

# Shive Elementary



Shive Elementary School

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<http://www.vernonisd.org>

This Student Handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Teacher \_\_\_\_\_ Room # \_\_\_\_\_

# PURPOSE

Effective learning requires a team approach. Every member of the team – the student, the parent, and teacher- must be fully equipped to set and reach educational goals.

All students can learn, but not all understand that “If I plan to learn..., I must learn to plan.” This concept of planning to learn is one that Shive Elementary School is emphasizing. To challenge and improve themselves, students have to be taught to plan and organize.

This student handbook is an organizational tool that will assist students on their way to success. For this program to work, all partners need to be involved. The old saying, “It takes a whole village to raise a child”, illustrates that it is only in an atmosphere of cooperative learning, ---where the school, the parents, and the community interact together in a supportive way, that learning goals and objectives will be best met.

This handbook is a method of communication between the school and parent/home. Teachers will be instructing students to record their

assignments and making notes to the parents when necessary. This system is an effort to establish an open line of necessary communication. By consulting your child’s handbook regularly, you will stay well informed about daily assignments and school activities. Each child will receive a handbook and is responsible for this book throughout the year, (like a textbook). **There is no initial cost to the students, however, should the book be lost, the student will be required to purchase a new one for \$3.00.**

To some people, good organizational skills come natural. Many of us, however, find ourselves struggling to manage our affairs and complete our tasks. Establishing good routine involves self-discipline and hard work. Shive Elementary School supports this process by providing student handbooks to students in grades four and five to establish these organizational skills.

THANK YOU FOR YOUR SUPPORT.



## Parents

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, and initiate conferences with your child's teacher, the counselor, or the principal whenever you feel it is necessary. We are very happy to have you and your child with us at Shive Elementary.

### Parental Rights

- You may have your child "opt out" of participating in surveys, displaying of child's work or photographs on school websites or publications.
- You may request information regarding professional qualifications of your child's teachers, review teaching materials and assessments, and review any of your child's student records.
- You may request that your child not participate in activities including saying pledges to flags due to religious beliefs.
- You may request the transfer of your child to another classroom if your child has been the victim of bullying.

## General Information

### CITIZENSHIP AND CONDUCT

Students are expected to maintain high standards of citizenship and conduct themselves in a manner which will bring credit to themselves and their community. Some of the factors involved include respect for fellow citizens, respect for property of others, obedience of rules and regulations, and respect for authority.

### ATTENDANCE

An individual who is required to attend school under section 25.085 of the Texas Education Code commits an offense if he or she "fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days within a four-week period." Please remember that a written note explaining the absence is required after a student has been absent. A complaint against the parents may be filed in court if a student is absent from school for 10 or more days of parts of days within a six-month period.

A student shall not be given credit for a class if he or she has been in attendance less than 90% of the days the class is offered, unless an attendance committee appointed by the Board gives credit because there were extenuating circumstances for the absences. An excessive amount of absences may result in assignment to Saturday school.

### EARLY RELEASE OF STUDENTS

Because class time is important, doctor's appointments should not be scheduled, if at all possible, during school hours. Is a student becomes sick during the school day. The teacher will send the student to the school nurse. The nurse will decide whether or not to send the child home.

## TARDINESS

*A LITTLE LATE IS TOO LATE.* If you arrive late to school, report to the office to sign in and print a tardy slip. Repeated tardiness will result in lunch detention and may result in assignment to Saturday school.

## SURVEILLANCE VIDEO TAPING

Surveillance video taping will occur on school busses as well as in common places within the school building. Signs of this notification will be posted.

## WITHDRAWALS

Students withdrawing from school must clear textbook records with each teacher and turn in any supplies issued. Textbooks and all the debts to the school should be cleared before records may be forwarded to another school. The parent/guardian must initiate the request for withdrawal.

## REPORT CARDS

Students will receive an academic achievement and conduct grade at the conclusion of each six weeks period. One report card is given to the student for all classes. The report card is to be taken home to the parents to be signed and returned to school the next day.

