GRAPELAND

ELEMENTARY

SCHOOL

Where Sandie Pride Begins…

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Student Guide to a Successful Year

2017-2018

210 Third Street

Grapeland, TX 75844

Ph: (936) 687-2317

**GRAPELAND ELEMENTARY STAFF**

**Leading the way**

Cassie Satterwhite……………………….………………..…….Elementary Principal

Samantha Earp…………………………………………………..Elementary Counselor

Kristi Streetman…….……………………………………….Administrative Assistant

Melanie Leonard……………………………………………………….……….….…Nurse

GRAPELAND ELEMENTARY PHONE NUMBER…………………….. (936) 687-2317

FAX NUMBER………………………………………………..………..… (936) 687-2341

WEBSITE ADDRESS --- [www.grapelandisd.net](http://www.grapelandisd.net)

Dear Parents and Guardians,

Grapeland Elementary is proud to be a part of your child’s educational process and honored to be allowed to educate him or her each day as they mature and grow in their academics. Our 2017-2018 theme is, “***Grapeland Elementary*** …***Where Sandie Pride Begins…*** With this theme we will strive to meet the needs of each and every student on our campus by encouraging them to reach the following goals:

1. **Passion**-To strive to be the best person and student they can be by caring about themselves and others.
2. **Respect**- To understand that they need to be instructed corrected and guided toward success by our staff members and their parents working collaboratively together.
3. **Intensity**- To understand they must show up to class each day with purpose in order to reach the goals that they have for themselves.
4. **Devotion-** To understand that hard work pays off and that success does not come without energy, effort and enthusiasm.
5. **Excellence**- To understand that reaching their full potential is the mark of excellence.

We encourage you to be active participants in your child’s education through consistent communication with our teachers and staff, as well as, by attending school activities. Being involved as partners with our school ensures a well-rounded educational experience for your child. I personally welcome you to call me with any issues you have concerns about, or come by my office to see me. Please feel free to email me and visit our website at www.grapelandisd.net. Click on “Elementary” to see new information as well as our monthly. I also invite you to follow Grapeland ISD on Facebook and you will witness a plethora of pictures of our staff initiatives and student successes.

This handbook is created to help you and your child understand the expectations for the students at Grapeland Elementary. These expectations ensure the safety and success of all students. If you have any questions, feel free to call our office.

Once again, thank you for all you do to make Grapeland Elementary a SUCCESS!

Sincerely,

Cassie Satterwhite, Principal

Grapeland Elementary School

210 Third Street, Grapeland, Texas 75844

936-687-2317

csatterwhite@grapelandisd.net

**ACADEMIC INFORMATION**

1. Each student must take the state required curriculum for his or her grade level.

2. The passing grade is 70, or a 70% mastery of the state required Texas Essential Knowledge and Skills (TEKS) upon which the curriculum is based. If the yearly average (the average of the two final semester grades) is 70, or above, the student has passed that subject for the year.

3. All report card grades used for grades 1 through 5 will be the actual number grade for that reporting period. S, N, and U will be used for grades in Pre-K and Kindergarten.

**ACADEMIC WORK POLICY**

Homework assignments may be given at every grade level. The nature of assignments may vary from practice and drill for specific skills, studying for tests, reading assignments, reports, individual worksheets, assignments from textbooks, and other assignments at the discretion of the teacher. Incomplete assignments or assignments not done could result in failing grades.

Make up work for assignments missed during an absence should be completed in as many days as the student was absent (2 days should be allowed to make up work for 2 days of absence, etc.).

Failure to complete assignments or refusal to complete assignments will result in loss of conduct points and possible further disciplinary measures. Late work is due at the discretion of the teacher with a maximum grade of 70.

