

# LETTER OF INTRODUCTION

To the Parents and Students of Somerville Elementary School,

Welcome to School Year 2011-2012! Our theme for this school year is “Safari Adventure - Wild About Learning.” Through the efforts of parents, teachers, administration, and other school staff, we look forward to an exciting year of academics and activities with our students.

We wish to welcome the addition of Sixth Grade to our campus. We are so excited to experience this change and have the opportunity to house Pre-Kindergarten through Sixth Grade students. We have an awesome group of students who are excited and motivated to experience new adventures in their classrooms.

Education is a team effort, and we know that students, parents, teachers, and other school staff members all working together will make this a successful year for our students. The *Somerville ISD Student School Handbook* is a resource for basic information. It is designed to improve communication and understanding between parents and the school.

Parents are encouraged to read the handbook carefully and to acquaint themselves with the services and benefits available. Further information can be obtained from the classroom teacher or the building principal. The best possible education is achieved for each student through informed parents and the cooperation of all.

Thank you for the opportunity to serve you, your students, and the Somerville community.

Respectfully,

Dr. Sandra A. Labby  
Principal

**SOMERVILLE ELEMENTARY SCHOOL FACULTY AND STAFF**

**2011 -2012**

**MAIN OFFICE**

Dr. Sandy Labby, Principal  
Amber Smith, Counselor  
June Hodges, Receptionist/Secretary  
Barbara Gunn, Nurse

**CLASSROOM TEACHERS**

**PREKINDERGARTEN**

Kaylee DeFiore  
Kadi Rohrbach

**FIRST GRADE**

Brittney Knesek  
Angie Rudd

**THIRD/FOURTH  
GRADE**

Aneathia Mathis  
Christine Riley  
Sally Rost  
Elizabeth Sommer

**FIFTH/SIXTH GRADE**

Glenda Berka  
Rebecca Coronado  
Carolyn Dudley  
Stephanie Von Krosigk

**KINDERGARTEN**

Lindsay Bell  
Rhonda Bentke  
Jonna See

**SECOND GRADE**

Terri Barnett  
Lauren Cole

**PHYSICAL  
EDUCATION**

Darryl Ellis

**SPECIAL  
EDUCATION**

Krystina Giles  
Vanessa Player

**PARAPROFESSIONALS**

Debbie Bartek

Tina Bozeman

Alice Lewis

Sonia Rodriguez

Beverly Blinka

Meshell Hampton

Darlene Lozano

**MAINTENANCE/CUSTODIAL**

Juana Bernal

**BURLESON-MILAM SPECIAL SERVICES**

Dr. Zelma Gragg  
Katie Withem

## **ACADEMICS**

### **AWARDS AND HONORS**

An annual Awards Day assembly will be conducted in May to recognize students on the honor roll, with perfect attendance, and with excellent conduct. Students will also be recognized at the end of each six weeks grading period.

#### **“A” HONOR ROLL**

- Students must make no grade below “90” in any subject per six week grading period.

#### **“A-B” HONOR ROLL**

- Students must make no grade below “80” in any subject per six week grading period.

### **CLASS SCHEDULES**

Students will be assigned a classroom where they can achieve success yet be challenged to develop their fullest potential. Teachers, the counselor, and the principal will determine the placement of students.

### **GRADING GUIDELINES**

Somerville Elementary School does not use a letter grading system for grades 1-5. However, the SISD School Board has adopted the following conversion scale for those schools that do use letter grades.

90-100 = A                      80-89 = B                      75-79 = C                      70-74 = D                      69-Below = F

There are six marking periods per school year. Marking period averages for each subject will be calculated as follows:

- Major grades (Projects/Reports/Tests/Writings) will account for 50% of the grade.
- Daily grades (Classwork/Homework) will account for 50% of the grade.

### **AUTHORIZED PERSONS PICKING UP STUDENTS FROM SCHOOL**

Under normal circumstances, either parent of the student should be allowed to take a student from school.

In the event the parents are separated or divorced, and the school is furnished with a certified copy of a court order wherein one of the parents is granted custody of the student, then the student should be released only to the parent who has the sole custody.

In the event a student has a guardian, the school should release the student to his/her legal guardian. The school should have a certified copy of the guardianship order.

All students MUST sign out at the office.

Students are not to be released to any unauthorized individual.

## FACILITIES

### CAFETERIA

Breakfast will be served between 7:20-7:40am. Breakfast will not be served after 7:40am unless permission is obtained from the Main Office. Students will be counted tardy if they do not report to class by 7:45.

### OTHER AREAS USED BY STUDENTS BEFORE AND AFTER SCHOOL

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or paraprofessional overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless involved in an activity under the supervision of a teacher, students must leave the campus immediately.

## HOMEWORK AND CONDUCT GRADES

Homework is essential to the learning process. It is used to reinforce and enrich concepts that have been taught in the classroom. Homework is intended to be a learning experience.

Homework will be assigned as a separate assignment or to complete classwork as needed.

