hall pass written in ink stating the DATE, EXACT TIME, DESTINATION and TEACHER'S SIGNATURE. The student must return the pass to the teacher when returning to class. Students shall not request a pass to work in another teacher's room.

Homework D-Hall ([Top](#))

Students who do not finish their homework will be given Homework D-Hall to finish their work. Homework D-Hall time will be during recess or at an alternative time to be determined by the teacher.

Illness/Injury at School and Medicines ([Top](#))

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have school nurses/licensed vocational nurses/trained aides available on each campus and a secluded area where your child can stay if s/he is injured or becomes ill.

Each student should have on file in the office an emergency card signed by the parent or guardian. Special attention should be given to any medical problems or allergies the child may have and should be stated on the card. **This information should be kept up-to-date so that we have an emergency number.** Please contact the principal's office with any change of address or change in phone numbers. Only those listed on the emergency card will be able to sign a child out of school.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

At the beginning of each school year, we offer the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance. If you decide that additional protection would be a benefit to you and your family, the contract is between you and the insurance company.

Although we want your child to attend school every day, we do not want your child at school if s/he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, s/he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request for the administration and provide only the doses to be administered at school in the original prescription bottle. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain

conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and written statement from the child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

We keep commonly used over-the counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the nurse's office. The nurse or authorized personnel will administer these medications according to the labeled instructions if you make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

If your child has asthma, unique medical conditions, or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

In-School Suspension Rules ([Top](#))

South Elementary conducts an ISS program during the school day for students who have violated rules. Students assigned to ISS are expected to be on their best behavior during their time there. These are the general rules for ISS:

1. **Arrive by 7:50 a.m. and leave at 3:45 p.m.**
2. Complete all assignments as required by the student's teachers and ISS Supervisor.
3. Lunch will be in the I.S.S. room- it will consist of a sack lunch from the cafeteria.
4. Restroom privileges will only be at designated times, one at a time. In the event of a true emergency, the student must have approval from the supervisor.
5. Students will raise their hands in order to speak or obtain permission from the supervisor.
6. Students will remain seated at all times unless given permission by the supervisor.
7. Students are not allowed to chew gum or eat candy.
8. Students are not allowed to participate in or attend any extra-curricular activities **(including High School and Jr. High activities)** during the suspension period.
9. Students will bring all materials needed for the day to the ISS room and will not be allowed to go to their locker - students must also bring a library book every day.
10. Students will remain awake at all times during the assigned dates - **NO SLEEPING.**
11. An additional day of ISS will be assigned to a student if s/he is tardy.
12. Students will make up any day missed upon returning to school.
13. Students will be assigned additional days for any marring or defacing of equipment and repair expenses will be paid by the student.

ANY STUDENT WHO VIOLATES ANY OF THE ABOVE-LISTED RULES WILL BE SUBJECT TO ADDITIONAL DAYS OF ISS ASSIGNMENT, CORPORAL PUNISHMENT OR SUSPENSION FROM SCHOOL.

PLEASE SEE BRECKENRIDGE I.S.D. DISCIPLINE MANAGEMENT PLAN AND STUDENT CODE OF CONDUCT FOR MORE INFORMATION.

Library Facilities, Hours, and Access ([Top](#))

The library is available for student research and study with resources appropriate for the needs of the grades served by the campus. The library is supervised by a certified librarian or library aide. Students have access to the library during the school day.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

Lost, Damaged, or Stolen Personal Items ([Top](#))

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, personal clothing that may be removed during the day, such as winter coats or electronic devices. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. **The lost and found articles are located on the stage in the cafeteria or in the office.**

Lunch ([Top](#))

Leaving Campus During Lunch—Students in grades K-6 may go home during the lunch period if they have on file at the principal's office a signed parental request that they be released for lunch and if they are picked up at school by the parent or guardian. A parent or guardian is not permitted to take any other student from the campus to lunch. (LOCAL FEE POLICY)

Recess—For safety reasons, students will be restricted to a certain area on the playground in order to better monitor the students. If a student goes home for lunch and returns from lunch with his/her parent, s/he should report immediately to this area after signing in at the front desk.

