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**Campus Handbook**

Corsicana ISD

2023-2024

# **Arrival**

Students will be welcomed into the building at 7:00 AM. At that time, staff members will be on duty to supervise. Please do not drop off your children before 7:00 AM or leave them unsupervised. When doors open, students in all grades will report to their designated hallway: Life Skills and Kindergarten (A-Hall), First and Second Grade (B-Hall), Third and Fourth Grade (C-Hall). Breakfast is served in the classroom from 7:20 AM-7:40 AM. The bell will ring at 7:40 AM for announcements. Students arriving in the classroom after this time are considered tardy and must report to the office to receive a tardy pass.

# **Attendance**

When a student is absent from school, parents and/or legal guardians are asked to call (430) 775-6100 or fax a note to (903) 874-3874 to inform the school of the child’s absence. Upon returning to school, please send a note documenting the reason for the absence. If the school does not receive a note within three days of the return to school, the absence will be unexcused. Sending a note does not guarantee that the absence will be excused. Family trips during the school year or frequent absences without doctor notes will not be excused.

Parents and/or legal guardians may obtain missed class assignments from the teacher. Assignments can be picked up at the office after 3:20 PM the same day if the office is contacted by 9:00 AM or by emailing the teacher. Upon returning to school after an excused absence, it will be the student’s responsibility to obtain the assignments missed from his/her teacher.

All students must attend 90% of the school days each semester to receive credit for a class. The Principal/Designee/Attendance Committee will address extenuating circumstances in accordance with CISD and TEA guidelines (TEC 21.035(b)). Excessive absences affect student learning and interrupt the sequence of student achievement. Unexcused Attendance Letter Conferences are mandatory, and the parent(s) must come to the school. It would be helpful to schedule appointments for dentist, doctor, etc. after 9:30 AM. Students who have doctor or dental appointments during the school day may be counted present if:

* He/she returns to school the same day
* He/she brings a note from the doctor’s office

*Excused Absences*

1. Personal Illness
2. Sickness or death of a family member
3. Quarantine
4. Weather or road conditions making travel dangerous
5. An unusual cause acceptable to the principal or assistant principal

# **Information from Navarro Elementary**

Correspondence from the office to parents and/or legal guardians will be sent home in a newsletter format monthly. The newsletter will also be posted digitally on Class Dojo. School calendars, events, and special notices will be in these newsletters, so it is very important for parents to look for and read this information. Navarro’s Facebook page (Navarro Elementary School in Corsicana) and School Webpage contain regular postings of special events and reminders as well. We are a Class Dojo campus, so our school delivers information daily through this application via phone app/web browser.

# **Bus Transportation Guidelines**

BUS TRANSPORTATION DISCIPLINARY ACTION AND CONSEQUENCES

• Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with provisions in the student’s Individual Education Plan.

• Discipline will be the responsibility of the Campus Principal, Transportation Supervisor and Director of Transportation. CISD Police Officers will monitor bus discipline under the supervision of Director of Transportation.

• The following procedures will be followed when a discipline concern arises on a bus serving a regular route or extracurricular activity:

1. The driver will attempt to correct the misbehavior of the passenger(s).

2. The bus driver will complete a bus conduct report.

3. In severe situations (fighting, etc.), which prevent the driver from continuing safely, Transportation or Security Staff may remove the student(s) immediately.

**FIRST OFFENSE**

The student will have a conference with the principal and a warning letter sent to parent or guardian stating that the next offense results in a three (3) day suspension from bus riding privileges.

**SECOND OFFENSE**

A written notice is sent to the parent or guardian stating that the student is suspended from bus riding privileges for three (3) days. The next offense will result in a suspension from bus riding privileges, until the student, and parent or guardian attends a School Bus Behavior Management Class. Attendance at this class and a behavior contract signed by the student, parent or guardian and CISD official will allow the renewal of bus riding privileges.

**THIRD OFFENSE**

This offense will result in a suspension that requires the student and parent or guardian to a School Bus Behavior Management Class. The class will be held on the 2nd Saturday of each month from 9:00 A.M. to 11:00 A.M. The class will review and discuss bus discipline policies, violations, recommend options for renewing bus riding privileges and preview videos on bus safety and related topics. Successful completion of the class by student and parent or guardian, plus the completion and signing of a Student Behavior Conduct Contract, will result in restoring bus-riding privileges.

# **FOURTH OFFENSE**

This offense will result in suspension from bus riding privileges for the semester. The parent or guardian shall be notified prior to the effective time of suspension. Any student suspended during the fall semester that commits another offense during the spring

semester will be automatically suspended from bus riding privileges for the remainder of the school year.

