

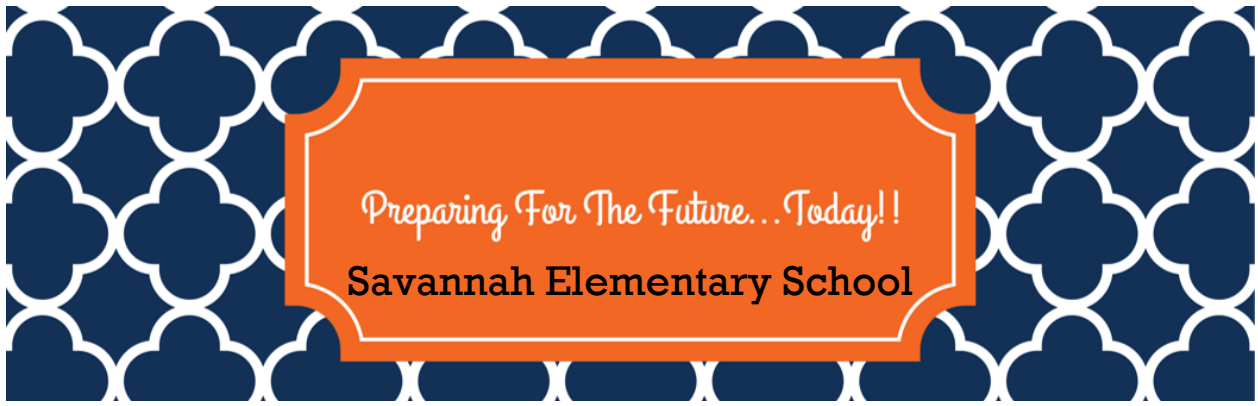
# Elementary PARENT HANDBOOK 2016 – 2017

## **Savannah Elementary School**

1101 Cotton Exchange ~ Aubrey, Texas 76227

(972) 347-7400 ~ (972) 346-3352 fax

Michael McWilliams, Principal | Claire Springer, Assistant Principal



Dear Savannah Parent,

Welcome to the 2016 – 2017 school year at Savannah Elementary. We are excited about the potential and opportunities this new school year brings. Savannah is a unique learning community with a deep commitment to educational excellence. We are elated to have the opportunity to serve as the administrators of such a great school.

Realizing the importance of the elementary school years, our staff will work diligently to ensure all children receive a sound education. We encourage parents and community members to partner with teachers and school staff. It is our desire that you feel as much a part of your child’s education as does your child’s teacher.

This handbook contains information that is critical to creating a safe, collaborative environment which is conducive to student achievement. Please take time to familiarize yourself with the operating procedures of our learning community.

Our goal continues to be ensuring Savannah Elementary is a place of pride, creativity, and tradition. We will make sure your child becomes a well-rounded individual, ready to meet the challenges of our world.

Again, we look forward to working with you and your child(ren) this school year.

Respectfully yours,

***The Savannah Administrative Team***

Michael McWilliams, M.Ed.  
*mmcwilliams@dentonisd.org*  
Principal

Claire Springer, M.Ed.  
*cspringer@dentonisd.org*  
Assistant Principal

# Absences and Attendance

## *All Grade Levels*

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. For the following exemptions, the 72 hour rule does not apply.

With appropriate documentation, written excuses will be accepted at any time. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - Mental health or therapy appointments; or
  - Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

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; 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent without excuse on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student’s parent could be charged with an offense based on the student’s failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

### **Attendance for Credit or Final Grade (Kindergarten through Grade 12)**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 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 or a final grade 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 or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the 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 or a final grade lost because of absences.

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

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.

- 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 review absences incurred based on the student’s participation in board-approved extracurricular activities. These absences will be considered by the attendance

committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.

- 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 or a final grade.
- The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).
- The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether.

### **Official Attendance-Taking Time (All Grade Levels)**

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 a.m. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence (All Grade Levels)**

When a student is absent from school, the reason for that absence must be provided in writing within 72 hours (3 school days) to the school in order to make appropriate documentation. A hand written note or email from the parent to the campus attendance secretary will be accepted. Phone calls will not be accepted as documentation. A phone call from the school verifying the parent note may be expected in some instances. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

### **Doctor's Note after an Absence for Illness (All Grade Levels)**

Upon return to school, a student absent for five or more 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. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

In order for an absence to be coded MED, the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note or fax from a health care professional. This documented medical appointment applies to any absence for the student or the student's child.