During periods of inclement weather, students will be required to stay in the Lunch Room. Rowdy or boisterous behavior will not be permitted during the lunch period. A teacher will be assigned duty during the period and students will be expected to cooperate.

Parent Organizations/Volunteer Opportunities ([Top](#))

Every campus in the district has an active Parent Teacher Association, Parent Teacher Organization, or Parent Teacher Student Organization. We encourage you to actively participate in the group at your child's campus. At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

When visiting the campus, we ask that you come by the office. Please sign in and get a visitors pass. This is for the safety of our children, school, and staff.

Questioning Students at School ([Top](#))

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

Skateboards, Rollerblades, Bicycles, Heelies and Scooters ([Top](#))

Students are not allowed to bring skateboards, roller blades, scooters or heelies with the wheels in on school property before, during or after school. Students may ride bicycles to school and place them in the bicycle rack near the front of the school building. Students are not allowed to ride bikes on school grounds.

Student Demographic Information ([Top](#))

From time to time, we are asked for student demographic information. As a parent, you have the right to request that your student’s demographic information be withheld for military/higher education use, public use, and/or local use. Please notify the school by filling out the appropriate information on the acknowledgement page, sign and return to school.

Student Searches ([Top](#))

The principal or other school administrator can search a student’s outer clothing, pockets, or property if s/he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation. No personal locks will be used at South Elementary on any locker. No items will be attached with glue or other adhesives. Lockers are school property and remain under the school’s control at all times. Lockers can be searched at any time. **Students are responsible for any contraband that is found in their locker and will be disciplined accordingly.**

Tardiness ([Top](#))

Promptness to school and individual classes is very important. Students are to be in their seats and ready to work at 8:15 a.m. Students will be considered tardy if they arrive after 8:15 a.m. Students will be marked tardy if they are late to class during the school day. A student will be considered tardy upon entering the classroom after the scheduled beginning of class. Students who are consistently not in the room, out of their desks, or off task can receive a tardy once they are warned. Tardies will be calculated each six weeks. Students are allowed two tardies per six weeks. The third tardy will result in two days of detention hall or one swat. The fourth tardy will result in three days in detention hall or two swats. The fifth tardy will result in three days of ISS. On the sixth tardy, a student may be placed in multiple days of ISS.

Teacher Conference Time ([Top](#))

All teachers have a conference period daily, which is used for planning and discussing individual problems that may arise during the school year. To arrange a conference time, please contact the individual teacher or the office to set up an appointment. Communication between the home and school is very important. You may also e-mail the teacher to set up times.

Telephone ([Top](#))

Student use of the telephone is limited to **emergency** calls only. The student must have a teacher's permission and bring a telephone pass with him/her to the office in order to use the phone. **Cell phones are not to be used by students for personal calls during school hours. If a student is caught using a cell phone, it will be confiscated and the student may be fined \$15.00.**

Title 1 School Pledge ([Top](#))

As a Title 1 Campus, we here at South Elementary pledge the following:

1. We pledge to do all that we can to see that your child has a positive school experience each day.
2. We pledge to notify you of all occurrences that we believe may have contributed to any negative school experiences for your child.
3. We pledge to offer activities that are aimed at improving student achievement for both your child and you.
4. We pledge to assign homework a maximum of four days per week, and to give feedback on these assignments as often as possible.
5. We pledge to make ourselves available for a scheduled conference with you a minimum of once per year and to announce/communicate our weekly conference time.
6. We pledge to provide opportunities for parents to attend school activities; give input into school operations; and evaluate the school's performance on achieving Title I goals for parental involvement.
7. We pledge to give you timely reports on your child's progress and discuss with you what you can do to help us improve your child's learning.
8. We pledge to do more each year to help you help us to build a more effective home/school partnership.
9. We pledge to keep you informed of school/district/community activities that we feel will help you become a more effective participant in school/home learning.
10. We pledge to do all we can to have our parents realized that we have an "open door" policy, and that YOU ARE ALWAYS WELCOME.

Visiting School ([Top](#))

You are encouraged to visit your child's school from time to time; however, we ask that you comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your child and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers. We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your child at school, and we will not tolerate it from parents.

While we encourage you to be involved in your child's education and knowledgeable about his/her 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. We must 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.