



*Sem Elementary*

*2010 - 2011*

The mission of Isabel Pierce Sem Elementary School is to enable all students to be successful academically and socially in order to be productive citizens of our community.

Sem Elementary Main Number

469-633-3575

# Arrival on Campus

**\*Students should not arrive on campus before 7:30 a.m., supervision is not provided until 7:30.**

1. Students who arrive on campus before 7:50 a.m. must walk quietly to his or her designated area
  - K –2<sup>nd</sup> grade report to the cafeteria
  - 3<sup>rd</sup>-5<sup>th</sup> graders report to the gym
2. Students sit quietly in line by classes
3. Toys, electronic games, music, collectible/trading cards, etc. are not allowed
4. Students are encouraged to bring a book to read or look through
5. Sit quietly and read until you are dismissed

## *Dismissal from Campus*

1. Walk to designated area with a teacher
2. Walk bikes while on campus
3. Listen and obey the crossing guards
4. Walk in a quiet, single file line in order to ensure safety
5. Car riders wait for a teacher to walk you to the car
6. Listen carefully for your name to be called when your car arrives
7. Students are to inform the teacher on duty before leaving campus
8. Please walk at all times
9. Walkers and bike riders should not remain on campus without adult supervision

## IMPORTANT ARRIVAL & DISMISSAL REMINDERS

Parents: Please remain in your cars and wait in the car line. Please continue in line and your child will be waiting to enter your vehicle.

- Please do not park your cars along Yoakum or Honey Grove and exit to pick up your child from the “walker” area
- Bikers/Walkers will not be sent home during severe thunderstorms and lightening until weather conditions improve



1. Walk quietly to your right
2. Keep hands, feet, and objects to yourself
3. Face forward so you don't stumble

## Restroom Procedures

1. Please refrain from talking
2. Please flush and wash your hands
3. Respect other's privacy



## Assembly Procedures

1. Be respectful and ready to listen
2. Sit cross-legged (when on the floor) with hands in lap
3. Enter and exit quietly
4. Show respect for the presenter – good eye contact and listening
5. Respond appropriately to the presenter
6. Parents are welcome to join us, and have a seat in our parent area located in the back of the cafeteria
7. We encourage all who attend our assembly to participate in our activities



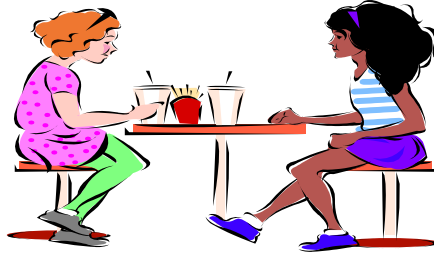
## Personal Items from Home

Please do not bring any personal items from home such as iPods, PSP's, etc. Sem Elementary will not be responsible for stolen phones, iPods, electronics, etc.

# Breakfast Guidelines



- Enter the cafeteria quietly and choose your breakfast
  - Have a seat at one of the breakfast tables
- Eat your breakfast and be sure to clean up your items before leaving



# Cafeteria Procedures

- Be sure to go to the restroom and wash your hands before lunch
  - Use your walking feet at all times
- Go through the lunch line one time with your class
  - Talk quietly with those at your table
- Stay seated and raise your hand for assistance
  - Ask permission before leaving your seat
    - Use proper table manners
  - Please take only one straw, fork, and spoon
    - Sharing food is not allowed
- Clean up your area when you are finished eating
  - Place your trash in the can and not on the floor
  - Stack your trays so they fit neatly on top of one another
- Line up and walk quietly with your class and wait for directions from a teacher

# Be our Guest

- If you are planning to visit a student during lunch, a visitor's table will be provided
- While waiting for your student to enter the cafeteria please have a seat at the guest table so your student can locate you quickly
  - Refrain from going to the classroom
- We ask that when visiting one of our students for lunch that only the guest and the student sit at the guest table
- Parents are always welcome, but please communicate to your child's teacher when you are planning to come for lunch
- **The Texas Department of Agriculture does not permit parents to bring food at lunch time for any other child other than their own. Please help us in monitoring this guideline from the state**

# Recess

It is very important to us that Sem students have a safe playing environment. Therefore, we require that teachers on duty actively monitor the playground. In order to maintain a high level of safety, we request that visitors and any siblings do not attend recess.



