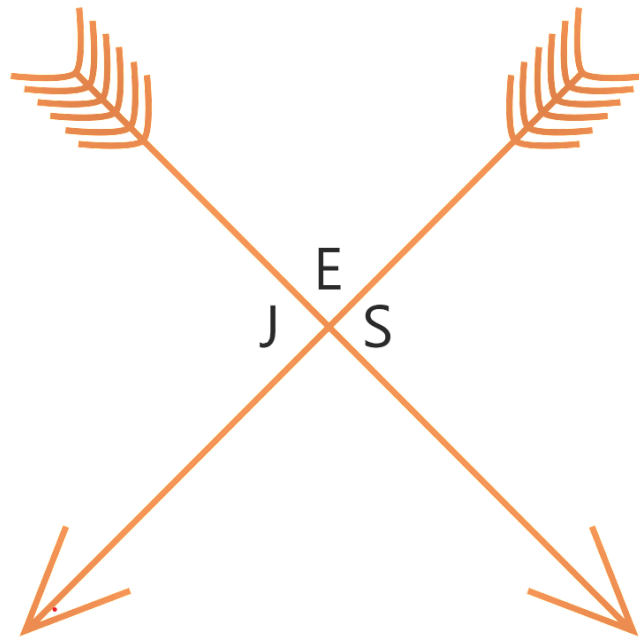


Jourdanton Elementary



Campus Procedures Handbook

2023-2024

Jourdanton Independent School District



Jourdanton Elementary School
200 Zanderson Ave.
Jourdanton, Texas 78026
830-769-2121
Website: <http://www.jourdantonisd.net>

Devon Zamzow
Principal
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Renee Royal
Assistant-Principal
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Mary Hicks
Counselor
mhicks@jisdtx.us

Dear Parents/ Guardians,

The Jourdanton Elementary Procedures Handbook was created to help your child have a successful school year at Jourdanton Elementary. We hope that you will use this handbook throughout the year as a reference tool. It includes explanations of rules and policies that we follow on our campus, as well as dates and events that occur at the elementary level.

This handbook is intended to be a supplement to the district-wide handbook and not a replacement. Students will still be required to follow all policies and rules in the Jourdanton ISD Student Code of Conduct and Board Policy.

On behalf of the faculty and staff at Jourdanton Elementary, we welcome your child and your family to our campus. Our goal is to provide the best education for your child in the safest environment possible and we appreciate your continued support in this endeavor.
Sincerely,

Ms. Devon Zamzow

Principal

Motto



Campus Vision Statement

We are dedicated to developing intrinsically motivated, lifelong learners.

Mission Statement

We will provide a safe, nurturing educational climate conducive for student success.

B.R.A.V.E.

Be Respectful and Value Everyone

2023-2024 CALENDAR JOURDANTON INDEPENDENT SCHOOL DISTRICT

2023

S	M	T	W	T	F	S
JULY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
AUGUST						
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20	21	22	23	24	25	26
27	28	29	30	31		
SEPTEMBER						
					1	2
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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31						

Approved 03/20/2023

July 2023

July 3 – 7 District Closed

August 2023

August 1- New Teacher Orientation
August 2- 7 – Staff Development
August 8- First Student Day

September 2023

September 4 – Holiday
September 25 –Early Release/Staff
Workday

October 2023

October 9 – Staff Professional
Development

November 2023

November 20 – 24 - Holidays

December 2023

December 21 – Early Dismissal
December 22 – 29 - Holidays

January 2024

January 1 – 5 - Holidays
January 8 – Teacher Workday
January 15 – Holiday

February 2024

Feb. 19 – Holiday/Bad Weather Day

March 2024

March 8 – Early Release/Staff workday
March 11 – 15 Spring Break
March 29 - Holiday

April 2024

April 1 – Holiday

May 2024

May 23 – Last Student Day
& Early Dismissal
May 24 – District Work Day
May 24 – Graduation
May 27- Holiday

2024

S	M	T	W	T	F	S
JANUARY						
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31						

