

WELCOME!

Welcome to Southridge Elementary School! We have developed this student handbook to assist you with pertinent information you will need throughout the school year. This folder also serves as an organizational device for your student, in transporting papers and reports to and from school. Your involvement and support is extremely important to us. We look forward to working with you in a team effort to meet the needs of each student and to provide a successful elementary school experience for everyone.

SOUTHRIDGE MISSION STATEMENT

Southridge faculty, parents, community, and students are dedicated to excellence in education and building a strong foundation for lifelong success.

MASCOT
Rockets

SCHOOL COLORS
Teal and Black

ARRIVAL AND DISMISSAL

Students should plan to arrive between 7:30 a.m. and 7:50 a.m. Students arriving before 7:50 a.m. may wait in the cafeteria (K-1) or the gym (2-5) where they will be supervised by Southridge staff. Please note that **we do not have supervision available before 7:30 a.m.** The breakfast doors open at 7:30 a.m. and close at 7:50 a.m.

Students should plan to leave the school building and grounds promptly at dismissal time (3:00 p.m.) unless prior arrangements have been made between the teacher and parent (example: tutoring). Parents and students should communicate transportation arrangements PRIOR to coming to school. Messages may be left in the office regarding arrangements on an emergency basis only. Students worry unnecessarily when transportation plans are uncertain. Also, we want to try to reduce messages to classes to the bare minimum to ensure optimum instructional times.

TARDIES

The tardy bell rings at 8:00 a.m. Students must be in their classroom when the 8:00 a.m. bell rings. If a student is in the hall or entering the building when the bell rings, the student will be sent to the office to receive a tardy pass.

Excessive tardies will result in intervention from Denton County Judge, Becky Kerbow.

ATTENDANCE

Students must attend school regularly and be on time to benefit from the instructional program. Punctuality and self-discipline are life skills in which students are in the process of developing. Good attendance is correlated with successful, confident students which results in high student achievement.

The state law requires students to be in attendance for at least 90% of the school year in order to receive credit. School employees must investigate and report violations of the State Compulsory Attendance Law.

ABSENCES

Parents should report a child's absence by calling the school office by 10:00 a.m. Also, a note will be needed upon his/her return to school. The note should include a brief reason for the absence, the date(s) the child was absent, and the signature of the parent or guardian.

An excused absence is one which results from personal illness, sickness or death in the family, or quarantine. There may be other circumstances which will result in an excused absence with PRIOR APPROVAL from the principal (i.e. absence for the purpose of observing religious holidays when it is a tenet of their faith). All other absences will be unexcused.

WITHDRAWAL FROM SCHOOL

Parents should **notify the school office at least two days in advance** of the intent to withdraw their child from school. This will provide time for the necessary dismissal forms to be completed which helps provide for a smooth transition for your student to his/her new school.

EARLY DISMISSAL FOR APPOINTMENTS

The teachers at Southridge are committed to making your child's learning experience as valuable as possible. In order to receive maximum benefits from instruction, your child needs to attend school except in cases of illness or emergency.

Parents may come to the office to sign their child out for a medical appointment. Please allow time in your schedule for a staff member to call your child from class. A medical "verification of appointment" form is required if the student is out of school for medical treatment during the school day and does not want to be counted tardy or absent.

VISITORS, VOLUNTEERS & CHAPERONES

The safety of your child is of utmost importance to the staff at Southridge. Upon entering the building, please sign in at the office and take a visitor's badge. You will be asked to return to the office if you are not wearing the visitor's badge.

School volunteers and chaperones are a key part of our success at Southridge. LISD Board Policy requires that parents undergo a **background check** before being allowed to work with children other than their own. Background checks must be completed online at **www.lisd.net/main/employment/index.html**. Please allow three to six weeks to process the background check.

CAFETERIA

Students may bring lunch from home or purchase a tray from the cafeteria. A menu will be sent home monthly. Daily menus are shared during morning announcements. A free or reduced-price lunch and breakfast program is available to students who qualify. Applications are available in the school office after the initial distribution of forms.