# **SEVERE CLAUSE**

Campus Principal, Transportation Staff or Security Staff will immediately remove from the bus, any student(s) committing severe disruptions on the bus. Severe disruptions will result in immediate suspension from bus riding privileges. The Superintendent, Director of Transportation or their designee is authorized to take appropriate action, including suspension of the student from transportation services for the remainder of the year.

# **REMOVAL FROM THE SCHOOL BUS**

A bus driver may refer a student to the principal’s office or the campus behavior coordinator’s office to maintain effective discipline on the bus. The principal or campus behavior must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student’s bus riding privileges.

# *Since the District’s primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or campus behavior coordinator may restrict or revoke a student’s transportation privileges, in accordance with law.*

# **Cafeteria**

Breakfast and lunch are available at Navarro Elementary daily. Students may add funds to their lunch accounts daily, weekly, or monthly. Students may pay for meals in the cafeteria before school, upon receipt of a meal, or online. Navarro Elementary also participates in the Federal Free and Reduced Meal Program. Applications will be sent home with every student at the beginning of the school year and will be available upon registration. Please complete all of the information on the form in order to expedite approval. If you are having trouble or not sure how to complete the form, please feel free to contact our PEIMS secretary at (430) 775-6100. The Food Service Department will notify parents of eligibility. CISD will provide all students access to a free breakfast and lunch for the 2022-2023 school year. Lunch is a social and orderly time. Students are expected to use good etiquette. NES frequently reminds students of cafeteria expectations.

1. Students are expected to remain silent for the first five minutes of lunch.
2. At the of “silent lunch,” students are allowed to talk with their shoulder friends using a “Voice Level 1” until lunch is dismissed.
3. Students that meet lunchroom expectations receive Dojo points and cafeteria rewards.

Parents and/or guardians and guests will be allowed to each lunch with their students at the tables on the stage.

# **Care of School Property**

Parents/guardians are held responsible for damage caused by their child to the school building, furniture, grounds, textbooks, technology, or other property at school.

# **Cell Phones**

Cell phones are allowed on our campus with specific guidelines in place to ensure safety at school. Navarro Elementary recognizes the need for parents/caregivers to have access to their students in an emergency. We ask that you call our front office to reach your child during school operating hours in those instances. Cell phones in the classroom will only be used for educational purposes at the classroom teacher’s discretion during the school day. Children may not use the phones to receive or make calls or send text messages or access social media platforms during the day. Cell phones will be taken up if not used in accordance with the classroom teacher’s rules. Students are encouraged to turn their phones into the classroom teacher upon arrival to class for safety.

If a cell phone is seen or heard:

**First Offense**

The teacher will keep the phone until the end of the day and the student will be responsible for turning in the phone daily for the remainder of the year.

**Second Offense**

The teacher will turn the cell phone into the front office and the student will conference with the principal.

**Third Offense**

A parent and/or guardian will be required to come to the campus to retrieve the phone.

**Fourth Offense**

A $20 fine will be assessed and the student will lose cell phone privileges for the remainder of the year. The parent and/or guardian will be required to meet with campus administrators. A Behavior Contract will be implemented at the conclusion of the meeting. The student, parent and/or guardian, and a campus administrator will sign the contract.

# **Change of Address/Telephone Numbers**

If you move within the district or change your home or work telephone number, please let the front office know. It is important that office records are kept current so parents can be contacted if their child gets sick at school or has an emergency.

# **Counselors**

Guidance and social-emotional services are provided by Navarro Elementary. If you believe your child would benefit from visiting with the counselor or you need assistance in helping your family, please contact our campus counselor.

# **Discipline**

**All students are expected to follow the District Student Code of Conduct.**

At Navarro Elementary, we have incorporated PBIS guidelines and common area visuals to remind students of campus rules and expectations.

Our goal is to develop students that have strong character. The purpose of discipline is not punishment, but instead to help students become positive individuals. Our campus administration and staff support teachers in the classroom who provide the safety and structures needed for student success. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Campus administrators will consider the following factors for students that are sent to the office:

* Seriousness of the offense
* Student’s age
* Frequency of misconduct
* Student’s attitude
* Potential effect of the misconduct of the school environment

Teachers will have a classroom management plan instituted in their classroom. Students and parents will be notified of the rules and consequences for not abiding by these rules. If a student does not follow the classroom management plan and reaches the consequence of going to the office, the following procedure will occur:

Teachers will notify parents of students’ actions as soon as possible.