**ARRIVAL AND DISMISSAL OF STUDENTS**

DAILY SCHEDULE

7:30 STUDENT DROP OFF BEGINS/ BREAKFAST OPENS

7:45 FIRST BELL RINGS/ CLASSROOMS OPEN FOR STUDENTS

8:00 TARDY BELL RINGS/ INSTRUCTION BEGINS

10:45 LUNCH BEGINS

12:55 LUNCH ENDS

3:12 INSTRUCTION ENDS

3:17 STUDENT PICK UP BEGINS

**Arrival**: Walkers and Car Riders are to enter at the front door of the building using the front circle drive. The tardy bell rings at 8:00 AM. Students are considered tardy if they are not in their classrooms ready to proceed for the school day. After a student’s third tardy, the student will be assigned After School Detention for each additional day tardy for the remainder of the semester. Announcements begin with the 8:00 bell signaling the end of Jump Start. Teachers begin promptly at 8:05 AM. The person who drops the student at school after 8:00 must bring the student in to check the student into school along with a written excuse from the parent or guardian explaining why the student was late.

**Dismissal**: Parents will drive through the front circle drive of the campus in a single line. The students will be called from the cafeteria at 3:12 as parents or guardians arrive. Students will not be released to parents that walk up to the curb. These parents must come into the office and sign their child out even if it is after school hours. We strongly encourage parents to use the circle drive and remain in their vehicles before and after school.

All students must be picked up by 3:30 PM. If an emergency delays your picking up your child, please notify the office. If you are habitually late in picking your child up from school, further measures will be taken. Parents needing to call and arrange alternative transportation for their child must call the school office **before 2:00**. This helps ensure all students receive correct information on how to get home safely in the afternoon.

**Under no circumstances are children to be dropped off or picked up at the back of the school. This is for loading and unloading school buses.**

**ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for credit are of special interest to students and parents.

See policies at FEA, FEC, and EHBC. See EIAB for make-up work.

**ATTENDANCE FOR CREDIT**

In order to receive credit for the school year, a student must be in attendance for at least 90% of the school year. This allows for only 18 absences during the school year. Students who are absent more than 18 days during the school year shall not be allowed to be promoted to the next grade level unless the attendance committee finds that the excessive absences are the result of extenuating circumstances.

Students enrolled in prekindergarten or kindergarten are required to attend school. State law requires attendance in an accelerated reading instruction program when kindergarten, first, and second grade students are assigned. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnostic instrument.

See EHBC(LEGAL).

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the students:

* Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
* Is absent on three or more days or parts of days within a four-week period.

When returning to school after an absence, a student must bring a note signed

by the parent that describes the reason for the absence; notes signed by the student, even with the parent’s permission, will be considered a forgery and the student will be disciplined.

Parents of students who are excessively absent (more than 18 absences for the school year) will be required to appear before the attendance committee.

Students who are late to class are tardy and may be assigned to morning, afternoon, or Saturday detention hall. Repeated instances or tardiness shall result in more severe disciplinary action.

Students who are absent from school without permission will be considered truant and will be subject to disciplinary action.

A student who must leave school during the day must bring a note from his or her parent that morning. Students who become ill during the school day should, with the teacher’s permission, report to the office. The principal or secretary will decide whether or not the student should be sent home and will notify the student’s parent.

**BREAKFAST/LUNCH**

**The district participates in the National School Lunch Program and will offer free breakfast and lunch to all students starting in the 17-18 school year.**

Please check in at the office and receive a visitors badge before going to the cafeteria.

**DRESS CODE FOR STUDENTS**

The Grapeland Elementary dress code policy posted below. This policy was approved by our GISD School Board in March, 2016 and represents a higher expectation of appearance which eliminates leisure and athletic wear. Our staff members at GES have also embraced a higher expectation of dress

Male students are not allowed to wear earrings or pony tails. Boy's hair should be neatly trimmed off the ears…out of their eyes and off the top of the collar.

Female students on the elementary campus are not allowed to wear make-up.

Unusual or distracting hairstyles, colors, Mohawks, or designs are not permitted. In hair violations, the student has until the next day to correct the problem and may be placed in the ISS classroom until the hair meets the code.