## **Be GATORRIFIC!**

**Be Respectful**

**Be Courteous**

**Be Honest**

**Be Friendly**

**Be Dedicated**

**Be True to You**

## **Guided Reading Books**

Reading is such an important part of your child's education, and one of the ways that we will support your child's growth in reading is to send home books from Savannah's Literacy Library. Each book is specifically selected for your child based upon his/her reading level as well as the skills and/or reading strategies that are being taught in the classroom. These books are in addition to the books that your child can check out from the classroom and the school library.

Since the books are a part of your child’s curriculum, they are treated like textbooks. Consequently, if your child loses the book or it becomes damaged, you will be responsible for the fee to replace it. **You will be responsible for paying \$15.00 to cover the cost of the book.**

## Bell Schedule

The following building schedule applies to all students K – 5<sup>th</sup> grade.

7:20 AM Cafeteria doors open; Office opens

- 1. All children eating breakfast go to the cafeteria.*
- 2. All children not eating breakfast go to the gym.*

7:40 AM Front lobby doors open for parents to take students to class.

7:40 AM First bell rings for students to report for class from cafeteria and gym.

**7:50 AM Tardy Bell – Students arriving at this time are tardy.**

All doors are locked except for front door to the office.

7:50 AM Morning Announcements

2:40 PM Extended Day students are dismissed to the gym. Walkers and bike riders are dismissed from the bike rack.

2:50 PM Car riders are walked out by teachers by car tag number from the cafeteria in back of the school.

## Bicycles & Scooters

It is the responsibility of each bike rider to see that the bicycle is properly secured with a lock. Students riding bikes should lock them at the bicycle rack located at the back/east corner of the building and immediately enter the building through the cafeteria. Bicycles must be walked on sidewalks and parking lots adjacent to the building. This is for the bike rider’s safety as well as the safety of others. After school, students should promptly leave the bike racks and go to their after school destination. Students should be reminded that they must not sit on or ride another student’s bicycle. **For our students safety we strongly recommend all bicyclist/scooters wear a bicycle helmet on each ride to school. They may leave it on their bike. Please label it. *Students may bring scooters into the building only if they are folded. Any scooter that cannot be folded must be secured at the bicycle rack. Open scooters will not be allowed in the building or classrooms.***

## Birthday Parties

There will be no in-class birthday parties at any grade level. If parents wish to provide a birthday cake, cupcakes, or other such treats to classmates as a birthday celebration, *please clear it with the classroom*

*teacher first. Once approved, teachers will record the date and time in the Savannah Birthday book located at the receptionist desk. If you arrive with treats that have not gained prior approval from your child's teacher and not recorded in the birthday book, the snacks will not be delivered to your child's classroom. We realize birthdays are special days for our students. Your compliance with this request is crucial in making sure they are acknowledged on this special day.*

This can only be done as part of the class snack time. Care should be taken to provide enough treats for the entire class. Children should not bring invitations for a private party to school, unless the invitations include everyone in the student's class. Children who do not receive invitations do not always understand why they are being excluded. New state law prohibits candy and soft drinks in the schools. ***We will not deliver balloons, flowers, birthday baskets, etc. to the classroom so as not to disrupt the learning environment***

## Cafeteria

The cafeteria is maintained as a vital part of the health program of our school. Money may be placed in a child's account by sending cash or checks made out to the Savannah Elementary Cafeteria, or by paying online through the Denton ISD Home Page [www.dentonisd.org](http://www.dentonisd.org) (For Parents Tab). As part of the online registration process, the option to fill out a Free or Reduced Lunch application was provided. If you did complete one and would like additional information about the Free or Reduced Federal Lunch Program, applications can be accessed through the Denton ISD Home Page [www.dentonisd.org](http://www.dentonisd.org) (For Parents Tab). Parents may only enter the cafeteria to put money on their child's lunch account in the morning.

- Breakfast is available to those students who elect to eat at school. Serving time is from 7:20 – 8:00. Additional information about Breakfast and Lunch can be found on the menus provided by Food Services and distributed each month to all students. You may also call the school cafeteria manager at 972-347-7464.
- Additional helpful cafeteria information.
- Students may add money to their account by taking cash or check from home to the cafeteria between 7:20 – 8:00 a.m. or online at [www.dentonisd.org](http://www.dentonisd.org)
- Students should not bring drinks in glass bottles.
- Students are discouraged from bringing soda/soft drink type beverages to the cafeteria.
- **Students who do not have money on account or have forgotten their lunch will be provided with a sandwich and milk for lunch.**
- Ice cream and other snacks will be available for purchase (on designated days by grade level)
- Students who bring their lunch may not share their food with anyone. Parents should provide only for their own child as they would not know of any food allergies any other child may have.



