

***As some rules and policies apply only to Coolidge Elementary School students, the following is an addendum of additional information that applies specifically to those COOLIDGE ELEMENTARY SCHOOL students only.***

**Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

**CHANGES IN TRANSPORTATION**

Notify the office by **2:30** if there is a change in your child's routine way of getting home after school. A phone call at the last minute could result in the office not being able to get the message to your child.

**Other Electronic Devices and Games**

Students are not permitted to possess such items as radios, CD players, MP3 players, audio recorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

**NO TOYS**

Students are not permitted to bring toys of any kind unless it is a designated day with permission from the teacher. They may not bring games, cards (Yu Gi Oh, Pokeman), replicas of guns (toy guns), etc. These cause a distraction to instruction. Without such permission, teachers will collect the item and turn it in to the

principal's office. 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. Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

**SCHOOL PARTIES**

Elementary schools may designate 3 dates when the nutrition policy does not apply. The following school parties have been designated for the 2016-2017 school year. (Christmas, Easter, End of Year)

1. Christmas - A one hour party with simple refreshments can be held the last hour of the school day on the last day of classes prior to the holidays.
2. Easter – Pre-Kindergarten, Kindergarten, First and Second Grades are allowed to have an Easter egg hunt on the school campus. Grades 3-5 may observe Easter with appropriate activities. Refreshments may be served to all students the last thirty minutes of the day.
3. Valentine's Day - Valentines may be exchanged by the students. No refreshments will be permitted.
4. End of school party is allowed with simple refreshments.
5. Surprise parties for students or teachers are not permitted.
6. Do not send balloon bouquets, flowers, stuffed animals, etc. to celebrate special occasions.
7. Birthday cupcakes may be sent to school to be enjoyed by the class at the end of their lunch in the cafeteria or at the end of the day.
8. Birthday invitations may be sent to school only if every student in that classroom receives an invitation.

**Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

**\*Students are NOT permitted** to attend other grade levels field trips or social events. (ie attending sibling's field trips)

### ***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:

**SHOES:** Shoes with wheels are NOT allowed to be worn at school. If a child wears shoes with wheels, the wheels will be removed and kept by the Principal. NO FLIP FLOPS are allowed due to safety at recess and PE.

### **BOYS:**

**Length of Shorts:** The clothing will meet the finger-tip test. \*\*Rule of thumb for checking the length of clothing: Have your child stand and drop their arms down to their sides. The length of the clothing should be at least to the tip of their longest fingertip. If the clothing is too short, parents will be called to bring the student appropriate clothing. If parents cannot be located, then the office will provide clothing.

**SHOES:** Shoes must be worn at all times. Shower shoes, house shoes, flip flops, or sport sandals are not permitted. Sandals may be worn. Loud taps, cleats, steel heels or any shoes that might damage floors are not permitted.

**SOCKS:** Preferred but not required.

**BELTS:** If worn they must be fastened. The end of belts cannot hang more than the length of the distance between loops. Belts must be worn if pants or shorts are baggy.

**SHIRTS:** See-through fabric tops or muscle shirts are not permitted. Apparel with messages, in any language, pertaining to sex, drugs, tobacco, alcohol, gambling, wrestling, or violence will not be permitted.

**PANTS:** Boys should wear jeans, trousers, or slacks which are properly fitted and do not attract improper attention.

**Baggy Clothing:** Clothing should fit properly – not too tight and not overly too big. Students who wear pants/shorts/skorts/jeans that sag, bag, or drag are out of compliance. Parents will be called to bring a belt. If parents cannot be located, then the office will provide some twine for student to cinch up their clothing.

**Bare midriff:** No middle sections of the body (bellies and backs) will show. Students will wear tops/shirts/blouses that fit appropriately and will not ride up when student sits down or bends over.

**SHORTS:** Shorts should be no shorter than mid-femur in length may be worn. They cannot be tights or sweat shorts and cannot attract improper attention. Shorts that contain elastic waistbands must be kept pulled up.

**HAIR:** Hair is to be kept neat and clean. It should not touch nor extend below the shoulders or extend below the eyebrows or ear lobes. No spiked Mohawk hairstyles (Mr. T) are permitted. No beards, goatees, sideburns, or mustaches will be allowed. No extreme or outlandish haircuts that distract from classroom instruction will be allowed.

