

# Tatum Elementary School



## Supplemental Student Handbook

2024-2025

**Principal - Cristi Uland**

**Assistant Principal - Karen Osinski**

**Counselor - Laura Roberts**

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*Provide a positive, safe, and respectful school environment where ALL students are successful.*

## **Bell Schedule (Grades PK-2)**

Breakfast - 7:20-8:00

Tardy Bell - 7:49

PK Lunch - 10:30-11:00

Kinder Lunch - 11:05-11:35

1st Lunch - 11:55-12:25

2nd Lunch - 12:30-1:10 (times vary per teacher. Check with your child's teacher for times)

Dismissal - 3:55

Early Release - 1:00

## **Absences/Attendance**

The Average Daily Attendance (ADA) time is at 9:15. Regular school attendance is essential for student success. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences. Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

### ***Compulsory Attendance***

Ages 6–18 and any student enrolled in a public Pre-Kindergarten or Kindergarten program.

State law requires that a student who is at least six years of age, or who is enrolled in a Pre-Kindergarten or Kindergarten public school program, and who has not yet reached their 19th birthday, shall 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.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

## ***Exemptions to Compulsory Attendance***

### **All Grade Levels**

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- For students in the conservatorship of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments [See Farmersville ISD Student Handbook page 23 for more information].

## **Documentation After an Absence**

### **All Grade Levels**

A parent must provide explanation for any absence upon the student's arrival or return to school. The student must submit a written note signed by the parent if they do not have medical documentation for their absence(s). The campus may accept a phone call from the parent but reserves the right to require a written note. A note signed by the student will not be accepted unless the student age 18 or older is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Ages 6–18 and any student enrolled in a public Pre-Kindergarten or Kindergarten program. When a student ages 6–18 or a student enrolled in a public Pre-Kindergarten or Kindergarten program incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent and hold a parent conference with a designated school employee. The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and

- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is Nicole Hicks, Director of At-Risk Students. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 6–18 and any student enrolled in a public Pre-Kindergarten or Kindergarten program incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policies FEA(LEGAL) and FED(LEGAL) for more information.]

### **Dress and Grooming**

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following:

1. Items with provocative or drug-related pictures or slogans will not be permitted. Items advertising alcoholic beverages or tobacco products will not be permitted. Racist or obscene slogans or emblems will not be permitted.
2. Any clothes (including but not limited to tube tops, bare midriff or half shirts, halter-type and see-through blouses, visible sports bras, muscle shirts or mesh shirts) that expose skin on the torso will not be permitted.
3. All clothing should cover undergarments (including straps).
4. Shoes must be worn at all times. No bare feet or house shoes will be permitted.
5. Students are not permitted to wear hats, hoodies, bandanas, or other similar headwear while in the school building.
6. Dark glasses, other than prescription glasses, may not be worn in the building.
7. Nose rings, tongue rings, or any visible body piercing jewelry may not be worn. Male students may wear ear studs. Students may wear a clear "spacer" in order to keep a piercing from closing.
8. Inappropriate tattoos are not permitted and must be covered.
9. Any dress, clothing, or jewelry that represent a gang or is a recognized gang symbol will not be allowed.
10. Belts are to be worn with pants that fit loosely. All pants are to be worn at the waist. No "sagging" garments allowed. Undergarments should never be visible.
11. Pants, shorts, skirts, must cover undergarments at all times. Any tears, rips, ragged edges, and/or holes must be below the buttocks and pelvic region at all times.
12. Shorts, including athletic shorts, and dresses must cover the buttocks and pelvic region at all times. Shorts must be visible when wearing longer shirts.