APRIL

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MAY

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JUNE

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30						

LEGEND

	Holidays
	Staff Dev./ Wk. Day(Student Holiday)
	Six Weeks Begins or Ends
	New Teacher Inservice
	District Closed Summer Hours
	Early Dismissal for Students at 12:30
	Bad Weather Staff Make-Up Days

State Assessments



****Calendar is subject to change with additional early dismissals.

Grading Periods

1 st	Aug 8 th -Sept 15	28
2 nd	Sept 18-Oct 27	29
3 rd	Oct 30-Dec 21	34

First Semester -89

4 th	Jan 9-Feb 16	28
5 th	Feb 20-April 5	27
6 th	April 8-May 23	34

Second Semester-91

Yearly Total 188

ASK Program

The After School Kids Program (ASK) is a self-sufficient, self-funded after-school child care program developed for grades K-5. This program offers an alternative short-time after school care to children of working parents. Students must be registered in advance to attend. Please contact the Elementary office for an application and registration fee information.

There will be no ASK program on early release days or the day before a holiday.

ATTENDANCE

IN ORDER TO INCREASE ATTENDANCE PERCENTAGES ON THE ELEMENTARY, THE FOLLOWING GUIDELINES WILL APPLY:

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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 student:

Is absent from school on ten or more days or parts of days within a semester in the same school year,
or

Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and

documented health-care appointments will be considered days of attendance for this purpose.
[See policies at FEB.]

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL).

The actual number of days a student must be in attendance, in order to receive credit will depend on whether the class is for a semester or for a full year.

Absences

When a student is absent from school, **the student must bring a note signed by the parent/guardian explaining the reason for the absence.** A doctor's note is also acceptable. The note is to be turned in to the campus secretary's office ASAP upon student's return to school. If a note is not turned in within 2 weeks of absence, the absence will remain unexcused. If your child will be unable to attend school for the day, please call and inform the campus secretary at 769-2121.

Students with excessive attendance problems may be required to bring a doctor's note for all absences as determined by the principal. Failure to do so will result in the student receiving an unexcused absence. Students who have ten (10) or more unexcused absences within each semester or 3 or more unexcused absences in a 4-week period can be filed upon.

Students with attendance problems will be filed upon with local judicial office.

Tardy

The elementary staff believes that it is important for students to be **positive, polite, prompt, and prepared** when they enter the classroom. Precious classroom time will not be wasted.

EXCESSIVE TARDIES

- Students will be counted tardy if they arrive at school later than 8:00. Students may only be admitted to the classroom after this time with a tardy pass from the Elementary office.
- Students need to remain in school until their grade level day ends. Parents are discouraged from picking up their child up early, unless it is for a scheduled doctor's appointment or a family emergency (i.e. funeral). Unexcused early releases will be considered equivalent to a tardy.

- Subsequent tardies will be addressed as follows:
- 2nd tardy=Student/Teacher conference
- 3rd = teacher/parent conference
- 4th=counseling referral
- 5th=discipline referral
- Upon receiving 5 or more tardies, a student could be assigned detention, or ISS.

Attendance for Participation in Extracurricular/Designated Activities

Student attendance is important to the success of each student, both academically and in extracurricular activities. In order for a student to be eligible to participate in extra-curricular, or any school-sponsored activities on or off campus, students must have no more than nine (9) absences – excused or unexcused. On the 10th absence students will be required to make up time by attending A squared with the Principal's permission) for each absence over 9, in order to maintain eligibility for activities and events with attendance requirements. For students who enroll on or after January 1, no more than five (5) absences are allowed, therefore on the 6th absence students must attend A squared.

Extended student absences related to academic or extracurricular activities are limited to **one** time a year and must be approved in advance with the campus principal three days in advance.

BELL SCHEDULE

7:30 am- Student drop off begins

8:00 am -Tardy bell rings

3:15 pm -Dismissal

3:15 pm -Students escorted to ASK (at parent expense)

BULLYING

Jourdanton Elementary Anti-Bullying Policy

Everyone at Jourdanton Elementary is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form. Our school defines bullying as follows: Bullying is unfair and one sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. It is repeated behavior, not just a one-time occurrence.