# Playground Safety Procedures



- Go down the slide one at a time, on your bottom
- Use balls and ropes on the grass and sidewalk area only
- Wear closed toed shoes
- Remain outside unless you have permission to go in the building
- Stay away from trees and the wires that support trees
- Refrain from throwing, collecting, or digging wood chips
- Be a good sport

# Study Trip Procedures



1. Follow directions of adults
2. Stay with the group
3. Keep hands, feet, and objects to yourself
4. Use appropriate bus/audience procedures
5. Participate appropriately
6. Be courteous and respectful

**Be a Sem Star on your trip!**

# SCHOOL RULES

- I will do my best at all times
- I will be respectful to myself and the rights of others
- I will be responsible for my learning
- I will be the best me I can be

# *Positive Office Referrals*



"Positive Office Referrals" is a program to recognize students for their exceptional behavior, attitude, and overall good citizenship. At Sem, we believe that each of our family members are special and unique individuals who make our school a better place.

## **HOW DOES A STUDENT GET A "POSITIVE OFFICE REFERRAL"?**

A Sem staff member completes a "Positive Office Referral" certificate for a student who has shown some type of "*semsational*" behavior. The certificate is then turned into the office.

## **WHAT HAPPENS WHEN A STUDENT GETS A "POSITIVE OFFICE REFERRAL"?**

The STAR student is called to the office to be recognized for his or her "Positive Office Referral." A phone call is then made to the student's parent/guardian to inform them of the "*semsational*" behavior displayed by the student. At this point, the parent/guardian is invited to the following Monday Sembyly, of that month, to see his or her student on stage in front of the Sem student body.



## Attendance Star



The attendance star is a weekly award that is given to classes who have perfect attendance and no tardies for an entire week. Medical appointments do not count against a class.

If a class wins, they will be announced at our Monday Semby and receive the following:

- A class attendance poster
- A class attendance star



# **ATTENDANCE AWARDS**

Every nine weeks, individual students will be recognized for their perfect attendance during assembly. In order to receive this prestigious award, students must have no tardies and no absences for the entire nine weeks.

At the end of the school year, any student who has perfect attendance, with no tardies and no absences for the school year will be recognized at the last assembly of the year.



## Sem Elementary Dress Code

We ask that you follow these guidelines:

1. Shoes must be worn at all times
2. Shorts of appropriate length may be worn
3. Inappropriate or revealing clothing will not be permitted and is subject to building administration discretion
4. Clothing items with provocative, offensive, violent, or drug related pictures or slogans will not be permitted
5. Items advertising alcoholic beverages or tobacco products will not be permitted
6. All students are expected to meet standard and school policies with regard to health, cleanliness and appearance
7. Sagging pants or shorts will not be permitted
8. Spaghetti strap shirts will not be permitted
9. Gang paraphernalia will not be permitted
10. No caps, hats, head rags, bandanas, and other headwear permitted
11. Shoes with wheels are not allowed for safety reasons
12. Students may not have hair of an unnatural color.
13. Tennis shoes must be worn to physical education class

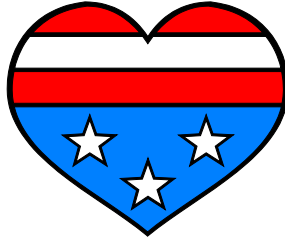
\*\*\*For safety reasons, we discourage students from wearing flip flops; these types of shoes are a hazard on the playground during recess.

*The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations.*



## VISITORS TO THE SCHOOL

All visitors to Sem are welcome to visit; however, we ask that they first report to the front office area to sign in and receive a visitor's sticker. **On your first visit please remember to bring your driver's license.** Visits to the individual classrooms during instructional time shall be permitted only with the principal's prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Since students are engaged in learning activities throughout the school day, it is important that out-of-town friends or relatives only visit them and the school during the lunch period.



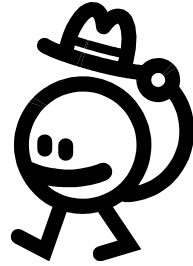
# GOOD MANNERS MATTER

## How do students get recognized for good manners?

When a student is caught using good manners by a staff member, the staff member has the ability to add that student to the list of good manners. Some examples of good manners are:

- Holding a door open
- Greeting individuals with a friendly hello
  - Being helpful
- Speaking when spoken to
- Taking the time to stop and recognize others when they are speaking to you
  - Being honest
  - Caring about others

If a student is recognized for having good manners a staff member will send the name of the student to the office. The student is then added to the list. Once every nine weeks, students on the good manners list will be announced and they will be asked to stand when their name is called. All students who have had their name on the list will be included in a drawing and the winner will receive lunch in the conference room with a friend. The lunch will be scheduled by Mr. Else and the winning student.