13. If leggings, spandex, bike shorts, or any other form-fitting pants are worn, the buttocks and pelvic region must be covered at all times by a dress, shirt, shorts, or skirt.
14. The following items of clothing are not permitted;
  - a. Pajama type clothes of any kind.
  - b. Costumes, including decorative masks and face paint. Special “dress-up” days as scheduled by the campus principal may be permitted.
  - c. Blankets are not permitted in the classroom or hallways.
15. Hair Guidelines
  - a. Hair must be clean, well-groomed, and non-distracting.
  - b. Facial hair is allowed if it is well-groomed and not a distraction.
  - c. No extreme or disruptive hair styles and/or colors permitted.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

On the first offense for items such as nose rings, tongue rings, any body piercing item, hats, caps, bandanas, and sunglasses the item may be confiscated by school personnel and given back at the end of the school day.

Any student that refuses to turn over the above said items when asked by the Principal, Assistant Principal, or teacher will be subject to disciplinary action in accordance with the Student Code of Conduct including but not limited to school suspension.

The second offense will result in the parent or guardian having to stop by the school office in order to retrieve the items. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

### **Electronic Devices and Technology Resources**

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices are allowed for safety purposes; however, these devices must remain turned off during the instructional day.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

- **1st offense** – Students must come to the school office and pick up the phone after school.
- **2nd offense** – Parents must speak with the Principal or Designee in order to pick up the Phone.
- **3rd offense** – Parents must meet with the Principal or Designee in order to pick up the phone, an administrative fee of \$15 is due (and hereafter).
- **4th offense** – Parents must meet with the Principal or Designee in order to pick up the

phone, and the student will receive a Monday School assignment or equivalent punishment decided by the Principal or Designee.

- **5th offense and subsequent offenses** – Parents must meet with the Principal or Designee in order to pick up the phone, and the student will receive a minimum of 3 days in ISS or equivalent punishment decided by the Principal or Designee.

### **Grading Guidelines**

PK, Kinder and First Grade will provide Skills Based Report Cards

Second Grade - Students will receive daily and test grades in their core classes. They will be weighted follows:

Tests 30%

Daily Work 70%

### **Test Retake Policy**

Students have one week from the time the test grade is given to retake a test with a grade below a 70. Within that one week period the student must attend at least two tutorials with that teacher, prior to the re-take. The retake will be on the same material but may be in a different format. The highest grade a student can receive on a retake test is a 70.

### **Promotion/Retention**

To be promoted to the next grade, a student must attain an overall average of 70 and must pass 3 of the 4 core curriculum classes (English/Reading, math, science, and history). If a student fails English or Reading, then English and Reading can be averaged to determine a language arts grade, and if 70 or higher, will count as a passing language arts grade. Any class with modified content disqualifies a student from all class rank considerations. A student who attends an extended-year program (such as Summer School) must attend at least 90 percent of the program days and meet the academic proficiency standards of the course or grade level in order to be promoted.

### **Late Work Policy**

Student assignments not turned in on the date due are considered late. Late work will be deducted 5 points each day that it is late. The teacher may assign discipline as he or she sees fit depending on the late or missing assignment. Teachers have the options to extend the policy depending on the assignment and/or circumstances with administrator approval.

### **School Nutrition**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers. Visit FISH Meal App Now (<https://www.mealappnow.com/manfrm/splash.php>) to apply for free or reduced-price meal services.

### **Tardy Policy (Grades PK-2)**

Students are expected to be on time, in their seats, and prepared for every class when the tardy bell rings. If a student is tardy it is the parent's responsibility to walk them into the office and sign them in.

### **Perfect Attendance Policy (PK-2)**

Any student who is marked absent at 9:15 is ineligible for perfect attendance for that six weeks unless it is for a medical absence and they are brought to school later in the day with a doctor's/dental note for that appointment. Perfect attendance may be awarded to students at the end of each 6-week grading period that have not exceeded three tardies or three partial day absences during the 6-week period that is not categorized as a documented appointment with a healthcare professional. Partial day does include leaving early for any reason other than a documented appointment with a healthcare professional.

