

# SMITH ELEMENTARY SCHOOL

## HOW SWEET IT IS TO BE A SMITH STAR!



### Parent/Student Handbook 2018-2019

#### Academic Requirements

Each six weeks report cards will be available for parents to view on the parent portal or if requested by the parent, a paper copy will be sent home.

#### *Promotion*

In kindergarten–grade 1, promotion to the next grade level shall be based on an overall mastery of at least 70 percent of the skills on the final skills-based report card and mastery of at least 70 percent of the skills in language arts and mathematics.

In grades 2–4, 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 standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

In grade 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 standards (essential knowledge and skills) for all subject areas, a grade of 70 or above in language arts and in mathematics, and a grade of 70 or above in either science or social studies. Students in grade 5 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level.

#### Attendance

The first few years of school are critical in building a solid foundation of knowledge for your child. Therefore, school attendance is essential for a child to be successful.

If possible, please schedule your appointments (i.e. doctor, dental therapist, etc.) after school. If your child is absent, please **bring a note from the doctor**. All notes are to be given to the teacher or the office. Only notes from a doctor are acceptable for excused absences according to State law.

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

#### *Absent Work*

If a student is going to miss 3 or more consecutive school days, parents are to contact the office. Teachers must have 24 hour notice so they may compile work and have it ready for parents to pick up. For students that miss less than 3 days the teacher will assign missing work upon the student's

return to school. For each day missed a student has that number of days to make up all missed assignments. (Ex: a student that misses school for 3 days has 3 schools days to make up the work.)

- Attendance Awards Per Six Weeks

The student must be counted present each day of the six weeks grading period.

- Attendance Award for the Year

The student must be counted present each day of the school year.

- Class room attendance and tardy awards

Each grade level will be awarded the golden STAR to hang outside their door for the class with the highest attendance and lowest tardies.

### **Before School Care**

Early Morning Child Care Program is offered each morning between 7:00am–8:00 am. Registration is required for students participating in the Early Morning Child Care Program at the elementary school. Registration forms are provided in the office. **You must walk your child into the cafeteria and sign them in between 7:00am–7:30 am each morning. Students will not be accepted between 7:30–8 a.m.**

Breakfast is served in the cafeteria from 7:50 to 8:25 for students Pre-Kindergarten-5<sup>th</sup> grade (late buses will be accommodated). K-5 students may go to their classrooms at 8:15. **If a student is not in his/her classroom prepared for class by 8:30, that student will be counted as tardy.**

### **Morning Drop Off**

Traffic the first few weeks of school can be challenging. To drop your student off each morning, please remain in the car line and pull through the front drive of the building. A staff member will be available to assist your child and provide directions. Please be attentive in this line as we try to move through this line quickly to get everyone in the building. Please stay in one line as you are pulling through the drop off line. Smith Elementary will have several students who walk to school, so please be careful while driving through the neighborhoods and especially as you approach the school before and after school.

**First days of school: All parents will be allowed to walk students to class on the first day of school. On August 17<sup>th</sup> and 20<sup>th</sup>, Pre-K and Kindergarten parents will be allowed to walk their students to the classroom. After the 20<sup>th</sup>, parents/guardians must stay at the school entrance and children will be escorted to class by school staff members.**

### **Afternoon Pick Up**

#### ***Car Rider Pick up Process***

Each student will receive 2 car tags at meet the teacher. Please place this tag in your windshield for each student you are picking up.

**PK, K, 1 and older siblings of PK, K, 1**

Your student will be picked up in the front drive. At 3:45 we will start loading all vehicle pick-up lines.

You will only go through one pick up line. Older siblings will be with their younger siblings in the front pick up line.

## 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> graders

Your student will be picked up in the back of the building by the gym. At 3:45 we will start loading all vehicle pick up lines.

PLEASE MAKE SURE TO HAVE YOUR STUDENT(S) TAG VISIBLE IN YOUR WINDSHIELD. This will help speed up the dismissal process. If you need an additional pick up tag, please contact your child's teacher.

### ***Walk up Pick up Process***

PK, 2<sup>nd</sup> – 5<sup>th</sup> – Parents may walk up to the building by the front doors to pick up their child. You will still need your CAR TAG with you to pick up your child. Teachers will release students to parent with appropriate signs at 3:41.

Kindergarten & 1<sup>st</sup> Parents may walk up to the building by the kindergarten doors, near the playground to pick up their child. You will still need your CAR TAG with you to pick up your child. Teachers will release students to parent with appropriate signs at 3:38.

### **Walkers**

Smith Students that walk will gather in the cafeteria during dismissal. This will give them an opportunity to meet up with siblings or walking groups to walk home with daily. Students who walk toward Monte Carlo addition will leave the building through the kindergarten door (by the playground). There will also be a crossing guard located at the corner of Forest Meadow and Monte Carlo to help Smith students walk to/from school safely. Walkers in Forest Meadow and Princeton Meadow, a Smith staff member will walk the group to the corner of Forest Meadow and Meadow Crest and get them safely across the street with a crossing guard.

### **Bus & Day Care Pick up**

The buses and Day care vans will pick up in the loop outside of the cafeteria. Please do not attempt to pick up your student in this line.