# ATTENDANCE AND VACATIONS

Student success at Sem Elementary can be accomplished if each child is in attendance on a regular basis and arrives to school on time. Please make every effort to have your child at school. Students whose parents check them out of school early on a regular basis will be subject to school truancy laws.

## Family Vacations and Trips

Approval for family trips and vacations during the school year shall be given by the principal, in accordance with the following rules:

- The parent shall submit a written request, in advance, stating that the vacation or trip cannot be taken at another time. These absences will be considered unexcused.
- Only one such trip or vacation per family, per year, can be requested.
- No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early.
- If a student is going to be absent more than 10 consecutive days, the student will be withdrawn. His/her place in class will be held and they will be reenrolled upon his/her return.



# FREQUENTLY ASKED QUESTIONS

- Our address and phone numbers have changed, who do I need to contact?

Please contact the front office and your child's teacher with this vital information. It is very important, in the case of an emergency that the school be able to contact you.

- What do I do if I need to pick my child up early or for a medical appointment?

If a student must leave during school hours, a note from his/her parent or legal guardian must be sent to school. The note should state the time the student will be picked up. Anyone who picks up a student during the day may be asked for identification. The student must come to the office to meet the adult who is signing him/her out.

- Can anyone sign a student out of school?

In order for someone to sign a student out of school that person must be listed on the student's enrollment card and present proper identification.

- I want to meet my child for lunch, is it okay if I wait in the hallway outside of the classroom?

To minimize disruptions to the learning environment, it is requested that parents not stand or walk in the halls while waiting on their child or children.

- If my child forgets his/her lunch money, supplies, or homework, at home can I go to the classroom to deliver it to them?

Forgotten lunches, money, homework, or supplies are to be left in the office and will be delivered to the appropriate student by office personnel.

- I need to change transportation arrangements for my child after school, how do I let them know about the change?

After-school plans should be made ahead of time. If parents change after-school arrangements, they should send a signed, written notice to the office. If the office does not have a written notice, the student will follow his/her usual routine. In the event of an EMERGENCY, please phone the front office and make them aware of the change in transportation for the child. Office personnel will make the child's teacher aware of the change.

# FAQS CONTINUED...

- It is raining/storming outside and it is time for school to dismiss, will my child be released to walk home?

All students will be dismissed from within the building unless the front office is contacted to do otherwise.

- How will the school communicate with me, so that I can stay informed as a parent?

Students are a vital link between home and school. We encourage students to share all communications with their parents. Additionally, we will utilize newsletters, planners (grades 3-5), websites, parent conferences and meetings, e-mails, phone calls, and Thursday folders as other vehicles for sharing information and gaining feedback.

- My child's birthday is coming up and I would like to take cupcakes to the class, is this allowable?

All items are to be left in the office until the end of the school day. In accordance with the Texas Department of Agriculture's Public School Nutrition Policy, parents may ONLY offer cupcakes or cookies to be distributed for student birthdays after the lunch period has ended. All baked items must be purchased from an easily recognized establishment. Labels should be left on all containers that are being distributed to the class.

- Is it okay if I bring my other children to my child's study trip (field trip)?

If a parent or guardian is attending the study trip as a chaperone and is assigned the duty of supervision of students, they will not be allowed to bring siblings.

# CLASS PARTIES

We understand that some parents may have small children and they must bring them in order to attend the party. Future Sem students are welcome but please adhere to the following guidelines:

- Parents must realize that the party is intended for the school aged child.
- Discipline must be maintained by the parent. It is not the teacher's responsibility to discipline small children. The teacher will be responsible for his/her students and should not be needed to watch future students.
- Little ones should not be allowed to play with instructional materials or items within the classroom. Many items in classrooms are the teacher's personal property.
- Food is provided for the school-aged children. Parents may bring a separate snack and drink for small children.
- Room parents and the teachers have coordinated an activity for students so if little ones attend the party please bring something they can play with, read or work with.

Thank you for your help to ensure these parties are fun for all!