Students will be sent to the office with a referral sent by the teacher to notify office personnel of why the student is in the office.

An administrator will meet with the student to discuss the student’s actions and consequences of them. An effort will be made to call the parents.

The referral will be sent home. This form will outline what happened and the consequences of the student’s actions. Parents will review the referral with the student, sign it, and the student will return it to school the next day.

*Offenses Warranting Expulsion and/or removal are outlined in our District Student Code of Conduct on pages*

# **Dismissal**

All students will be dismissed at 3:20 PM to their assigned locations. Please refer to the drop-off and pick-up maps for locations.

Older siblings will report to the dismissal locations of their younger siblings, in order to reduce the opportunity of a student getting lost.

Bus riders and day care children will be dismissed and escorted to their locations by campus staff.

All students are to be picked up by 3:50 PM. Students will not be released from the office after 2:50 PM. Please make sure that your child knows how they will get home daily by notifying the front office of any changes to personal transportation methods. Any student remaining at 3:30 PM will begin calling home at this time to ensure that an adult is in route to pick them up. Students that are not picked up by 3:50 PM must be signed out in the office. At 3:50 PM, our campus officer (SRO) or an officer acting on his or her behalf, will conduct a home visit. In the instance of five Campus Officer (SRO) visits, a mandatory parent, teacher, and administrator conference will be held to work out a plan to ensure safety at dismissal.

# **Dress Code**

Please refer to the CISD Student Handbook for Dress Code Guidelines. **Standardized dress is required.**

# **Drills**

Safety drills will be held throughout the school year. Teachers will be given special instructions as to the manner of behavior and proper procedures for all drills. In the instance, you are visiting the campus and a drill occurs, you are responsible for following the same protocols as all students and staff.

# **Field Trips**

At various times throughout the year, students will be able to participate in field trips that support the classroom curriculum. Transportation for students and depending on the cost of the trip all or a majority of the entrance fee will be provided by Navarro Elementary. Parents will be notified by teachers when field trips are planned. They will be given details about the date, location, and specific information about the trip planned. It is critical that parents and/or guardians keep student health information, address, and phone numbers current. Teachers are required to take health forms during field trips in case emergency contacts are needed. Field trips are a privilege; therefore, students may lose the privilege if they choose to disobey school rules. Specific guidelines per grade level will be utilized to increase positive behavior through Class Dojo to ensure that parents remain aware of their child’s behavior leading up to the field trip. Our goal is to provide authentic learning opportunities for students at Navarro Elementary and keep them safe.

# **Grading and Reporting Policy**

Every student will receive a progress report every three weeks from his or her child’s teacher and a report card at the end of each nine weeks period. Any questions regarding the report card should be directed to the teacher. At the beginning of the year or in the case of a new enrollment after the start of the school year, parents will receive their personal login information to check grades and attendance online. Parents are asked to read, sign, and return each report. A conference will be required with all parents at the end of the first nine weeks. Parents are encouraged to contact the teacher for a conference to discuss the student’s progress.

# **Homework Policy**

Students in kindergarten through fourth grade will have homework each day in the area of reading. Navarro requires all students to engage in reading to themselves or reading to others at home for a minimum of 15 minutes each day and practice math facts for 10-15 minutes each day. Each teacher will have homework procedures for his/her classroom that do not involve work lasting more than thirty (30) minutes. Navarro Elementary staff recognizes the importance of family time and will not intrude upon the time that you spend with your loved ones.

# **Nurse**

An RN will be responsible for the nursing responsibilities at Navarro Elementary. The nurse’s schedule will be posted in the office as well as online. It is important that emergency information on the health sheet, filled out by the parent at the beginning of the year, be kept current so that parents can be notified in the event of an emergency. The nurse conducts hearing, vision, and immunization screenings throughout the year. The nurse or authorized school personnel will handle the dispensing of medication as follows:

The child’s medication must be sent to school in the original container along with instructions regarding the dosage.

The prescription will be locked in the nurse’s office and will be given and logged at the indicated time.

Any medication that is to be taken for more than ten (10) consecutive school days will require a licensed practicing Texas physician’s statement and a written request from the parent or legal guardian before being administered. The medication will be administered as directed by the students’ physician.

A form must be completed by the parent and/or guardian and signed by the doctor for any medication to be given routinely.

Please notify the teacher and nurse in writing of a special health problem or need for your child. This information will be attached to his/her health sheet. The nurse may contact you for further information.

Please keep your child at home if he/she has had temperature of at least 100 degrees or has vomited in the last twenty-four hours.