We do not recommend that students spend excessive amounts of time on homework.

Please help us by calling or visiting with the teacher or principal if homework becomes a concern.

### General Guidelines:

Homework will

- Be modified, if appropriate, by the teacher to meet the individual needs of the child.
- Be purposeful.
- Be given as practice to reinforce skills and concepts that have already been taught. It will follow guided and independent practice.

### Kinds of Homework:

Math, Reading, Science, Social Studies, Spelling, Special Projects, etc.

### Amount of homework:

The maximum amount of homework for our students will be:

- **Kindergarten** – 15 minutes, Tuesday – Thursday
- **1<sup>st</sup> grade** – 30 minutes, Monday – Thursday
- **2<sup>nd</sup> grade** – 30 minutes, Monday – Thursday
- **3<sup>rd</sup> grade** – 40 minutes, Monday – Thursday
- **4<sup>th</sup> grade** – 50 minutes, Monday – Thursday
- **5<sup>th</sup> grade** – 60 minutes, Monday – Thursday
- **6<sup>th</sup> grade** – 60 minutes, Monday - Thursday

**In addition:** Students may be held from recess in order to complete unfinished homework assignments.

### **LIBRARY**

The library is a learning center with books, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. A quiet, restful atmosphere should be maintained at all times; however, students are free to move about as long as they do not interfere with others.

- All library books may be checked out for one week and are subject to renewal.
- A student is allowed to check out another book only after books are returned to the library. Books overdue because of a student's illness must be returned to the library on the student's first day back at school.
- Each student is held responsible for all books checked out.
- Students shall be expected to pay for lost or damaged books (beyond reasonable repair).
- Reference books and magazines are used only in the library. In certain cases, these items may be checked out by the teacher.
- If students disturb others, they will be disciplined according to the District/campus/classroom rules. Misconduct will be punished in accordance with the Student Code of Conduct.

### **SUMMER SCHOOL**

Summer school is provided as required by law for limited English speaking students in Grades K-5. Summer school is also offered for students in Grades K-5 who need additional help in reading and math.

### **PARENTAL INVOLVEMENT POLICY**

It is the goal of Somerville Elementary School to develop strong partnerships with the home. We believe that the positive involvement of parents in their children's education contributes to student success, program quality, and great schools.

We believe that parents are an essential resource and have the ability to contribute to their child's learning in multiple ways. At our campus, we support parents being involved as:

Teachers (helping their child at home)

Supporters (contributing their skills to the school)

Advocates (helping their child receive fair treatment)

Decision Makers (participating in joint problem-solving with the school at every level)

We adhere to the notion of shared responsibility for academic achievement. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn. Our classrooms are inviting and we welcome parents into the school. We shall share information about curriculum, assessments, and student progress in a way that is meaningful to parents and families. We maintain ongoing two-way communications with families.

Communication is the foundation of a solid partnership. We will strive to foster effective home-school-community communications that involve a two-way sharing of information. Some of the methods that we will use to communicate with parents include:

Newsletters	Weekly folders
Informational calendars	Progress reports
Conferences	Parent meetings
Positive phone calls	Parent-Teacher Organization (PTO) meetings

We encourage parents to contact their child's teacher first when there is a problem. Parents should also feel free to contact the campus principal or counselor (979-596-1502 school office) if there is no resolution to the problem.

We invite parents to become school volunteers, participate in the campus parent organization (PTO), serve as a parent representative on a District-level or campus-level planning committee assisting in the development of educational goals and plans to improve student achievement, and serve on the School Health Advisory Council by assisting the District in ensuring that local community values are reflected in health education instruction.

We will conduct an annual evaluation of the Title I parental involvement program. The evaluation will determine whether parental involvement is increasing and it will also identify any barriers to parental participation.

We will update this policy periodically in order to meet the changing needs of our students, our parents, and our school.

## **PLAYGROUND SAFETY**

### **Caboose Area**

- The caboose is available for use with a teacher's permission and supervision.

### **Playscape**

- No jumping is allowed from the playscape.
- The gravel under the playscape is to prevent injury in case of a fall.
- Do not remove or throw gravel.

### **Slides**

- Do not run or walk up the slide portion of the slide.
- Do not stop on the ladder or stand on the top of the slide.
- Go down the slide sitting with your feet forward.
- Move away from the slide as soon as you reach the end of the slide.

### **Swings**

- Only one person per swing.
- Do not stand or lay in the swings.
- Swing in a straight line.
- Do not hold or grab other swingers.
- Do not jump from the swing while in motion.
- Stay clear of swingers as you walk or stand on the playground.
- Do not roll up or twist the swings.

## **PROCEDURES AND ROUTINES**

### **LENGTH OF SCHOOL DAY**

The school day begins at 7:45am and ends at 3:20pm.

### **MAKE-UP WORK**

A student will be permitted to make up tests and allowed to turn in projects due in any class missed because of absence. The teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB.]