- Due to FMNV [Foods of Minimally Nutritional Value restrictions] guidelines, birthday cake or cupcakes cannot be served in the cafeteria. Please make arrangements with your child’s teacher for a time convenient to share these items as a snack in the classroom.

Please join us in encouraging your children to make lunch a pleasant experience. We encourage our students to follow CHAMPS in the cafeteria. Please see below for cafeteria CHAMPS expectations. We want the cafeteria to be a safe and pleasant place for everyone to enjoy.

**CHAMPS:**

1. **Conversation:** Voice Level 0 in line, Voice Level 2 at your table
2. **Help:** Use Hand Signals
3. **Activity:** Sitting in chair eating lunch
4. **Movement:** Walking feet & Hand Signals to get up
5. **SUCCESS!**

You are always welcome to come and have lunch with your child. When you eat lunch with your child, you will be asked to sit on the stage. For security reasons, you may only eat with your child (and not a friend of your child). After your child’s lunch is complete, we ask that you tell them good-bye as they are being dismissed from the tables.

Below you will find the lunch schedule. Our teachers are on a rotating schedule. See teacher schedule for specific lunch times.

| Kindergarten | 1 <sup>st</sup> Grade | 2 <sup>nd</sup> Grade | 3 <sup>rd</sup> Grade | 4 <sup>th</sup> Grade | 5 <sup>th</sup> Grade |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 10:15-10:45  | 10:55-11:35           | 11:45-12:25           | 12:10-12:50           | 12:35-1:15            | 11:25-12:00           |

## Change of Address, Telephone Number or Emergency

### Contacts and Numbers

It is very important that the office and teachers have up-to-date address, telephone numbers, and emergency contacts on every student. **The names you list on the enrollment/health cards are the ones you are authorizing to pick up your child from school.** If that information changes, you **MUST** notify the school office immediately so that the appropriate documents can be updated to reflect that change. The phone numbers you provide are the only way we have of contacting you in case of an emergency. It is your responsibility to make sure that we have the most current information. **If you move, you must provide a new proof of address.** Often, official correspondence must be mailed to you and it is imperative that we have the correct address.

## Classroom Parties

There will be three classroom parties during the year. Winter holiday, Valentine's Day and the End of the Year. Classroom parties are under the direction of the classroom teachers.

## Conferences

Parent/Teacher conferences are encouraged! A parent may schedule a conference with their child's teacher at any time during the school year. You may call a teacher on their voicemail or send an e-mail with your request. In addition, there will be District-wide elementary Parent/Teacher Conference Week with early dismissal at 1:00 the week of October 3<sup>rd</sup>-7<sup>th</sup>, 2016.

## Cell Phones and Electronic Devices

Several of our students own cell phones and utilize them to communicate with parents before and after school hours. As a result of this, cell phones are allowed to be in the building with students. However, during school hours, they are to be turned off and placed into backpacks. Cell phones that are found on students during the day will be taken up and brought to the front office. It will then be returned to the student at the end of the day. If there is a reoccurrence of this, parents will be called to come and get the cell phone from a campus administrator. A \$15 fee may be charged to the parent.

Electronic devices such as I-pods, portable games, and/or laptops are not to be brought to school unless there has been a pre-approved instructional reason communicated to you by the classroom teacher. These items can be damaged, lost or stolen and it is best that they stay at home. If an electronic device is taken up from your child, you will be contacted and it will be returned to you as the parent. Further information can be found in the DISD Student Code of Conduct via the Denton ISD Home Page [www.dentonisd.org](http://www.dentonisd.org) (For Parents Tab).

## Conflict with Teachers

We believe that the best way to resolve conflict is with communication. If you encounter conflict with your child's teacher, please make sure to speak with the teacher first. If you feel like the issue has not been resolved, please contact the campus administration to help bring the conflict to a resolution.

## Court Documents

Any court documents pertaining to educational rights, custody or visitation rights of a child must be provided to the front office. Without official documents on file, we will not be able to enforce any portion of the orders.