Perfect attendance may be awarded to students at the end of the year that have not been absent. In order to receive perfect attendance awards at the end of the year, students may have no more than 6 tardies or 6 partial day absences during the year that are not categorized as a documented appointment with a healthcare professional. Partial day does include leaving early for any reason other than a documented appointment with a healthcare professional.

### **Releasing students**

Effective Tuesday, August 13, 2024, except in emergencies, parents will not be able to check out students after 3:15. This is a safety issue as our staff needs to have the time and ability to prepare for dismissal without additional traffic in and out of the building and throughout the parking lot. In addition to being a safety issue, checking out students early removes them from instruction and will result in partial-day absences that could contribute to truancy under the Texas 90% attendance rule.

### **End of Year Awards (Grade 2)**

2nd grade end of year A and/or A/B honor roll will be awarded to students based on core subjects only (Reading, Math, Social Studies, and Science).

## Discipline Matrix

Level 1 Infraction	1st Offense	2nd Offense	3rd Offense	4th (or more) Offense
<ul style="list-style-type: none"> <li>● Aggression (minor)-(pushing, shoving, etc.)</li> <li>● Defiance</li> <li>● Disrespect</li> <li>● Insubordination</li> <li>● Inappropriate Language (not directed towards student or staff)</li> </ul> <p>*This is a snapshot of possible infractions. Other infractions may apply to this category.</p>	<p>*Parent contact/Verbal warning/ and/or 1 day of lunch detention</p> <p>*Mitigating factors will be considered</p>	<p>*Parent contact and 1-2 days of lunch detention</p> <p>*Mitigating factors will be considered</p>	<p>*Parent contact and 1 or more days of after school detention</p> <p>*Mitigating factors will be considered</p>	<p>Administrative Decision</p> <p>*Possible consequences assigned by the administrator:</p> <ul style="list-style-type: none"> <li>● Multiple After School Detention</li> <li>● I.S.S.</li> <li>● Monday School</li> </ul> <p>*Mitigating factors will be considered.</p>



<b>Level 2 Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd (or more) Offense</b>
<ul style="list-style-type: none"> <li>● Aggression (moderate)-(Ex. Knocking a student down, etc.)</li> <li>● Inappropriate Language (towards student/ teacher)</li> <li>● Cheating</li> <li>● Vandalism</li> <li>● Theft</li> <li>● Inappropriate Use of Technology</li> </ul> <p>*This is a snapshot of possible infractions. Other infractions may apply to this category.</p>	<p>*Parent contact and 1-2 days of lunch detention</p> <p>*Mitigating factors will be considered</p>	<p>*Parent contact and 1 or more days of after school detention</p> <p>*Mitigating factors will be considered</p>	<p>Administrative Decision</p> <p>*Possible consequences assigned by the administrator:</p> <ul style="list-style-type: none"> <li>● Multiple After School Detentions</li> <li>● I.S.S.</li> <li>● Monday School</li> <li>● School Suspension (O.S.S.)</li> <li>● DAEP</li> </ul> <p>*Mitigating factors will be considered</p>

<b>Level 3 Infraction</b>	<b>1st Offense</b>
<ul style="list-style-type: none"> <li>● Aggression (severe)-(fighting, etc.)</li> <li>● Inappropriate Physical Contact</li> <li>● Assault</li> <li>● Bullying</li> <li>● Indecency</li> <li>● Possession of Prohibited Items</li> <li>● Threat</li> </ul>	<p>Administrative Decision</p> <p>*Possible consequences assigned by the administrator:</p> <ul style="list-style-type: none"> <li>● Multiple After School Detentions</li> <li>● I.S.S.</li> <li>● Monday School</li> <li>● School Suspension (O.S.S.)</li> <li>● DAEP</li> </ul> <p>*Mitigating factors will be considered.</p>

**Notes:**

- The possession and/or use of a vape results in an automatic DAEP placement. This is in compliance with HB 114.
- Multiple ISS placements will result in missing a class field trip. \*Multiple After School Detentions may also result in missing a class field trip.
- Excessive absences may result in missing a class field trip.