**All students must be picked up by 4pm**

### **Cafeteria**

The school cafeteria prepares nutritious meals for breakfast and lunch daily. Menus are posted at the school, found on the website ([www.princetonisd.net](http://www.princetonisd.net) – for parents and community), and will be sent home monthly. Meals may be paid for daily, or parents may deposit money in the student's account at anytime throughout the year. Parents will be notified if the student's account is insufficient. Students who do not have money in their accounts may receive an alternative meal for breakfast and lunch.

Free and reduced lunch applications will be sent home at the start of the year and will be available in the office throughout the year. **New forms must be filled out each year.** A student will be charged and responsible for paying the charges until the free and reduced application is filled out and approved. Only one form per family is necessary but names of all children in Princeton ISD Schools must be listed.

School nutrition prices for the 2018-2019 school year are as follows:

**Student Breakfast: 1.50**

**Adult Breakfast: 2.00**

**Student Lunch: 2.85**

**Adult Lunch 3.50**

Per state law, Pre-K students will not be allowed a chocolate milk while going through the serving line at breakfast or lunch. They will be served white milk and juice only.

Lunches may also be brought from home; however, they may not include glass bottles, or items to be shared with other students. Students who bring their lunch will be able to purchase milk.

All food and drinks that cannot be resealed without leaking, must be discarded at the end of the lunch period. **Drinks other than water will not be allowed in the classrooms.**

Parents and relatives are welcome to have lunch with their student.

**We ask that as students are learning the new process that you do not eat with your child during the FIRST week of school (August 16<sup>th</sup> – 22<sup>nd</sup>).**

**Parents and family members will not be able to eat lunch with their students on state testing dates (STAAR Testing).**

### **Dress and Grooming**

The PISD dress code is outlined in the PISD Student Handbook and may also be found on the PISD website. FLIP-FLOPS are not allowed to be worn at school. Sturdy shoes that are secure to the feet will improve the safety of your child in the hallways and the playground equipment.

Please help us teach all students to take pride in their appearance by being properly dressed, clean, and neat.

### **Withdrawal**

To withdraw your child from school, we ask that parents give the school two or three days notice in order to expedite the withdrawal process. The following items must be cleared:

1. All textbooks and library books must be returned.
2. All fees must be paid (lunches, library, etc.).
3. Current grades must be received from the teachers.

### **Change of Address/Telephone**

If you move or change any contact information, please notify the school immediately. It is important that the office records reflect up-to-date information so that we may contact you in case of an emergency.

- **Change of address will require new proof of residence (utility bill or rental agreement)**

### **Bad Weather**

Listen to WBAP 820 (AM radio) and Channel 5 (TV) for announcements about school closing or late opening due to bad weather, road conditions, etc. Princeton ISD web page, [www.princetonisd.net](http://www.princetonisd.net), will also provide information on school closings. The district Facebook and twitter will also post school closing.

### **Lost and Found**

The designated area for “Lost and Found” is by the library doors. All items (coats, jackets, notebooks, backpacks, purses, etc.) should be labeled with your child’s name so that when they are “found” they can be easily identified and returned to the rightful owner. Periodically, unclaimed articles in the lost and found will be donated to a charity.

Please communicate with your child the importance of turning in to the office all items that are found. These items do not become the property of the student who finds them. Being in possession of items not belonging to the student may result in disciplinary actions.

**\*\*Students may not bring personal toys to school.**

### **Health Services**

The nurse, a registered RN, is available when needed. If your child becomes ill at school, the teacher will send him/her to the nurse for evaluation. Students with a temperature of 100+ degrees or children who begin vomiting and/or have diarrhea at school may not remain at school. It is extremely important that the school has the correct contact information so we may communicate with a parent or guardian. Your child should be fever free without medication for 24 hours before returning to school.

If your child has been diagnosed with a communicable disease, please contact the nurse so that people who have been in contact with or exposed to that student may be notified.

### **Medications**

Students are not allowed to carry **ANY** medications on them while on school grounds. This includes over-the-counter medications such as cough drops, Tylenol, etc. The nurse (RN) is allowed to administer prescription medication and/or over-the-counter medication to a student if the following criteria has been met:

- a. the medication must be in the original container
- b. the medication must be properly labeled with the student’s name
- c. the medication must be stored in the nurse’s office at all times
- d. a signed administration of medication by the parent

**\*\*\*EXCEPTION** – students who use asthma medications, such as an inhaler, may carry their medication if they have written authorization from a physician.

**Please see the PISD Student Handbook for information regarding communicable diseases and conditions, health screenings, and head lice.**

## **Immunizations**

The following immunizations are required by law before starting school. Please check the appropriate grade/age level for your child.