Examples of bullying include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's belongings.
- Ganging up on another student.
- Teasing someone in a hurtful way.

- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
 - Touching or showing private body parts.
 - Spreading rumors about someone.
 - Leaving someone out on purpose or trying to get other kids to not play with someone.
- You may report bullying to your child's teacher, to the administration, or file a report on our website.

Staff at our school will take the following steps to prevent bullying and help children to feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and with sensitivity to bullying reports.
- Take seriously parents' concerns about bullying.
- Investigate all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will take the following steps to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Try to include everyone in play; to not leave anyone out.
- Report bullying to an adult.

Consequences will include but are not limited to:

- First Report---Referral to Counselor; conflict resolution between students; verbal apology; contact parents
- Second Report--- Referral to Counselor; conflict resolution; written apology; contact parents
- Third Report---Referral to Counselor and Administration; parent conference; lunch detention, loss of privileges, or community service
- Fourth Report---Referral to Administration; In School Suspension

BUS

Riding the bus is a privilege. Students must follow all bus rules. If student misconduct occurs, parents will be contacted in writing.

1st offense: Warning

2nd offense: 1-day suspension

3rd offense: Student will be removed from bus and riding privileges will be revoked for a period of 3 days or a longer period of time if determined by school administration.

4th offense: Student will be removed from the bus and riding privileges will be revoked for a period of 5 days or a longer period of time if determined by school administration.

5th offense: Student will be removed from bus and riding privileges will be revoked for a period of 10 days or a longer period of time if determined by school administration.

6th offense: Student will be removed from the bus and riding privileges will be revoked for the remainder of the year or a longer period of time if determined by school administration.

Students bus assignments are made to drop that student off at one specific household and will not be changed without the approval of the Principal. An adult is responsible to meet that student when dropped off at home.

Due to our increase in students riding the bus within our district boundaries, we are unable to accommodate transportation for students who live outside our boundaries. Therefore, transfer students are not allowed to ride the bus.

Bus Rules:

General Bus Transportation Rules

1. Obey the instructions of the bus driver at all times.
2. Board and leave the bus at designated stops only.
3. Ride assigned bus only.
4. Any student attempting to ride a bus to which he/she is not assigned, must have note signed by the parent and approved by the campus principal. (A temporary bus pass may be requested for up to two weeks. Approval of the principal is required.)

Bus Conduct Rules

1. Follow the requests and instructions of the driver.
2. Change seats immediately upon the request of the driver or other district staff.
3. Remain in the same seat throughout the duration of the route unless otherwise directed.
4. Remain seated while the bus is in motion.
5. Speak in a low voice – loud voices and noises are prohibited.
6. Follow the Student Code of Conduct
7. Face forward in seat throughout the trip.
8. Sit in assigned seat if directed by the driver or other school staff.
9. Use the emergency doors and exit controls only during supervised drills or in an actual emergency.
10. Remain in the seating area of the bus at all times unless loading or unloading the bus.

Prohibited Items

1. Tobacco products, alcoholic beverages, drugs, or chemicals
2. Live animals or insects
3. Glass containers
4. Weapons, explosive devices, and fireworks
5. Open flames of any kind
6. Any object, including musical instruments and school projects, too large to be carried by the student
7. Open containers of food and drinks
8. Radios, tape players, hand-held video games and other electronic devices

Procedures for Waiting for the Bus

1. Be at the bus stop at least five (5) minutes before the scheduled pick-up time. The driver will not wait or honk the horn.
2. Stand on the sidewalk or back from the roadway while waiting for the school bus.
3. Form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. Obey the driver; he/she is in charge of all riders on the bus.
6. Follow the Student Code of Conduct at all bus stops.
7. Go home immediately if the morning bus is missed.
8. Go to the campus principal if the afternoon bus is missed.

Missing the Bus

1. The student's parent should instruct his/her child/children on procedures to follow if the bus is missed.
2. The student's parent is responsible for providing transportation to and/or from school if their student misses the bus.
3. The district is not responsible for providing transportation to students who miss the bus.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to assigned seat. The bus will not move until all students are seated.
4. Assigning seats is within the bus driver's authority.

