



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

# Summertown Elementary School

## Strive, Excel, Succeed Policies and Procedures

### MORNING BELLS

7:20 School opens, students report to classrooms

7:50 Classes begin

### LATE ARRIVAL OF STUDENTS

Students arriving to the classroom after 7:50 are considered tardy. If a student arrives at school late, the parent and student must go to the office to sign the student in. The student will be given a tardy slip to take to his/her teacher. According to board policy, three tardy slips will equal one unexcused day of absence. See the board policy on attendance for more information.

### CAFETERIA POLICY

Breakfast and lunch prices are as follows:

Students can create accounts online at [schoolcafe.com](http://schoolcafe.com) to get updates on their purchases and balances. This is a free service. If you would like to pay online, you are welcome to do so, however, there will be a small fee for this. Students' breakfast and lunch fees will be paid for through a grant this year (2024-2025).

Full price breakfast	\$1.25	Reduced price breakfast	\$ .30
Full price lunch	\$1.75	Reduced price lunch	\$ .40
Ice cream	\$ 1.00		

No student will be allowed to charge lunch for more than five (5) days at a time. If your child eats breakfast and lunch, charges can add up quickly. The computerized cash registers in the cafeteria have a pre-set amount that can be charged on them. When that pre-set amount is reached, the computers will not let a student charge any more so it is important to either keep money in your child's account or send money often.

Students may pay for their lunch daily, weekly, monthly, or as far in advance as you would like. The cafeteria accepts cash or checks. Every family is welcome to fill out a free and reduced lunch application. These can be filled out at any time during the school year. Much of our federal funding (such as Title I) depends on our percentage of free and reduced lunch students so we are always glad to send home applications upon request.

Students may bring only plain water from home in personal refillable containers. Refilling stations are available throughout the school.

Food from outside vendors (i.e. restaurants) is not allowed at school, this includes when visitors come for lunch. Students may choose to bring lunch from home or purchase a school lunch.

Students are not allowed to take food or drink out of the cafeteria.

Canned or bottled soda drinks and/or energy drinks may not be brought onto the school campus unless they are needed for a field trip or requested by a classroom teacher.

### **MORNING CAR RIDERS**

1. Car riders unload at the gym entrance of the school only.
2. School doors open at 7:20 a.m. for car riders.
3. Parents should not let car riders out before 7:20. These students will not be supervised by school personnel until 7:20.
4. Students should only exit cars from the passenger side (closest to the sidewalk).
5. Students should exit cars as soon as it is safe to do so – there is no need to pull up to the door before unloading students.
6. Parents should emphasize to their children that the safest place to walk on the sidewalk is next to the grass.
7. Classes start at 7:50 a.m. All students arriving after that time should enter through the front entrance and be walked into the building by a parent. Students will be counted tardy after 7:50 a.m.

### **AFTERNOON CAR RIDERS**

1. Car riders load at the gym entrance of the school only.
2. If your child is a regular car rider, he or she should have a number. If he or she does not have a number, please send a note to your child's teacher.
3. Only SES issued car rider tags will be recognized.
4. Cars should have the car rider number displayed where it can be read by assistants loading cars. Most people hang them on their rear-view mirror.
5. All students should know their number as it is the system used to call students from the cafeteria when it is time to load cars.
6. Once the last vehicle has moved through the afternoon car pick-up line, late students may be picked up in the front office.

### **SPECIAL NOTE FOR ALL AFTERNOON CAR RIDERS**

Some who pick up afternoon car riders like to get in line early. This causes major traffic problems. Please do not arrive at school to pick up afternoon car riders before 2:25. The whole afternoon car rider process takes less than 30 minutes from start to finish. There is no need to sit in line for an hour and a half (or more) before we dismiss car riders at 2:50.

### **STUDENTS LEAVING EARLY**

Whenever a parent needs to pick a student up from school early, the parent must come into the building and sign the student out. Bring a form of identification. The student will then be called from his/her room to go home. *No student will be called to the office until the parent arrives.*

If you are checking a student out early, please pick them up before 2:30. After 2:30, no students will be called to the office to be checked out early. If you arrive after 2:30 to pick up a student you will need to get in the car rider line and your child will come out when the car riders do.

If you come to check your child out early please note that:

1. Students leaving early are coded in the computer the same as morning tardies. Leaving school early may be excused with a written note (see board policy on attendance) if applicable.
2. Buses will be blocking the front drive between 2:30 and 3:05 each afternoon. If you need to enter the building during this time, please park in the parking lot at the north end of the building (the gym end) and use the sidewalk to walk to the front door.

### **SPECIAL DISMISSAL DIRECTIONS FOR STUDENTS**

Students will not be permitted to ride a different bus, get off their usual bus at a different location, or become a car rider unless the school receives a signed and dated note from parents. In case of emergency, parents must call the school before 1:30 so there will be ample time to notify the student of the change in their dismissal routine. All students should know how they are getting home each day before they come to school. **Please limit phone calls regarding changes to dismissal to emergency calls only.**

Students are not allowed to ride an afternoon bus to Summertown High School unless they have a parent/guardian employed there or they have an approved sports practice scheduled after school.