## Desk/Cubbies

Students' desks, lockers and cubicles are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are not to share or place items in others' lockers or cubicles and they are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks, cubbies or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

## Dismissal

The school day ends at 2:50 p.m. It is crucial that arrangements be made for your child to be picked up on time. *School personnel are unable to supervise students after 3:10 p.m.*

- **Extended Day** – Extended Day students will report to the gym.
- **Walkers and bike riders** – Walkers and bike riders are dismissed through the doors out the back of the building. These students will walk along the sidewalks to the playground or around to the Savannah subdivision. Bike riders will also walk their bikes along this route until they are clear of the playground to then ride their bikes home.
- **Car riders** – Car riders will be held in the cafeteria until their car tag number is called. Students will begin loading at 2:50 p.m. We ask that the adult driving the car remain in the cars as they arrive at the loading zone. Please do not park your car in the driveway or get out of your vehicle, as this will slow the process and create a hazardous situation. Detailed instructions will be given as the car tags are issued.

**NOTE.** If you need to come inside the building or talk with a teacher, we ask that you park in the front parking lot and check in at the front desk. Keep in mind that even in emergencies, only the people listed on the Student Enrollment Card will be allowed to pick up a student – no exceptions. **Both parents/legal guardians** will have the right to pick up their children unless the school has legal documents that designate otherwise. **ANY PARENT OR EMERGENCY CONTACT SIGNING OUT A STUDENT PRIOR TO THE END OF THE SCHOOL DAY WILL BE REQUIRED TO SHOW THEIR DRIVER'S LICENSE IN ORDER FOR US TO RELEASE THE STUDENT.**

## Dress Code

Detailed DISD dress code information can be found in the Student Code of Conduct Book. The Student Code of Conduct book is distributed at the start of the school year and at registration after the start of school. Parents are asked to return the signed receipt indicating that they have received a copy. *If a student is improperly dressed, he or she can call home for a change of clothes. If a change of clothes is not available, the school office will provide a change of clothes when possible. Otherwise, a student may be sent home for improper attire.*

- Kindergarten and First Grade students are encouraged to keep a change of clothes in their backpacks or cubbies in case of emergencies. Please help your child's teacher by keeping a change of clothing available.
- *Athletic shoes are a must on the days that your child attends PE classes.* We also recommend that girls wear shorts under their skirts on these days.
- Please keep in mind that all students play on the playground for recess each day. Backless shoes may be very stylish but do represent a hazard for turned ankles and accidents. Students should never wear "flip-flops" or thong type shoes to school.
- DISD dress code prohibits bare midriffs, halter tops, saggy baggy pants, and spaghetti strap
  - All shorts must be no shorter than 3 inches above the knee

Students are not allowed to wear items or hairstyles that will distract from instruction.

(i.e., unnatural hair color will not be allowed)

*Please familiarize yourself with the dress code outlined in the DISD Student Code of Conduct. These guidelines will be strictly enforced.*

## Dropping Things Off for Students

*If a parent needs to drop something off for a student, we ask that you bring it to the office and an office staff member will take the delivery to your child.*

## Emergency Drills

Savannah Elementary will follow the DISD Guidelines found in the district Emergency Management Plan that requires regular drills for student's safety. Drills will include fire, tornado and campus emergency drills. For additional information about drill guidelines, contact the Mrs. Springer in the school office.

## EPI Pen Protocol

In order to address Texas SB 66, stock Epi Pens will be available on campuses at the start of the 2016–2017 school year for students with *unidentified allergic reactions who suffer an anaphylaxis reaction at school*. Authorized and trained individuals may administer epinephrine if they believe a person is experiencing an anaphylactic reaction. Stock Epi Pens will be available during instructional hours.

Parents whose students have a *known severe allergic reaction are to bring 2 epi pens* to school with the doctor’s orders and an action plan at the beginning of school. Please schedule a time to visit with Nurse Athey regarding your child’s condition.

## Home Communication

Information for parents is sent home every Monday in the “Monday Envelope.” Kindergarten and First grade classroom teachers will send home homework folders daily. Each teacher at Savannah is required to send a weekly newsletter home. Most teachers have classroom websites with information for both parents and students. The marquis in the front of the building will have pertinent information. You may also check our Web Page at [www.dentonisd.org/savannah/](http://www.dentonisd.org/savannah/) for our school’s highlights. Parents are also encouraged to look forward to the distribution of the monthly PTA newsletter. Savannah staff will update the Savannah Facebook page regularly – be sure to like us on Facebook!