**Piercing:** No type of ear garment (earrings, tape, straws, thread, or string). No visible piercing, nose rings, or tongue piercing will be allowed.

**HATS/CAPS:** May not be worn in the building.

**SUNGLASSES:** May be worn outdoors, but worn inside only with a Doctor's written recommendation.

**NAIL POLISH:** Nail polish may not be brought or kept on campus.

**Wearing Shorts: Shorts may not be worn during the cold weather – during December, January and February. Please help your child dress properly.**

**GIRLS:**

**Length of Shorts/Skort/Skirts/Dresses:** The clothing will meet the finger-tip test. \*\*Rule of thumb for checking the length of clothing: Have your child stand and drop their arms down to their sides. The length of the clothing should be at least to the tip of their longest fingertip. If the clothing is too short, parents will be called to bring the student appropriate clothing. If parents cannot be located, then the office will provide clothing. A note to parents: If your female child has long legs and it is difficult to purchase a pair of shorts that meet the finger-tip test, plan on her wearing capri length pants instead of shorts during the warmer months of the school year.

**SHOES:** Shoes must be worn at all times. Shower shoes, house shoes, or sport sandals are NOT permitted. Sandals may be worn. Loud taps, cleats, steel heels or any shoes that might damage floors are not permitted.

**Flip- Flops:** This type of shoe is **not allowed**. Students have P.E. every day and proper shoes should be worn for safety reasons. A flip-flop is any type of shoe that has a strap on the shoe that is worn between the big toe and the toe next to it.

**SOCKS:** Preferred but not required.

**BELTS:** If worn they must be fastened. The end of belts cannot hang more than the length of the distance between loops. Belts must be worn if pants or shorts are baggy.

**BLOUSES:** All shirt buttons except for the top two must be buttoned unless the shirt or blouse is being worn as an over-shirt. See-through shirts, low-cut (no cleavage will be revealed), bare midriff, tank tops, muscle shirts and tight blouses will not be permitted. Items of apparel with messages, in any language, pertaining to sex, drugs, tobacco, alcohol, gambling, wrestling, or violence will not be permitted. Apply 2 finger rule on tops. No spaghetti straps are allowed – for all grade levels.

**DRESSES:** Normal dress for girls will be dresses, skirts, or split skirts, which are no

shorter than the mid-femur, are properly fitted, and which do not attract improper attention may be worn. Sun dresses will not be worn unless they are covered with a jacket which is worn throughout the day. If a student wears leggings, the outer garment worn over them must conform to dress code rules.

**PANTS:** Girls should wear jeans, trousers, or slacks which are properly fitted and do not attract improper attention. Girls may not wear leggings by themselves – if worn and covered by shorts, etc., the outer garment must meet the dress code guidelines for length. Shirts must cover their bottoms and reach fingertip length if wearing it over tights.

**Baggy Clothing:** Clothing should fit properly – not too tight and not overly too big. Students who wear pants/shorts/skort/jeans that sag, bag, or drag are out of compliance. Parents will be called to bring a belt. If parents cannot be located, then the office will provide some twine for student to cinch up their clothing.

**Bare midriff:** No middle sections of the body (bellies and backs) will show. Students will wear tops/shirts/blouses that fit appropriately and will not ride up when student sits down or bends over.

**HAIR:** Hair will be kept neat and clean. Spray painting hair, rollers, bandanas, combs, or picks will not be permitted.

**PIERCING:** Ears may be pierced. Other visible piercing will not be allowed (includes tongue piercing and nose piercing).

**HATS/CAPS:** May not be worn in the building.

**SUNGLASSES:** May be worn outdoors, but worn inside only with a Doctor's written recommendation.

**NAIL POLISH:** Nail polish may not be brought or kept on campus.

**The Principal in cooperation with the teachers will make judgment as to whether students are in compliance.**

**Wearing Shorts: Shorts may not be worn**

**during the cold weather – during December, January and February. Please help your child dress properly.**

### ***THE LIBRARY***

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the day as the librarian is available.