# **Parent/Teacher/Administrator Conferences**

Parent/teacher conferences can be scheduled by the parent or teacher. One conference is required at the end of the 1st nine-week period. Parents must attend this conference and will receive their child’s report card at this time. Parents who wish to arrange a conference may call the school at (430) 775-6100 to leave a message for the teacher, Dojo, or email to set up a conference. The teacher will then contact the parent to set up the conference. Mandatory conferences are set by an administrator or counselor. These will be scheduled at the parent’s convenience and the school requires participation either by Zoom, phone, or in person.

# **Parties and Celebrations**

Classes will have two school-sponsored parties during the year. No individual parties will be scheduled for student birthdays. Parents can send a small edible treat on their child’s birthday. Teachers should be consulted before treats are sent and the teacher will decide when the treat is distributed.

# **Picking up a Child During the School Day**

If it is necessary to leave school during school hours, parents and/or guardians must come to the office to check out their child. The office staff will call for the student to be sent to the office. You must bring your ID. Please do not call and ask us to have your child waiting in the office. For the safety of all children, identification will be required. If your child leaves before attendance is taken and will not return for the day, we ask that you explain the situation to our PEIMS secretary and provide a written excuse before leaving. A doctor’s note may be turned in upon return.

# **Playground Rules**

1. Students will leave rocks, sticks, and other harmful objects on the ground.
2. Slides should be used sitting up straight and with legs in front.
3. There should be one person at a time on slides and monkey bars.
4. Classes will stay within playground boundaries.
5. Students will get teacher/supervisor permission to leave playground area.
6. Fighting of any sort will not be tolerated.
7. Teachers will monitor the playground to ensure safety.

# **School Day**

Our doors to the building open at 7:00 AM. Teachers will greet students at their arrival locations daily. All students need to be in their classrooms ready to begin instruction by 7:40 AM. Students with no absences, who are not withdrawn early more than three times in the nine-week period and have a maximum of only three late arrivals each nine weeks will qualify for campus awards. When students arrive late, valuable instructional time is lost. Consequences for excessive late arrivals include mandatory parent conferences. Options for community and school supports will be suggested during the conference.

# **Special Programs**

Special Programs and services are provided as directed by Federal Law (FAPE-Free and Appropriate Public Education) as well as CISD policy. Please make the school aware of any services your child might have received from a prior school. Our PEIMS secretary will request records through the TREX system; however, if you have a copy of your child’s IEP or Section 504 plan, please bring it with you. We also utilize district protocols in our Response to Intervention (RTI) to collect documentation on educational interventions to guide us in making the best educational decisions for your child.

# **Textbooks and Technology**

Textbooks (if applicable) and technology are furnished to students. Each student will held responsible for any lost or damaged books or technology. Each student will be provided with a laptop lending agreement at the beginning of the year. This agreement will be signed by the parent and/or legal guardian as well as the student. This information will be returned to the student’s teacher. Our current textbook adoptions in math, reading, science, and social studies include workbooks. Each student receives a copy of each workbook per subject. Destroyed and lost workbooks will be the replacement responsibility of the parent/caregiver.

# **Visiting Navarro Elementary**

All visitors to Navarro Elementary are required to enter the front of the building and check in at the front office using the Raptor system. A valid ID is required. For the safety of our students and staff, visitors will receive a visitor sticker when checking in. This sticker will be a signal to staff members that the guest has checked in at the front office and is approved. Any visitor who does not check in at the office will be asked to do so. Please do not try to enter through any other doors. Navarro Elementary appreciates your cooperation in this process. This includes days that you drop off lunch for your child.

# **Withdrawal from School**

It is recommended that parents and/or legal guardians notify the school as much in advance as possible of an impending withdrawal from Navarro. The following procedures will be observed prior to withdrawing a student:

1. The student must check in all books, technology, and library materials.
2. The student must pay any outstanding bills, fines, meal amounts, etc.
3. The students will be withdrawn by a parent and/or legal guardian at the request of records from another school enrolling the student.
4. The parent or guardian will be given a withdrawal slip from the office which will be required by the next school where the student enrolls. A withdrawal must be requested in writing (i.e., letter, text message, and/or email).
5. The student will receive their report card.

# **PTO**

At the end of every year, PTO officers are selected at the last PTO meeting of the year by majority vote of everyone present. School personnel and current officers recommend nominations for specific position (president, vice president, secretary, and treasurer). Anyone with a student in our care may join and participate in our PTO.

*PTO Perks*

* Ability to support your child and all students
* Ability to give input to the school
* Have your voice heard
* Teacher requests