Parents may join their children for lunch, but we do need advance notice to prepare food to accommodate guests. Please let your child's teacher know or call the office to reserve your lunch. Funds are not available for loaning lunch money. Students will be allowed to phone home to notify parents. If a student is unable to reach their parents, a substitute lunch will be provided.

CLASSROOM PARTIES

Grade levels may opt for three classroom parties: Winter Holidays, Valentine's Day, and End of the Year. Classroom parties are under the direction of the teacher and hosted by P.T.A. room mothers. There will be no in-class birthday parties at any grade level. With the prior approval of the classroom teacher, parents may bring treats for the entire class only if the treat is purchased from a licensed, local or state approved, kitchen or bakery (i.e. nothing homemade).

DISCIPLINE

A school-wide discipline program has been developed for Southridge and will be explained in detail at grade level orientation meetings. More information will also be provided to you in writing. Our goal has been to design a program which promotes students as responsible decision makers while making a simple and consistent program for your family to support and implement from year to year as you go through Southridge.

LISD SCHOOL DRESS GUIDELINES

The following statements are presented for parents and students who feel a need for a point of reference in regard to student dress. All students must be clean and neatly groomed:

- Student's hair, by the nature of the style or color, shall not tend to create a distraction
- Students may not wear: tongue rings, facial jewelry, or facial decorations
- Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by students in the school building
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to: drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs
- All clothing must properly fit the students. Shirts must be long enough to cover the student's waist when a hand is raised. Pants, shorts, and skirts must be worn at the natural waistline. Shorts and skirts must be of appropriate length (at or about mid-thigh or longer)
- Clothing, which, in the opinion of the professional staff, would be deemed inappropriate, offensive, or a distraction to others shall not be allowed.
- Appropriate undergarments shall be worn by all students and properly concealed
- For health reasons, students are required to wear shoes and are not allowed to wear flip-flops or thong type sandals.

The Administration reserves the right to determine any inappropriate dress that it feels is disruptive to the elementary school environment.

CELL PHONES & OTHER ELECTRONIC DEVICES

Paging devices, cell phones/radios, or other telecommunications devices will not be in use, visible, or audible on school property during the school day. Board Policy states that students who use these devices during the school day will have them collected by school officials. The device will be returned to the student or to the student's parents at the end of the school day after payment of a \$15 administrative fee. Persistent noncompliance with this policy will result in the telecommunications device being returned at the end of the semester.

GRADING AND REPORTING

Report cards are issued at the end of the six-week grading periods. A progress report will be sent at the midpoint of each grading period. We encourage parent/teacher conferences to discuss student progress. Visit the following website to learn how you can access your student's grades from home:
www.lisd.net/essembler/index.htm

ELEMENTARY RETEACH/RETEST POLICY

In the event that a student fails to show mastery of a TEKS (Texas Essential Knowledge & Skill) the following reteach/retest procedure will be followed:

- The original failing score will be recorded in eSembler.
- The student will be retaught and retested.
- If the student shows mastery of the material a maximum grade of 70 will be recorded in eSembler.
- The higher of the two grades in eSembler will be used to average the student's six weeks grades

STANDARD TESTING

Students will take various standardized test throughout the year including the Texas Assessment of Knowledge Skills (TAKS) in grade 3-5. Please contact your child's teacher if you have any questions.

ACCESS TO STUDENT RECORDS

A student's school records are confidential and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced have access to the records of a student who is under 18, or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is the custodian of all records. Records may be reviewed during regular school hours. The records custodian or designee will be happy to review these records with parents.

SCHOOL TELEPHONE

The use of the school telephone by students is reserved for emergencies only. Please help us with this by making arrangements with your child for rainy days, etc. to be made outside of the school day.