Fines for damaged library books will be assessed as follows:

Torn pages – 25% of cost of book

Ink or pencil marks (minor) – \$1.00 per page

Ink or pencil marks (major) – 25% of cost of book

Loose bindings (due to misuse) – 50% of cost of book

Missing pages – 100% of cost of book

Obscenities (drawn or written) – 100% of cost of book

Damages that prevent re-issuing book – 100% of cost of book

During the school year, students will be asked to return books they have checked out dates in advance of extended school holidays. Students who have returned their books on or before the deadline may be given extra privileges to be decided by the librarian.

### ***GRADING GUIDELINES***

#### ***A Honor Roll 1<sup>st</sup> through 5<sup>th</sup> grades***

Students must receive A's in all subjects, including Conduct.

#### ***A/B Honor Roll 1<sup>st</sup> through 5<sup>th</sup> grades***

Students must receive all A's and B's in all subjects, including Conduct.

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, EHBG, (and FFA) the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will

engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

### **Gum**

According to policy, gum is classified as not having minimum nutritional value. Students are NOT allowed to chew gum or be in possession of gum at any time at the elementary campus.

### ***HOMEWORK***

Homework will be assigned at the discretion of the teacher. Below the fourth grade, homework assignments should average about 20 minutes each day per student (or less as assigned by the teacher). If a student is absent and desires to receive his/her homework assignments, they should request the assignments as early in the school day as possible. Please spend time with your child each day review materials in their binder – K-1 has a binder with sight words to practice each day.

If a student has been absent, the teacher may give the student extra homework in addition to the regular homework. This will give the student additional practice, since the student missed the lessons that occurred during the absence.

### ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

#### **Grades 1<sup>st</sup> – 5<sup>th</sup>**

A student is promoted from one grade to the next on the basis of academic achievement. Students should have an overall average of 70 or above which is derived by averaging the final numerical grades for reading, language arts, mathematics, social studies, and science. In addition, a student should attain an average of 70

or above in reading or mathematics subject areas in order to be successful in the next grade level. A student who has failed reading or math will not be eligible for promotion through the summer school program.

At the request of a 1<sup>st</sup> through 5<sup>th</sup> grade student's parents or at the request of the school administrator, a grade placement committee shall be convened to consider extenuating factors related to the promotion/retention of a student. The grade placement committee shall consist of the principal or designee, the student's parent or guardian, and the student's teacher. The parent of any student who is being retained shall be notified and have a meeting with the committee to review data. The District strives to establish programs designed to reduce the retention of students at grade level. Coolidge ISD honors the grade level placement of the student's former school.

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

Intersessions are available to all students who require intervention grades 3-5. An acceleration program is offered to 5<sup>th</sup> grade students who are required to take the Math or Reading State of Texas Assessments of Academic Readiness (STAAR) assessment the 3<sup>rd</sup> time.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactory on the mathematics and reading sections of the grade 5 assessments in English or Spanish.

Parents of a student in grades 3–5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be

required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

### ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Later afternoons are the best times due to CORE classes being in the morning. **If at all possible, please try to schedule appointments during non-school days.** Our district calendar is posted on our website and available in the front office.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus.

Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will **not regularly be released** before the end of the instructional day. We discourage multiple early releases in a 6 weeks period.

If a student becomes ill during the school day,

the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted.

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Tonya Barnett to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. For more information, see policy CO(LEGAL).

### **CAFETERIA PROCEDURES:**

**Effective for the 2016-2017 school year, as per federal regulations, there will be no charging of meals in the cafeteria. There will be no exceptions made to this rule.**

#### **A. MEAL PRICES**

**For the 2016-17 school year, Elementary student lunches will be \$2.00. Breakfast will be FREE for students.**

#### **B. MEAL SERVICE ACCOUNTABILITY SYSTEM**

1. Students eligible for free meals will be provided with a meal at no charge.

2. If the student does not have enough money to pay for their lunch or breakfast, the school will provide to that student an optional meal of nutritious value.

3. Pre-payment for multiple meals is encouraged. When placing meal money in a sealed envelope, the following information must be stated:

- Student's name
- Student's teacher's name

- Dollar amount enclosed

4. Households with more than one child in a school need to designate the amount of money to be placed into each child's meal account. An account balance cannot be shared by different children in the same household.