Progress Reports will be sent home to each family to show progress at the mid-point of each six-week grading period.

## STATE MANDATED TESTS

Fourth grade students are administered a state mandated test (TAKS) in writing, math, and reading. Fifth grade students will be given a state mandated test (TAKS) in math, reading, and science.

## TEXTBOOKS

All textbooks used in our school are the property of the State of Texas and are to be treated as such. Book covers are furnished free of charge and all textbooks must be properly covered at all times. The student is also subject to a fine for any damage that occurs to the textbook while in his/her possession. Students are responsible for all textbooks issued to them. If a book is lost, it must be paid for within a reasonable amount of time.

## SCHOOL PROPERTY

Shive students take pride in the care of their building and equipment. Abuse of school property will result in disciplinary action against those involved. Any student who destroys school property **will be held** responsible for the damage and will be required to repair or pay for the damage, as well as being subject to disciplinary measures.

## VISITORS

Parents are welcome to visit the school at any time. Parents wishing to request a conference with teachers should do so through the office. All visitors, upon entering the building, must check in at the main office. Visits to individual classrooms during instructional time are permitted only with approval of the principal.

## **SCHOOL SUSPENSION**

The principal may assign a student to In-School Suspension for such reasons as insubordination, truancy, excessive tardies, abuse of school property, and other disciplinary offences. In-School Suspension is used as a means to correct serious or chronic disciplinary problems. It is conducted at a neutral site under strict supervision. Students will not be allowed to participate in any extra activities while in In-School Suspension.

## **INAPROPRIATE ITEMS**

Cell phones, whistles, radios, tape-recorders, pagers, CD players, electronic devices or games, water guns or any type of “toys” serve no useful purpose at school and will not be allowed at school. Students bringing such items to school will have them taken up and turned in to the principal’s office. The principal will determine whether to return the items at the end of the day or whether the parents will be contacted to pick up the items. Students may not wear caps on school property. Such items worn by students will be taken and turned in to the office.

## **LOST AND FOUND**

The “Lost and Found” articles are kept in the cafeteria and students having lost personal or school materials should check there to see if the materials have been turned in. Parents should check for lost articles in the cafeteria before or after school.

## **CAFETERIA**

The district participates in the National School Lunch program offering nutritionally balanced lunches daily. All **students** are expected to eat lunch in the school cafeteria. Students may purchase a five or twenty day lunch ticket or may pay cash on days when they choose to eat in the cafeteria. Students may not charge more than five meals in the cafeteria. Students who bring their lunch will also eat only in the school cafeteria.

## **PHYSICAL ACTIVITY**

Shive students will participate in PE classes three times a week and will attend health class once a week.

## **EMERGENCIES/ILLNESSES**

If a child is injured or becomes ill at school, we will notify the parents, and render simple first-aid only. Students who are ill or have fever must be picked up immediately by parents or a person designated by the parent. Therefore, it is mandatory that we know where to reach the parents (home, business, neighbor’s phone number) and the name, address, and phones number of your family doctor.

## **MEDICATION**

The dispensing of drugs and medicine will be under the direction and supervision of the school nurse, teacher, counselor, or principal.

The drug or medicine must be in the original container (information indicating student’s name, doctor’s name, name of drug, dosage and prescription number). The school must have a written permission from the parent, guardian, or person having lawful control of the child to administer the medication. This permission notice must also contain the time of the day the medicines is to be dispensed and be signed. Any change in dosage from that appearing on the medicine will not be made without written authorization from the physician. A student with asthma may be permitted to possess and use an asthma inhaler with written authorization from parent and physician.