Telephone calls to teachers will be returned after school or at another convenient time during the day. Teachers will not be asked to interrupt their classroom instructional time to accept phone calls.

www.SCHOOLNOTES.com

To find your teacher's SchoolNotes web page, just follow these three easy steps:

- 1.) Type www.schoolnotes.com into the address bar of your web browser.
- 2.) Enter the school's zip code (75067).
- 3.) Select your teacher's name or the school's name

TEXTBOOKS

Texas Education Code 31.104(d): *Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.*

Textbooks, instructional materials and equipment must be maintained in the same condition as issued. Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student. Fines are assessed for damage to textbooks, instructional materials, and equipment. Textbooks, instructional materials and equipment issued to students must be made available for classroom inventory/inspection. If these items are not made available by the student, the items will be treated as lost. Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.

CHECK ACCEPTANCE POLICY

In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

HEALTH SAFETY

Students will be given temporary care in the case of illness or injury during school hours. If your child has a medical problem, please make sure the school is informed. It is important that the correct telephone numbers (home, work, cell and emergency contact) are on file in the Office and Health room.

Attendance is not permitted and/or students will be sent home for the following reasons:

- Temperature of 100° F or above. [Student should be fever-free for 24 hours before returning to school.]
- Undetermined rash over any part of the body [Student should not attend school until rash is gone or with approval of physician]

- Ringworm of the scalp [Student should not attend school until prescription medication is started]
- Head lice [Student should not attend until under medical treatment]
- Nausea/vomiting, or diarrhea
- Red eyes with discharge [Student should not attend until under medical treatment]
- Jaundice
- Communicable disease listed by Texas State Department of Health

The above reasons will ensure the protection of all students.

There will be no prescription drugs given to students unless we have written authorization from the parent, signed and dated. All prescription drugs must be in the original prescription bottle with instructions on the bottle. All other medications must be in the original container as well as accompanied by a parent note with complete instructions for proper and safe administration. Dose and frequency cannot exceed package directions without a physician's order. Medications that will be given for more than five days must also have a written physician's order. All medications must be stored and dispensed from the health room. Parents must give written permission if the student is to transport medication to and from school.

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A list of required immunizations can be obtained from the school nurse or from the LISD website at www.lisd.net. Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to the school nurse. Students will be screened for vision, hearing, spinal, and acanthosis nigricans at scheduled intervals.

If your child cannot participate in PE or is unable to go outside during recess, a note must be sent to the homeroom teacher stating restrictions and the number of days for the restriction. If restricted for more than three days in a row, a doctor's excuse may be necessary.

SCHOOL BUS SAFETY & PRIVILEGES

Transportation services are offered to those students living two miles or more from the school to which they are zoned. Our buses are operated by Durham Transportation (972-221-4557). The following school bus safety rules are designed to protect student passengers and to enable the bus driver to operate the vehicle safely. **STUDENTS WHOSE ACTIONS THREATEN THE SAFETY OF OTHERS ON THE BUS MAY LOSE THEIR PRIVILEGE TO RIDE THE BUS.** The bus driver will file a formal written report with the principal when there is a problem on the bus. Recurring problems may result in the student being placed on probation or being suspended from bus transportation for a designated period of time. Parents will assume responsibility for transporting a student on bus suspension.

STATEMENT OF ASSURANCE

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Lewisville, ISD assures that no person in this district shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Dr. Linda Haynes has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Dr. Paula Walker has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

PESTICIDE TREATMENTS

The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. "An Ahera Management plan with reinspection documentation is available for inspection during normal business hours. The master plan is available for inspection at the District Administration Building."
2. Pesticides are periodically applied at this facility. Information on the times and types of applications is available upon request.

ELEMENTARY GUIDANCE COUNSELING

The Lewisville Independent School District's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making, goal setting, planning skills, problem-solving skills, interpersonal effectiveness, communication skills, and responsible behavior. These activities are taught through classroom presentations, small group interactions, and individually. The counselor as a member of the instructional team is a vital resource to students, teachers, administrators, and parents in helping to build the skills needed to meet the dynamic forces of our society. The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the student's educational development.