### **EARLY DISMISSAL DUE TO WEATHER CONDITIONS**

There are times during the year when school will have to be dismissed early due to inclement weather conditions. Parents should give their children specific directions on what to do in case this situation arises. Students should not rely on using the school phone to find out what to do in such situations. Do not call the school to receive early dismissal information. Your television or radio are the best sources of this information.

**REMIND:** Sign up for the REMIND app to receive notifications about early dismissals due to weather conditions, buses running early or late, and other important information. Text @44kc6g2 to 81010 to join the SES group, download the REMIND app & you will receive messages.

### **Student IDs and Lanyards**

At the beginning of the school year, students will be issued ID badges and lanyards. This ID will allow students access to technology, lunch accounts, and other services. A student's first ID badge and lanyards are free. Students losing their ID will be required to purchase new ones.

### **LOST AND FOUND**

A lost and found box is maintained throughout the school year. It is a good idea to clearly mark your child's outerwear like coats and hoodies so they can be returned without delay. Parents are encouraged to check the lost and found box when articles of clothing are missing. Periodically, during the year items from the lost and found are donated to local charities. These donations will occur the first week of January and June. The lost and found area is just outside the front office.

### **GENERAL BEHAVIOR EXPECTATION OF STUDENTS**

1. Students are responsible to any teacher or staff member at all times and are expected to behave respectfully to all personnel.
2. Students are to walk, not run, in the building at all times.
3. Students are prohibited from the use of tobacco or tobacco products on school property.
4. Students are prohibited from using profane or abusive language or gestures.
5. Students are expected to refrain from any disruptive behavior and to follow the classroom rules.
6. Students are expected to be honest and truthful.
7. Students are expected to respect school property and the property of others.
8. Students are expected to keep their hands, feet, and objects to themselves.
9. Students are expected to complete classroom assignments, bring their proper school supplies, and to carry out directions given by supervising adults.
10. Students are expected to dress in a manner that does not promote distractions.
11. Students are prohibited from use/sale/possession of drugs/drug paraphernalia/alcohol.
12. Students are prohibited from the possession of weapons on or near school property.
13. Students are expected to arrive on time for school each day. All students are expected to be in their homerooms no later than 7:50 a.m.
14. Personal electronic devices such as iPods, Nintendo DS, MP3 players, and cell phones may be stored in backpacks at school. Personal electronic devices are allowed on school buses, but at school they must be kept concealed in a backpack. All electronic devices must be kept turned off while in the school building.

15. Electronic devices are not allowed on field trips or during recess.

16. Gum is not allowed.

## **CELL PHONES**

We realize that many students go to after-school programs, including sports, or to a caregiver's after school, and that many parents like for their children to have a cell phone for parent/child communication after school. Students are allowed to bring cellphones to school, but they must be turned off and must be kept concealed in the student's backpack during the entire school day, including recess. When teachers deem it necessary, cell phones may be taken up from the whole class in the morning, locked in the school vault for the day, then returned to the students before time to go home.

See the board policy for more information, including consequences when students use their phones during the school day.

## **DISCIPLINE**

Discipline is a very important part of the educational process. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary. Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behaviors are explained to students. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

- Teacher-student conferences
- Taking away privileges or preferred activities
- Time-out in the classroom
- Communication with the parent via note, telephone, or conference
- Referral to guidance counselor
- Corporal punishment
- Referral to principal/assistant principal
- Suspension
- Expulsion

If parents do not want corporal punishment to be used as a corrective measure for their child, parents should file a written request to that extent with the principal. The written request will be kept on file for that school year only. Should a teacher or the principal decide that corporal punishment is called for and that student has such a written request on file, those parents will be called to come get their child immediately and the student will be suspended from school for the remainder of the day.

## **BUS CONDUCT**

For the safety of all, students shall abide by the following rules on buses:

1. Observe the same standard of conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke or use any form of tobacco.
7. All types of weapons and drugs are prohibited
8. Do not be destructive.
9. Stay seated at all times.
10. Keep head, hands, feet, and objects inside the bus.
11. Keep hands, feet, and objects to yourself.
12. No talking at railroad crossings.

## **BUS CONDUCT VIOLATION CONSEQUENCES**

Minor offenses the first time will be reported to parents. Consistent minor offenses will be reported to the assistant principal/principal with the student being subject to suspension from the bus.

Major offenses will be reported immediately to the assistant principal/principal. Major offenses include, but are not limited to, the following:

- fighting
- destroying property
- threatening the driver or other student
- profanity

Major offenses will incur the following mandatory punishment:

- First offense – 5 day suspension from the bus
- Second offense – 15 day suspension from the bus
- Third offense – suspended from the bus for the remainder of the year

Any student possessing a weapon will be suspended from the bus for a period of one calendar year and must appear before the school board before privileges will be resumed.

## **ALL STUDENTS SHOULD HAVE AT LEAST 2 WORKING CONTACT PHONE NUMBERS ON FILE IN THE OFFICE AT ALL TIMES.**

Sometimes students get sick at school or other situations arise and the school needs to contact a parent. In case of an emergency, the School Resource Officer will be utilized to locate parents if working phone numbers are not available.