Unloading the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Have a signed temporary bus permit from the principal to get off at a stop other than your own. Give the temporary pass to the driver when boarding the bus.
5. Stay clear of the bus when the engine is started; do not chase or hang onto the bus. Stand away from the bus so as to be clearly visible.
6. Do not go after any article that drops or rolls near or under the bus. Ask the driver for help.
7. Leave the bus in an orderly manner.

Crossing the Street or Highway

1. Walk in front of the bus, not behind, and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Be alert for vehicles that do not stop when the bus is loading or unloading; be cautious.
4. Cross all streets at intersections when possible.
5. Obey all traffic lights and signs.
6. When crossing State Highway 16, students must use the designated crosswalk and signals.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If no evacuation of the bus is necessary, remain seated, stay calm, and follow the bus driver's instructions.
3. If the bus must be evacuated, follow these procedures for evacuation in an emergency situation:
4. The student nearest the door will open and hold the door.
5. Evacuation will start with the seat closest to the door.
6. All riders will leave the bus in single file as quietly as possible and stay in a group.
7. All riders must follow the driver's instructions completely.

CAFETERIA

- One breakfast will be provided to all students free of charge at this time. Additional meals must be paid at that time. For your convenience, the district has an online payment process. Go to the district website at www.jourdantonisd.net to set up an account.
- Parents are not allowed to join students for breakfast or lunch due to maximum occupancy limits.
- Free and reduced lunch forms need to be completed immediately for those who qualify.
- Students may not share food with one another.
- Students are not allowed to bring outside food for breakfast.
- Students may bring a pre-packaged snack item, for after lunch, if the classroom teacher allows it.
- There will be NO OUTSIDE MEAL DELIVERY to students. Late lunches will not be delivered after the tardy bell rings.

Please contact the Principal or the cafeteria director if you have any questions.

LUNCH SCHEDULE

Pre-Kinder	10:45-11:15
Kinder	11:00-11:30
1 st	11:15-11:45
2 nd	12:00-12:30
3 rd	11:45-12:15
4 th	12:15-12:45
5 th	11:30-12:00

CELL PHONES (Elementary Policy)

Students are required to check their phones into their teacher upon arrival and may pick them up at the end of the day. Failure to turn the phone in will result in it being collected and turned into the principal's office. It will be returned to the student at the end of the day. Should a 2nd incident occur, parents will be required to pick up the phone. A \$15 fee will be assessed on the

3rd and each subsequent incident. Jourdanton ISD is not responsible for lost/stolen cell phones or other devices.

COMMUNICATION

All parents should keep their contact information and address up to date in case of emergencies.

Each student is required to purchase an Assignment Agenda. Please refer to our District webpage at <http://www.jourdantonisd.net/> for official information and the link to make payment of \$3.50 for the agenda. This Agenda will serve as a communication tool between the teacher and parent/guardian recording behavior, grades, homework and important campus notices. It is the parent's responsibility to check the binder daily, sign and return the next school day.

DOCTOR APPOINTMENT

The Elementary office and the classroom teacher should be notified in writing if a student will be leaving for a doctor's appointment. Parents must come into the office to sign the student out, and then the student will be called from the classroom. Students will not be allowed to wait in the office prior to a parent signing them out. Only those individuals listed on the child's emergency release form will be allowed to sign out a child. Parents are encouraged to schedule doctor's appointments on early release days and in the late afternoon whenever possible.

DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (Local).] If the student has established a questionable pattern of absences, the campus administrator may require a physician's or clinic's statement of illness after a single day's absence.

DRESS CODE

Students and parents need to refer to the district handbook for dress code guidelines. Dress code rules will be strictly enforced in grades 2-5. Attempts will be made to contact parents to correct violations. Habitual dress code violators may be assigned to lunch detention or ISS. Final determination of acceptable dress and grooming rests with administrators. Students are allowed to wear a Jourdanton spirit shirt or solid red shirt untucked at any time.

DROP OFF/PICK UP PROCEDURES

******Doors will not be unlocked until 7:30 AM. ******

Students **MAY NOT** be dropped off in the morning before 7:30 am due to lack of supervision.