Students whose dress or grooming are judged to be unacceptable may be sent home to correct the problem.

**Grapeland Elementary Students Dress Policy**

We believe that student’s dress reflects the quality of the school and affects the way students conduct themselves. Students shall be dressed and groomed in a manner that is clean and neat and a step up from casual and athletic wear in order to exhibit the high expectations of learning at Grapeland Elementary School.

**Shirts and Blouses:**

* Collared polo, oxford, plaid or striped style shirt. Short or long sleeve. Dry fit is acceptable but no sheer or see through material.
* Can be any solid color or with stripes or plaids as long as the shirt or blouse is collared.
* Button down shirts or blouses may not be worn unbuttoned with an undershirt.

**Sweatshirts, Vests, Sweaters and Hoodies:**

* Must be appropriately sized in the shoulders, sleeves and length and must be worn over an approved shirt or blouse and collar must be visible.

**Pants, Shorts and Capris:**

* Worn at the waistline
* Must be a solid color of the following: Navy, Khaki or Black or Denim
* No exercise pants, wind pants, overalls, sweatpants, gym shorts, tights or leggings or any other casual or athletic wear.
* Pants may not be cut offs, ripped, or have patches or holes of any kind.
* Shorts must be at finger tip length

**Skorts, Skirts, Jumpers and Polo Dresses:**

* Cuffed or hemmed and worn at waistline
* Must be solid: Navy, Khaki, Black or Denim
* Skirts, skorts, shorts and jumpers must be no shorter than outstretched fingertips.
* Polo dresses must follow shirt and shorts guidelines

**Footwear:**

* No house shoes or flip flops: Sandals are allowed with a back
* Shoes must be a matching pair and must be worn appropriately and as designed.
* No wheels or heels in shoes or sandals

**Wednesdays** will be designated as College Day and students may wear a college t-shirt w/jeans or khaki pants or shorts.

**Fridays** will be designated as Spirit Day and students may wear a Sandie t-shirt w/ jeans or khaki pants or shorts.

School administrators may reward students collectively or individually with free dress passes as a reward or previous to a holiday.

**Recommended but Not Required:**

* Athletic shoes, loafers, dress shoes or other closed-toed shoes
* Students are encouraged to wear a belt.
* Students are encouraged to tuck in shirts and blouses at all times except for PK-2nd grade students.

**Note: *Any controversial item not specifically stated in this policy will be at the discretion of school administration****.*

**CODE OF CONDUCT**

**DISCIPLINE MANAGEMENT TECHNIQUES**

The following discipline management techniques may be used – alone or in combination – for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

* Correction, oral or written.
* Cooling-off time or “time out.”
* Seating changes within the classroom.
* Temporary confiscation of items that disrupt the educational process.
* Rewards or demerits.
* Behavioral contracts.
* Counseling by teachers, counselors, or administrative personnel.
* Parent-teacher conferences.
* Detention.
* Sending the student to the office or other assigned area, or to in-school suspension.
* Assignment of school duties such as cleaning or picking up litter.
* Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
* Penalties identified in individual student organizations’ extracurricular standards of behavior.
* Withdrawal or restriction of bus privileges.
* School-assessed and school-administered probation.
* Corporal punishment, unless the student’s parent or guardian has provided a signed statement prohibiting its use.
* Out-of-school suspension, as specified in the Suspension section of this Code.
* Placement in a D.A.E.P., as specified in the D.A.E.P. section of this Code.
* Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
* Expulsion, as specified in the Expulsion section of this Code.
* Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
* Other strategies and consequences as determined by school officials.

The principal or appropriate administrator shall notify a student’s parent by phone or in writing of any violation that may result in a suspension, placement in a D.A.E.P., or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG (LOCAL). A copy of the policy may be obtained from the principal’s office or the central administration office or through Policy On Line at the following address: [**www.grapelandisd.net**](http://www.grapelandisd.net)**.**

Consequences shall not be deferred pending the outcome of a grievance.