## **OUT-OF-COUNTY**

Current board policy allows for enrollment of students who live within a three mile radius of the school, even if that three mile radius extends over the county line. Out of county students may lose enrollment rights if the school becomes overcrowded. Appeals to this policy are handled by the Board of Education.

## **MEDICATION**

No type of medication will be given to students without proper authorization. If a child must take prescription or nonprescription medicine at school, the parent must bring the medication bottle to the school nurse. The following information must be on the bottle: child's name, name of medication, name of physician, dosage, and time to be administered. Parents must fill out a medication form when presenting the medication.

Sometimes students will need medications such as Tylenol or other over-the-counter medicines. The school nurse is not allowed to administer over-the-counter medications without a written order from a doctor. Parents are welcome to come to school to give their child over-the-counter medications, but we do ask that all medication be given in the office.

## **Food Allergies**

We require any food items brought into SES for classroom distribution (i.e. parties, general treats), be store bought, unopened, and include an ingredient label. These must be delivered to the front office before 10:00 A.M. This helps ensure the safety of students with food allergies and to prevent any foodborne illness for our students.

## **PARENTS AND OTHER SCHOOL VISITORS**

Parents and visitors may park in the designated parking spots in front of the school (the ones on the pavement), or in the large parking lot at the gym end of the building. Entrance must be made through the front doors of the building. Please do not leave an unattended car parked in the fire lane even if you are just picking up or dropping off a student.

All parents and visitors must report to the office upon arrival. All visitors will be required to provide a state issued photo identification. I.D.s will be scanned through a security system and kept in the office. A visitor's badge will be printed. Visitor's name, photo, and purpose of the visit will appear on the badge. Once the specified business is completed the visitor will return to the main office, turn in their badge and pick up their identification.

Authorization to visit anywhere in the building or on the school campus will be determined by the principal or designee. Visitor badges will be used for all persons other than students and employees of the school.

All visitors are expected to leave promptly when their business is completed.

Any item(s) (homework, money, etc.) that parents bring to school should be left with personnel in the front office.

Visitors that plan to be out in the building and in contact with students must be appropriately dressed.



The principal or his designee has the authority to exclude from the school premises any persons disrupting the and programs in the classroom or in the school, persons disturbing the teachers or students, or persons on the premises for the purpose of committing an illegal act.

The principal and/or assistant principal shall engage law enforcement officials when the situation warrants such measures.

## **EDP**

SES offers before school care and after school care with our Extended Day Program (EDP).

Cost varies according to the number of children and services needed. If you are interested in EDP, please contact the director of the day-to-day operation, Sarah Smith. You can call the school for more information.

## **Skyward Parent & Student Portal**

[www.skyward.com](http://www.skyward.com)

LCSS provides a grading system that will give the parent and student online access to important information at his or her individual school. Access to grades, assignments, attendance, etc. will be available. This valuable tool will help the student, teacher, administrator, and parent communicate more effectively throughout the school year.

## **Dress Code**

Bottom wear must be size appropriate (no sagging) and worn securely (waist and below) around the waist. Holes, tears, rips, or frays will not be allowed in bottom wear. Frays on the bottom hem of pants or jeans are acceptable. Leggings and yoga pants may be worn as long as the top wear extends to mid-thigh.

In grades 6-12, shorts, skorts, skirts, or dresses may be no shorter than 4" from the top of the knee. Dresses must also conform to the top wear code (from the waist up).

All top wear must be size appropriate. In grades 6-12, students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, or halter tops. Sleeveless shirts/blouses must fit around the arm. Shirts that expose a large area under the arms or expose undergarments are not allowed. Appropriate undergarments must be worn. No cleavage.

Any other type of clothing, personal item, or tattoos, bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being sexually suggestive, promoting violence, or obscene is not permitted in school or school related activities nor is "gang" related slogans, names, apparel, etc. Students are to wear clothing in the manner it was designed to be worn-i.e. clothing worn backward or inside

out, suspenders undone are not allowed. No see-through or cut-out clothing is allowed. Pajamas and house shoes may not be worn.

No trench coats, capes, overcoats, military field jackets, or floor-length coats will be allowed.

**HEADWEAR** No hats, bandanas, hoods, sweatbands, curlers, rollers or sunglasses will be worn in the building except for medical reasons.

**JEWELRY/ACCESSORIES** Students are not to wear jewelry, ornaments, or accessories which distract from the educational process. Body-piercing is limited to the ears and nose. Nose piercings must be of a minimal size. Students are not allowed to wear gauges nor have septum piercings. No heavy metal chains and look-alikes that are not formal jewelry are allowed around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel.

**OTHER** Students are not to wear extreme facial makeup that is disruptive. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to wear hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow), spiked hair, or Mohawks.

### **Stay In Touch!!!**

**Facebook:** Summertown Elementary School (page with aerial pic of school)

**Twitter:** Summertown Elementary School

**Website:** [schools.lcss.us/ses](http://schools.lcss.us/ses)

### **CONTACT INFORMATION:**

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