Tardy Bell rings at 8:00 am.

***Dismissal changes need to be submitted by 2:15pm; if a student needs to be checked out early for an appointment, the student needs to be checked out by 2:45pm to avoid confusion.**

For everyone's safety, parents will not be allowed to walk up and pickup students. DO NOT park along LaParita or LaGarde roads and have your child walk to your car. Please remain patiently in the vehicle drop off/pick up line and we will dismiss as quickly and safely as possible.

Drop off/pick up in front of the buildings are limited to one lane of traffic. **ALL** cars will make a right turn when exiting the pick-up area. You can then continue around the school block back to Highway 16.

Drop off locations

2nd -5th Students – dropped at front door of Elementary

Older students may be dropped off with younger siblings at the Early Childhood Center front door and walk through the halls to their classroom. Younger siblings are **ONLY** allowed to be dropped off at the Early Childhood Center.

Pickup Locations

Students who are in a car pickup in the afternoon should be picked up between 3:15 pm and 3:30 pm in the same location they were dropped off. All students that have not been picked up by 3:30 pm will be sent to the ASK program. Parents will be charged a fee of \$10.00 per student for this service. Please contact the Elementary office if you will be late due to an emergency.

FOR THE SAFETY OF ALL STUDENTS, every student will be issued 2 signs with the student's grade level, teacher name and child's name. This is required to pick up your child. A sign should be placed in the center of the front windshield of your vehicle. Please remain in your vehicle and allow our staff to assist you. **If you do not have a sign, you will not be allowed to pick up your child in the pickup line. You will be required to park, walk to the office, and check your child out in the office upon clearance.** Older siblings may be picked up at the Early Childhood Center pickup point. However, arrangements must be made with that student's teacher in advance.

Elementary students will not be released to another minor. There will be no parking along LaParita or LaGarde during drop off and dismissal. Do not ask your child to walk to your vehicle. Only students residing in Smith Village can walk to designated area.

Dismissal Change

In emergency only, dismissal changes may be made. If a change needs to be made during the school day, please contact the Elementary Office at 769-2121, before 2:15 p.m. to obtain Principal approval and to ensure your child receives the message prior to dismissal.

Early Dismissal

Early dismissal is strongly discouraged. To ensure student safety, students leaving prior to the 3:15 pm dismissal will only be released from their prospective campus. Ex: PK-1st grade must be signed out at the Early Childhood Center office; 2nd -5th grade students must be signed out at the Elementary office. Please plan ahead and allow yourself enough time to stop at both locations if you have siblings at each campus. A valid ID must be presented.

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.

Parents who are coming into the building should park in a clearly marked visitor designated area and not along the curb in front of the Elementary to ensure the safety of all children and to alleviate interference of first responders' access to the building should an emergency occur. Please adhere to school personnel requests.

FLOWERS/GIFTS

Personal flowers and gifts delivered to the school will not be delivered to a student in the classroom.

Birthday Treats- Birthday treats and snacks are allowed with the permission of the classroom teacher. All treats should be in a store bought unopened container.

FIELD TRIPS

Each grade level will take at least one field trip during the school year. **A written release must be signed by a parent or guardian 24 hours prior to a child attending a field trip.**

Permission must be obtained 24 hours in advance from the principal or designee in order for a student to leave from a school sponsored trip. They may leave with a parent only.

Some field trips may require a small fee that will be collected prior to the event. The school will not be responsible to collect money or make reservations to accommodate parents/siblings that choose to meet the class at the event.

Grade levels will determine whether parents are allowed to attend field trips. Teacher selected parents that will be supervising students are required to pass a background check. All students must remain with teacher assigned groups. Due to occupancy constraints, parents are not allowed to ride the bus to/from the event.

GRADING POLICIES

All grades will be entered into our electronic Grade Book and can be checked by parent/guardian(s) via Ascender parent portal online daily. Contact the office for sign in information.