5. Refunds from student meal accounts are available only upon written parent/guardian request. Small refunds up to \$10.00 will be issued at the school site. Large refunds will be issued by the district cafeteria services office. Allow at least two day's notice for large refunds.

6. If you have questions concerning your child's meal account, please contact your child's school cafeteria.

### **SUMMER SCHOOL**

A summer school program is not offered for credit recovery at the elementary campus.

### **TARDINESS**

A student is tardy **after 8:00 a.m.** Tardies are a disruption in the classroom. Students will lose recess time to make up the time lost. Each tardy will count 10 minutes in loss of free time. Students miss some of their morning routines when they arrive late. They will be required to serve a morning D-HALL after 3 tardies. After the 6<sup>th</sup> tardy, parents will be required to have a meeting with the principal. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

### **VISITORS TO THE SCHOOL**

#### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, ALL visitors must FIRST report to the office and must comply with all applicable district policies and procedures. All visitors will be badged in and will wear a badge while visiting in the building.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not

interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **FIELD TRIPS**

The opportunity to go on a field trip with a student's class is a privilege earned by students who display proper behavior in the classroom. Repeated misbehavior may result in a student losing this privilege. Students are not permitted to attend other grade level field trips. (ie siblings' field trips)

#### **Supervision**

On each field trip, a minimum student/ staff member-chaperon ratio of 10:1 will be required. If the field trip is for several hours in length and/or students are traveling to an open area such as Six Flags, students will be required to report to staff/chaperons at least one time at a pre-appointed area. The building principal may wish to expand upon the number of chaperons required and how many times students will need to report to a pre-appointed area.

The Elementary Principal may require all elementary students to be accompanied by a staff member and/or chaperon at all times.

#### **Chaperons**

The purpose of chaperon supervision for students can vary due to the maturity and cooperation of the students. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students.

#### **Criminal Background Checks**

All chaperons will be required to submit to a criminal background check before they will be allowed to accompany students on an ISD field trip. Forms can be picked up in the superintendent's office.

#### **Directives For Supervisory Staff**

Staff members and chaperons will receive written directives before a field trip from the principal. These directives will provide

staff/chaperons with the expectations required for supervising CISD students. Failure by a chaperon to provide supervision as directed will result in that chaperon being excluded from attending future field trips.

#### **Seek On-Site Assistance If Necessary**

Seeking assistance from management, law enforcement, etc. if necessary, is not only prudent, it is the proper procedure to follow. Although stressful for some parents, it is a fact that separation or displacement occurs every day at major parks, Six Flags, Disneyland, etc. Many times a request for assistance does not involve school students, but children that become separated from their own parents.

#### **Communication**

- (1) If warranted, staff members and chaperons are required to provide students with staff members and chaperons' contact information before students leave school to embark on a trip.
- (2) If warranted and field trip destination is to an open area such as Six Flags, staff members and chaperons must establish a meeting point.
- (3) Staff members are required to notify the building principal upon any deviation of rules and procedures or any unusual occurrence by students, chaperons or staff as soon as it is practical.

### **Coolidge Elementary Personnel 2016 – 2017 School Year**

Mrs. Cook	Pre-K
Mrs. Erwin	Kindergarten
Mrs. Waggener	Kindergarten
Ms. Prowell	1 <sup>st</sup> Grade
Ms. Smith	1 <sup>st</sup> Grade
Mrs. Loper	2 <sup>nd</sup> Grade
Mrs. Dowdle	2 <sup>nd</sup> Grade
Mrs. Moore	3 <sup>rd</sup> Grade
Mrs. Jackson	3 <sup>rd</sup> Grade
Mrs. Adams	4 <sup>th</sup> Grade
Mrs. Jones	4 <sup>th</sup> Grade
Ms. Reed	5 <sup>th</sup> Grade
Mrs. Machacek	5 <sup>th</sup> Grade
Mrs. Carter	Sp. Education

Mrs. Bonilla	ESL
Mrs. Self	RTI – pull out
Coach Smith	P.E./Coach
Mrs. Chavez	SPED aide
Mrs. Ivy	Music
Mrs. Isbell	Librarian
Mrs. Gomez	Pre-K Aide
Mrs. Doty	Secretary
Mrs. Christian	Custodian
Mrs. Lowry	Principal