### **Kindergarten and First Grade**

5 – 6 year olds must have at least:

DPT/DT/DtaP – Five doses including one on or after the 4<sup>th</sup> birthday

Polio – Four doses including one on or after the 4<sup>th</sup> birthday

Measles, Mumps, Rebellia – Two doses on or after the 1<sup>st</sup> birthday

Hep B – Three doses. Takes six months to complete

Varicella (Chicken Pox) – Two doses or statement of confirmation of disease by a doctor or parent

Hep A – Two doses

### **Second Grade and Older Students**

7+ year olds must have at least:

DPT/DT/DtaP – Five doses including one on or after the 4<sup>th</sup> birthday

Polio – Four doses including one on or after the 4<sup>th</sup> birthday

MMR – Two dose on or after the 1<sup>st</sup> birthday

Hep B – Three doses

Varicella (Chicken Pox) – One dose or statement of confirmation of disease by a doctor or parent

**\*\*Periodically, a student’s immunization record is reviewed by the school nurse to assure compliance. You will be notified if immunizations are needed, and you will be allowed a brief period of time to comply. Remember, the safety of all our children is our priority.**

## **Parent Conferences/Communication**

Our Smith Staff strongly encourages frequent communication between parents and teachers. To schedule a parent/teacher conference, a parent may email the teacher for an appointment or call the school to leave a voice message for the teacher. If a teacher has not replied to you within 24 hours, please call the office and speak to the secretary. Email is a convenient way to communicate, but it is not always reliable. Many parents prefer the convenience of email for quick and easy chats about assignments or activities. Serious concerns should be addressed in a face to face meeting. Our teachers have scheduled conference times and email addresses posted on the school web site and listed in their newsletters.

Additional communication will be achieved by the use of communication folders and agendas, students in grades Pre-K - Third will carry a “communication folder”, and our Fourth and Fifth graders will use the “student agendas”. All of these items are intended to make it easier for parents and teachers to communicate on a daily basis or as needed.

**\*Drop-in conferences are not suggested, in order to protect instructional time for students and teachers. If the issue is urgent, please drop by the office and visit with the principal, Mrs. Nicks, or with our assistant principal, Mrs. Dillard.**

The education of your child is our most important focus. To help us ensure that the classroom instruction is not interrupted, we have these following procedures in place:

- Forgotten lunches, money, supplies, etc. may be left in the office by parents. The office will make sure that your child receives these items in a timely manner.
- All visitors must sign in with the office staff and may not interrupt a class to speak with a teacher.
- **Calls changing the way a student goes home must be received by 3:15 to ensure an ample amount of time for office personnel to notify teachers and students of the change.**

### **School Parties**

During the year there will be three school parties. These are scheduled as follows:

- Last day of school, before the Christmas/winter break
- Valentine party in February
- Field Day – at the end of the school year

During the year we will also have many “special days”. On these days, students and staff will dress up honoring special occasions. This may be done by grade level or may involve the entire school. One example would be Kindergarten’s “Silly Socks Day” which ties in with their curriculum of studying the Letter S. These dates will be listed in the teachers’ newsletters and on the Smith web site and calendar. Helping your child participate in these activities can be as simple or as elaborate as you wish. Either way, these special days bring fun and learning together for our students.

### **Birthday Treats**

To maximize instruction, parents may deliver birthday treats to the front office. The teacher will distribute this treat sometime during the day, parents and family members will not be permitted during the celebration as we are trying to minimize interruptions during the school day.

### **Field Trips**

Each grade level gets one field trip for the school year. Field trips have been selected by each grade level based on the curriculum. Chaperones will be needed on each trip. The number of chaperones will depend on the grade level and the type of trip. Chaperones must ride the bus to and from the field trip. Siblings will not be permitted on the school bus. Chaperones must have a back ground check on file with the school. Parents who are unable to be chaperones are still welcomed to come on the field trip with their student but will have to transport themselves. Once they have paid for a field trip there are no refunds.

### **Guidance and Counseling**

The Smith Elementary School counselor will work with parents, students, and teachers to develop open lines of communication. The purpose of counseling is to clarify personal, social, and academic issues. Counseling may take place in a one-to-one, small group, or classroom setting. The nature of the information discussed is held in strict confidence. The opportunity to participate in counseling may be initiated by parent, teacher, or student. All student participation in ongoing counseling programs must be approved by the child's parent(s). However, the counseling staff may be brought in at any time, to help resolve conflicts or help maintain a positive climate in the school.

### **Safety Drills**

The following drills will be held regularly to ensure that in the event of an actual emergency our students would react safely and correctly.

Fire – Students will learn to exit the building in a safe and orderly manner and will know where their “meeting place” is located.

Tornado – Students will learn the “safe areas” in the building and how to “duck and cover”. They will also be taught how important it is to remain quiet so they may listen for important instructions.

Lock Down – Students will leave their desks and sit next to a wall out of view of the door and remain quiet. This drill will be done twice a year and the classroom teachers and principal will explain to the students in a calm manner about the drill and it’s procedures.

**While all the drills are necessary to ensure the safety of our students, we will conduct them in a calm, positive manner.**

### **Student Security**

We will only release your child to a person whom you have identified on the enrollment form. If any of these individuals change, or additional ones need to be added, please come in to the office to update your form.

We will ask for identification when checking out a student. This will take time, but nothing is more important than the safety of your child. For the first several weeks of school, have your driver’s license ready when you are in the pick up lanes both in front and in the rear.

**All guests entering the building will be required to scan their drivers’ license.**