A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

In addition: Complete assignments before the due date if prior knowledge of the child's absence is known, such as a planned vacation, etc.

## **STUDENT DISCIPLINE AND CODE OF CONDUCT**

### **Buses and Other School Vehicles**

The following procedures shall be followed when a discipline concern arises on a bus or school vehicle serving a regular route or an extracurricular activity. Students will be issued discipline notices for bus/vehicle infractions.

- First discipline notice                      Warning
- Second discipline notice                  One day bus suspension
- Third discipline notice                    Three day bus suspension
- Fourth discipline notice                  Five day bus suspension
- Fifth discipline notice shall result in a student being removed from the school bus for the remainder of the school year.

- **FIGHTING ON THE SCHOOL BUS WILL RESULT IN A THREE DAY BUS SUSPENSION.**
- When a student is removed from the school bus, the student's parents or guardians are responsible for transportation to and from school. Student absences during bus suspensions will be considered unexcused and will be handled as truancy (returned to school). Upon returning to school, students will be required to make up the bus suspension days missed.
- When students ride a District vehicle, seat belts must be fastened at all times.

### **Classroom/Campus Student Expectations**

- Be on time and prepared to work when you enter the classroom.

- Keep your hands, feet, and objects to yourself.
- Show respect and good manners to everyone.
- Work without disturbing others.
- Walk unless told to do otherwise.

Consequences for Choosing Not to Meet Above Expectations:

- |                                  |                         |
|----------------------------------|-------------------------|
| • First Consequence/One check    | Miss ½ of recess        |
| • Second Consequence/Two checks  | Miss entire recess      |
| • Third Consequence/Three checks | Detention assigned      |
| • Fourth Consequence/Four checks | Contact Parent/Guardian |

Serious violations shall follow district guidelines.

The student will be allowed an opportunity to deescalate behaviors as needed in order to reenter the classroom and not be a distraction and/or disruption to others in the room. This is a behavior management technique which provides the student an opportunity to regain self-control. The student is separated from other students for a limited period of time and is supervised by a staff member in the school. The student will be provided with a safe place to have some alone time or to discuss frustrations with the staff member, if desired.

### **Conduct**

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off the school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **A COMPLETE CODE OF CONDUCT INCLUDING ALL STATE RULES AND REGULATIONS WILL BE PROVIDED TO EACH STUDENT TO CLARIFY ALL ASPECTS OF THE STUDENT CODE OF CONDUCT AT SOMERVILLE ELEMENTARY SCHOOL.**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

### **Conduct Grades for Core Classes**

Conduct grades are determined by student behavior. Student conduct shall be evaluated each six week grading period as follows:

The letter “E” is used for excellent, “S” is for satisfactory, “N” is for needs improvement, and “U” is for unsatisfactory. Students who receive an “E” in conduct during the six week grading period will receive a special recognition award each six week grading period and at the end of the school year.

E = One detention assignment (0-6 checks)

S = Two detention assignments (7-12 checks)

N = Needs improvement (13-18 checks)

U = Receiving a discipline notice and sent to the principal (19 or more checks)

**NOTE: A student receiving a discipline notice ten school days prior to a field trip will not be allowed to attend the field trip.**

### **Conduct Grades for Physical Education (PE)**

E = 0 – 3 checks

S = 4 – 5 checks

N = 6 – 7 checks

U = 8 or more checks

### **Corporal Punishment**

State law and SISD Board Policy permit the use of corporal punishment by the school principal with parental permission.

### **Detention**

Detention will be held during recess in a classroom under the direct supervision of school personnel.

Reasons for a detention notice:

- Three checks for misbehavior.
- Failure to bring homework/homework not complete.
- Papers not signed by parents/returned.
- Failure to return Monday folder/signed Progress Report.
- Failure to return signed Detention notice.

Detention will be held during recess and school personnel will rotate the duty of detention supervisor. Detention will be held in a classroom and students will work the entire time they are serving detention.

## **STUDENT NUTRITION**

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. Participation is confidential. Call Renee Mantey at 979-596-1534 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 (Policy CO).

### **Cafeteria Rules and Consequences**

- Students will raise their hands and are expected to receive the permission of cafeteria supervisors before they may leave their seats.

- The cafeteria is a place to talk quietly, not to scream, whistle, or yell.
- Food is for eating, not throwing.
- Fighting is not permitted under any conditions or for any reasons.
- Each class will have an assigned table in the cafeteria.
- Students are to clean their area after they have finished eating.
- Students are to walk in the cafeteria, not run.
- Students may go through the lunch line only once – with their class.

#### Cafeteria Consequences

- |                      |   |
|----------------------|---|
| • First Consequence  | Warning   |
| • Second Consequence | The student will eat at a separate table for the remainder of the lunch period. |
| • Third Consequence  | A note home or phone call to the student's parents by the teacher.              |
| • Fourth Consequence | Parent/Teacher Conference   |
| • Severe             | Fighting will result in immediate loss of cafeteria privileges or suspension.   |