**GRAPELAND ELEMENTARY GOOD CHOICE CONSEQUENCES**

**REWARDS/ INCENTIVES:**

* We will celebrate the accomplishments of our students.
* We will continue the **Triple A Reward System** for the students who maintain all 75 or higher in all classes, have no absences, and no more than 3 discipline marks in a 6 week period. This reward will be for excellence in attitude, academics and attendance. We will celebrate these students’ accomplishments with a trip off campus
* “A” Honor Roll – all grades 90 or above
* “A/B” Honor Roll – all grades with A and/or B.
* An honor roll is made up for the 1st, 2nd, 3rd, 4th, 5th, 6th weeks, and for the entire year. Students in grades 1-5 are eligible for placement on the honor roll.
* **Student of the week** -- Teachers are encouraged to spotlight and recognize students in their classrooms weekly. One student each will be chosen each Friday afternoon to come down to the office to be student of the week. This student will receive a free dress pass for the following Monday. They must be in school for all 5 days of the week and have an exemplary attitude. The passes will be handed out in the office at 3:10 on Fridays.
* **Good Behavior Reward –** Students will be recognized each six weeks for having an “A” in conduct with a small reward. At the end of each semester, students having an “A” in conduct for the semester will be rewarded with a trip or inflatable party.
* **Student of the month** -- Each month each grade level will choose one student to have lunch with the principal. Student of the month recognition will take place every month starting in September.
* **School Board Student of the Month** – Each student of the month is invited each month along with his or her family to be recognized at the monthly GISD school board meeting. You will be asked to write a short write-up explaining why they should be the student of the month, their parent’s names, their likes and dislikes, and what they want to be when they grow up. This will need to be turned into the office before the school board meeting.
* **Shout outs** Our students will also receive shout outs over the intercom in the morning and afternoon for any positive behavior that they were “caught” doing throughout the day.

**SUMMARY**

**Your child’s attendance, appearance, academics, attitude and aspirations are important to us. We will strive to influence your child’s life positively on a daily basis.**

**At Grapeland Elementary School your child will be encouraged to work hard, have fun and always do the very best that they can. Our goal is teach character along with curriculum and have a culture at school that is appealing enough to your child to make them look forward to each and every day.**

**Together we will help your child grow into a responsible and determined young person who will be a benefit to themselves and others.**

**Cassie Satterwhite**

**Principal-Grapeland Elementary School**

**STUDENT CODE OF CONDUCT ACKNOWLEDGMENT**

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student’s teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student’s school.

Thank you,

Don Jackson, GISD Superintendent

The Grapeland ISD Student Code of Conduct for the 2017-2018 school year is available online. We acknowledge and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT HANDBOOK ACKNOWLEDGMENT**

(Return Within 5 Days of Receipt)

Dear Parent and/or Guardian:

This Grapeland Elementary School Handbook has been prepared to outline the policies, practices, and procedures of the schools in the Grapeland Independent School District, and to include the Student’ Handbook and the Student’ Code of Conduct. The policies discussed have been approved by the Board of Trustees to guarantee a stable learning environment for each and every student. The most important concern of this district is your child as an individual. Therefore, our goals are to help your child get the most from his/her education and to aid in the continuance of the excellent cooperation that has existed between the home and the school. We encourage you to read and discuss the contents of the online handbook with your child. Please sign all parts of this form and return WITHIN 5 DAYS OF RECEIPT. I acknowledge that the Grapeland Elementary School Handbook for the 2017-2018 school year is available for viewing on the Grapeland ISD school website at [www.grapelandisd.net](http://www.grapelandisd.net) and a hard copy can be obtained in the Grapeland Elementary Office.

The Grapeland Elementary Handbook for the 2017-2018 school year is available online. My child and I have been notified and understand that we can request a hard copy of the handbook at any time from the elementary office.

Print name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_