## **IMMUNIZATION RECORDS**

Stale laws require certain immunization and health clearances of all students attending public school. Current laws require a valid record from a physician or public health agency. Parental statements will not satisfy these requirements. Current Texas law requires that all children entering Texas public schools must have been immunized against the following diseases, diphtheria, rubeola (measles), rubella, tetanus, haemophilus influenzae type B, hepatitis A, hepatitis B, varicella (chicken pox), poliomyelitis, and mumps. Students are required to have proof of the measles (rubeola) record before they will be allowed to enter school. Students will be provisionally enrolled if the other required immunizations have been started and continue to be received as “rapidly as is medically feasible.” A student not immunized must have a certificate that is renewed yearly signed by a U.S. licensed physician.

## **ASBESTOS MANAGEMENT PLAN**

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the high school main office. If you have any questions, please contact Max Tatum at (940) 553-1900.

## **PEST MANAGEMENT PLAN**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child’s school assignment area may contact Max Tatum at (940) 553-1900.

## **HONOR ROLL PROGRAM**

The staff feels it is very important to recognize those students who have demonstrated outstanding achievements in their academics. At the conclusion of each six weeks grading period, those students who have earned a 90 or above will have earned the privilege of making the “A” Honor Roll for that six weeks. Students who have earned an 80 or above will earn the privilege of making the “B” Honor Roll.

## **HOMEWORK**

Home study is a necessary part of each pupil's educational program. Each student will be required to spend some time studying each day at home, in addition to scheduled class instruction time, to achieve satisfactory success in school.

## **TELEPHONE**

In case of emergency the office telephone may be used by students. Students are required to have a note stating they have the teacher's permission to use the phone. Do not ask to use the phone for matters which should have been arranged prior to school. Student will not be called out of class to talk on the phone.

## **STORM WEATHER INFO**

School personnel will be on alert for dangerous conditions by using radios which scan the Nation Weather Service, Law Enforcement and Civil Defense frequencies. Buses have two-way radios so drivers may also be informed. If severe weather is rapidly approaching, students will be held at school until the danger has passed. When sirens have sounded, students will be moved immediately to the safest places as recommended by safety experts. All elementary schools have specially designed storm shelters areas. Buses within the city will go to the NEAREST school for shelter.

## **OTHER WEATHER CONDITIONS**

Please listen to **KVWC** radio station or local TV stations during snow, ice, or flood for information concerning delay of starting time or cancellation of classes. The radio station will have the correct information concerning school, so please do not call the school principal.

## **DISMISSAL**

Classes will be dismissed at **3:15 P.M.** Students still on campus at **3:30 P.M.** must be picked up by the parent in the principal's office. Please plan to be punctual when picking your child up.

## **TRANSPORTATION**

### **BUS POLICY**

It is a privilege for you to ride the school bus. If you violate the posted rules and regulations, your privilege to ride the bus may be forfeited. The bus driver will notify the principal of the problem involving a student and the principal will take disciplinary action.

### **SCHOOL SPONSORED TRIPS**

Students participating in school sponsored trips are required to use transportation provided by the school to and from the event. An exception may be made if the parent makes a written request that the student be released to the parent or another designated adult.

## **LIBRARY**

Students are encouraged to use the library. There are special rules for reference books, magazines and reserved books. Learning the use of the library and observing its rules help develop good citizenship. The librarian will be available to assist those who need help. There will be a fine for each day a library book is overdue. If a book is lost, the full price of the book must be paid.

## **PROMOTION POLICY**

The students shall attain an overall average of 70 for the year in all courses, and in addition attain an average of 70 or above in weighted language arts and math. Also, in order to be promoted to grade 6, students must have performed satisfactorily on the reading and math sections of the grade 5 TAKS assessment.

## **SPECIAL PROGRAMS**

### **MIGRANT SERVICES**

Children who have moved within the past three years with their families or to join a parent due to agriculturally related jobs may be identified as migratory children. These children are entitled to receive special instructional support services to help them be successful in school. Support available for students includes school supplies, tutorials, health benefits, classroom assistance, free lunches, and summer school.