Six Weeks averages are calculated using these categories and weights:

2 nd Grade	Reading, ELA, & Math	70% Daily work, 30% Tests
	Social Studies, Science	100% Daily Work
3 rd Grade	Reading, ELA, and Math	70% Daily Work, 30% Tests
	Social Studies, Science	100% Daily Work
4 th Grade	Reading, ELA, Writing and Math	70% Daily Work, 30% Tests
	Social Studies, Science	100% Daily Work
5 th Grade	Reading, Language Arts, Math and Science	70% Daily Work, 30% Tests
	Social Studies	100% Daily
All PE grades will be based on participation and given a letter grade of E=Exceeds Expectations, S=Satisfactory, N=Needs Improvement, or U=Unsatisfactory		
E: Exceeds Expectations (90-100) S: Satisfactory (80-89) Met N: Needs Improvement (70-79) F: Failing (69 or below)		
DAILY work can be corrected and will involve a reteach of objective within 3 days for an average of the 2 grades. There will be a minimum of 2 daily grades per week posted for a total minimum of 12 grades per 6-week period. There will be a minimum of 3 Tests grades per 6-week period. No test shall be corrected for a better grade. Progress Reports: Issued at the 3 rd week of each grading cycle. Report Cards: Issued every 6-week grading cycle.		

HOMEWORK

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist him or her throughout the years spent in school.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose.

- Ask your child if he or she has homework and check their agenda daily. This is where you will find homework assignments, discipline notes and notes from the school and/or teacher.
- Ask him or her to show you the homework and to explain what the work is about. This interest will reinforce the homework and let your child know that you are interested in his or her educational progress.
- Help your child to set a regular homework time each day and provide him or her with a quiet place to work and study.

- Remember that homework is your child's work, not yours. You should not do the work for the child. If your child has trouble with a homework assignment and cannot complete it, write a note to the teacher. It is the teacher's responsibility to make sure each student understands the assignment.

LOST AND FOUND

Please mark your child's name on the inside tag of all jackets, sweaters, towels, caps, lunch boxes, etc. All lost items that are not claimed will be donated at the end of each six weeks. Jourdan ISD is responsible for lost cell phones, other devices, or toys.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent/guardian and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

OFFICE PHONE

Students may use the office phone for emergency situations only and at the discretion of the office staff.

PARENT/TEACHER CONFERENCES

Parents are encouraged to schedule appointments to meet with their child's teacher during the teacher's conference period. Parents will not be allowed to interrupt classroom instruction. Please notify your child's teacher in writing to schedule a conference, or contact the Elementary Office at 769-2121. Parents may only observe in their child's classroom with advance permission from the principal.

CONFERENCE TIMES

2 nd Grade	2:00-3:00
3 rd Grade	8:30-9:30
4 th Grade	10:30-11:55
5 th Grade	12:00-1:00

PARTIES

Classroom parties will be limited to Christmas, Easter (2nd-5th grades) and last day of school.

Valentines may be celebrated by exchanging cards or store bought pre-packed treats. There will not be a party.

Each teacher will designate a class room parent to organize these events if needed. All room parents must complete and pass a background check to work with students. Siblings are not permitted to attend classroom parties.

PHYSICAL EDUCATION

All students are expected to wear tennis shoes to PE in order to prevent injuries. Students should bring tennis shoes to change into for PE class if they have worn other shoe styles such as sandals or boots.

Girls are expected to wear shorts under their dresses.

The PE coaches must have a written note from a parent if a child is sitting out of PE. A doctor's note is required if a child is sitting out 3 or more days. In the event of long-term illness/medical excuses, students may be given alternative assignments.

P.E. TIMES

2 nd Grade	2:00-3:00
3 rd Grade	8:30-9:30
4 th Grade	10:30-11:30
5 th Grade	12:00-1:00

PROGRESS REPORTS/REPORT CARDS

Students will receive individual progress reports from their teachers. Please refer to the academic calendar for dates these will be sent home.

A² (A Squared)

A² is an after-school detention program for 2nd-5th grade students that will be held Monday through Thursday from 3:30-5:30 p.m. at the Brown School located at 1508 Campbell Avenue. This program may be utilized as a discipline consequence and for students needing to acquire time for truancy/attendance issues. Students assigned to the A² program will be provided bus transportation after school to the Brown facility. Students are then responsible for their own transportation home. While in after school detention, students will be required to participate in a homework/tutorial session. The number of days assigned to the after-school detention program will vary according to the offense and is assigned by the campus administrators only.

TEACHER CONCERNS

Concerns must first be addressed by contacting the source of the concern, i.e. teacher. If the concern is not resolved, proceed to the Campus Administrator and then to the district office.

TESTING

STAAR (State of Texas Assessment of Academic Readiness)

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

Please refer to the district website for STAAR testing dates.

Failure to Perform Satisfactorily on STAAR Reading or Math

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

GIFTED AND TALENTED TESTING

Please refer to the District GT Handbook.

TITLE I

Purpose: To enable schools to provide additional opportunities for participating children to acquire knowledge and skills contained in the state content standards and to meet the state student performance standard developed for all children.

This federal program provides supplemental resources to the regular educational program here at Jourdanton Elementary School. Title I personnel currently provide additional support to students under the direction of the regular classroom teachers in the classroom setting and/or during in-school tutorial times. This allows our highly qualified professional teaching staff the opportunity to work more intensely with a smaller group of students who are in the greatest need. In addition, funds are used to provide continuing professional growth and development for our staff.

Since Jourdanton Elementary qualifies as a school wide Title I program, all youngsters are eligible to receive support; however, the primary intent of the program is to benefit those students who experience difficulties mastering the state's standards, are at risk of failing, or have some type of interference which is not allowing that child to work at his/her optimal level.

Based on our elementary campus procedures, parents can expect to receive a progress report on their child's performance after the end of the third week of each grading period. This progress report, as well as the six weeks report card, may include inserts, newsletters, or adjustments to previously scheduled events. Teachers provide daily communication through communication folders and encourage one-on-one parent conferences either in person or by telephone along with the jointly designed school-parent compact. Any parent/guardian can initiate this two-way communication with the child's classroom teacher by setting up a conference through the elementary office or by contacting the teacher via phone call, email or note.

Questions regarding the Title I program should be directed to the Assistant Principals at 830-769-2121.

TOYS AT SCHOOL

Students may not bring toys, games, card/toy collections, or electronic devices to school unless authorized by the principal. This does not include sports equipment (basketballs, soccer balls, etc.) used at recess. Any items that interfere with instruction or creates a behavior concern, will be collected and held in the office until the end of the day.

U.I.L.

Students in grades 2-5 are eligible to participate in the academic U.I.L. meet which will be hosted by another district this year.

Events are as follows:

2nd grade: Creative Writing, Storytelling and Chess

3rd grade: Ready Writing, Storytelling, Chess, and Music Memory

4th grade: Ready Writing, Spelling, Number Sense, Art History, Oral Reading, Music Memory, and Chess

5th grade: Social Studies, Ready Writing, Spelling, Number Sense, Art History, Oral Reading, Music Memory, Dictionary Skills, Maps, Charts and Graphs, and Chess

Students will have the opportunity to sign-up for and tryout for the above events. Practices take place during lunch and after school.

VISITORS

Parents and others are welcome to visit district schools as a volunteer or for meetings with their student's teacher by appointment. For the safety of those within the school and to avoid disruption of instructional time, all visitors MUST sign in at the Elementary Office prior to entering any building or classroom on the Elementary campuses. All visitors are required to present a driver's license and be cleared through our RAPTOR system to receive a visitor's badge. All visitors must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are not permitted.

Visitors are not allowed on playgrounds and fields during the regular school day except for special events and activities.

Please wear school appropriate attire/dress on the Elementary campus. Visitors in inappropriate clothing may be asked to leave campus. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

VOLUNTEERS

We encourage volunteers to participate in the education and activities of our students. All volunteers are held to strict guidelines and procedures. Adhere to the campus volunteer dress code guidelines. All volunteers must pass a yearly background check for the security of our students and staff. You will need to complete a volunteer application form and the background

check before participating each year. Ask for a copy of the application and guidelines at the Elementary office or call 830-769-2121 for more information.