### **DYSLEXIA SERVICES**

VISD provides dyslexia screening beginning in the first grade. Students meeting eligibility requirements are provided instruction utilizing **MTA** (Multisensory Teaching Approach). Parents with questions regarding this program should contact the school counselor.

### **ADVANCED ACADEMICS**

Students identified as Gifted & Talented will receive instruction through differentiation in the classroom. Parents with questions regarding this program should contact the school counselor.

### **SPECIAL EDUCATION**

If the child is experiencing learning difficulties, the parent may contact the campus principal or special education director to learn about the district's special education referral or screening process. A parent is entitled to request a special education evaluation. Within a reasonable time, the district must decide if the evaluation is needed. If declined, the district must provide written notice with an explanation and inform the parent of his or her rights.



## **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### **Hair**

- No hair picks, comb
- No nets
- No sideburns below the earlobes
- Clean, well groomed
- No pins, curlers
- Not to cover eyes
- No unusual or distracting hairstyles or colors
- No symbols/initials cut into hair

### **Footwear\*\***

- Acceptable footwear that does not create a health or safety hazard or does not disrupt the learning environment
- No house shoes

### **Hats\*\***

- Hats or head coverings including head bands may not be worn during school hours and must be left at home or in vehicles.

### **Shirts\*\***

- Collared, polo, or crew neck shirts with sleeves are required.
- No clothing; advertising playboy, tobacco, alcohol, prohibited substances/items, vulgar, obscene topics or implications of above list.
- Tops must overlap waist bands so no midriff is showing at anytime.
- Clothing that reveals underwear or cleavage is prohibited.
- *With young men, excessively long shirts are not permitted and will be required to be tucked in their pants.*
- *Individual campuses may require all students to tuck in their shirts.*

### **Other Clothing**

- Pants and shorts will be worn at the natural waist line, no sagging.
- Large bulky coats and hood sweatshirts must be stored in the student's locker during school hours.

- Clothing that is torn or ripped or larger than one size extra is prohibited.
- Chains of any kind on billfolds, checkbooks, belts, or pants are prohibited.
- Sunglasses are not to be worn in school unless medically prescribed.

#### **Earrings/piercing**

- Body piercing other than the ears is prohibited
- Young men may wear only one stud type earring per ear.

#### **Other hair**

- Facial hair must be clean, neatly trimmed and well groomed.

#### **Odor**

- Students are required to keep themselves clean and free of body odor.

#### **Shorts/Dresses\*\***

- Skirts/dresses must be at or below the knee, with no slits above the knee.
- Pants and shorts must be at or below the knee.

#### **Tattoos**

- Tattoos with lewd writing, gang related, obscene or offensive pictures or emblems will be covered.

#### **\*\*Exceptions:**

- Designated school events by the principal.

Any violation of this dress code shall be determined by the administration. Any disregard of the dress code will result in immediate placement in **ISS** or sent home to make necessary changes. A student placed in **ISS** for a dress code violation will remain there for the day or until the problem is corrected by a parent or guardian providing appropriate clothing.

#### **MANDATORY MOMENT OF SILENCE AND PLEDGES TO UNITED STATES AND TEXAS FLAGS:**

The legislature has passed and the Governor has signed Senate Bill 83 which amends Texas Education Code Section 25.082 and requires recitation of pledges to the United States and Texas flags followed by a moment of silence each day in each school.

Old section 25.082(b) permitted school districts to provide a period of silence at the beginning of the first class of each school day for student reflection or meditation.

The new provisions of Section 25.082 mandate that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day throughout the school year; (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is

not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remain silent and does not act in “a manner that is likely to interfere with or distract another student”. An additional change authorizes school districts to excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student’s parent or guardian provides a written request.

### **NOTICE OF NONDISCRIMINATION**

The Vernon Independent School District does not discriminate on basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Superintendent Tom Woody has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

The Vernon Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Tom Woody.

**This handbook is neither a contract nor a substitute for the official District Policy Manual. It is a guide and a brief explanation of District policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.**