## Lice

Head lice are a common nuisance problem in schools. DISD has a “no-nits” re-admittance policy. Students with head lice must be excluded from school by state law and a parent/guardian will be contacted to pick the student up. Before the student may return to the classroom they must be re-examined by the nurse upon return to school. Students who have head lice have only two excused days after the day they are sent home. If the student misses more days, they will be treated as unexcused absences.

## Lost and Found

All lost and found articles, except for jewelry, glasses, money, cell phones, and wallets will be placed in the lost and found box in the cafeteria area. The items listed “exceptions” above will be turned in to the office. At the end of each six-week period, any unclaimed items will be donated to a local charity.

## Messages

Parents are encouraged to discuss all pertinent arrangements with their child before arrival at school. While every effort will be made to get parent messages to students, occasionally circumstances prevent that from happening. *Parents need to contact the office before 2:00 p.m. for changes in transportation home. Do not call the teacher's voicemail with this information as there is no guarantee the teacher is present that day or will listen to messages until after school has dismissed. Again, while every effort will be made to deliver parent messages, those called to the office after 2:00 cannot be guaranteed to be delivered to the student before dismissal.*

## Medications

All medications administered by school personnel must be accompanied by a doctor's order including all prescription and over-the-counter medicines. You must come to the nurse's office and fill out a medication form for the file in the nurse's office. If you have questions about a medication your child takes, please contact our school nurse, Nurse Ann. **Medication Administration at school.** Requests for the administration of medication by school personnel must follow (Texas Education Code 22:052.) This is also found on the Savannah website Nurse Ann's page.

## Nurse

Each school has a full-time registered nurse that provides many health services for students including:

1. Emergency first aid, safety awareness and accident prevention.
2. Assessment of individual health needs, with appropriate nursing intervention and referral.
3. Serving as a health resource for students, parents, and staff including individual health counseling and classroom education programs.
4. Screenings as required by the state:
  - Vision/Hearing – 5<sup>th</sup>, 3<sup>rd</sup>, 1<sup>st</sup> Grades and Kindergarten
  - Acanthosis – 3<sup>rd</sup> grade/randomly and 5<sup>th</sup> grade during scoliosis screening
  - Scoliosis – 5<sup>th</sup> grade during the spring
  - Pediculosis – as needed when nits or lice are found; at the nurse's discretion, at the teachers' discretion students who show symptoms will be sent to the nurse for screening
  - Growth/Development Classes to be held for 4<sup>th</sup> and 5<sup>th</sup> grade students during the spring semester

You can follow Nurse Ann on twitter at: [txnurse\\_rn](#)

## Parking

Visitors may park in any spot available in the large parking lot in front of the school. Please do not park in the driveway areas in either the front lanes, or the back circle drive.

## Parent Volunteers

Savannah considers its parent volunteers a very special resource. All parents who plan to have direct contact with students through work in a classroom, class parties, or field trips must complete the required “Background Check” form. These forms are available in the school office. If you would like to volunteer, please contact your child’s teacher or call the school office.

## Personal Property Brought to School

Students are not to bring extra money, radios/CD players, toys or other valuable items to school. Students will be cautioned the first time the item is found and asked to leave the item in the office for pick-up after school at the end of the day. Each subsequent time the student is found with inappropriate items at school, the item will be held in the school office for parents to pick-up. The school will not be responsible for any personal items that are lost or stolen. All cell phones must be turned off and put away before entering the school.

## Pets

*Pest / Animals of any kind are not allowed at school.*

## PTA

Our PTA is a very involved and essential component of the Savannah Elementary community. They provide services and support to students, parents, and staff. We encourage each family to become members of this organization. The PTA holds regular meetings throughout the school year so that parents can be active in decision making to benefit our school and student body.

## Report Cards

The school year is divided into six grading periods. Report cards are generally issued the Wednesday following the close of each six-week grading period. The report card envelope should be signed by the parent/guardian

and returned promptly. If a student owes for a lost or damaged textbook/library book/literacy library book at the end of the year, the report card will be held in the office until the lost/damaged item is returned or paid for.

## School Pictures

Flyers will be sent home with students in advance of picture day and will include pricing information. For additional information about school pictures, please contact the School Secretary at 972-347-7403.

## School Programs

Savannah offers several programs that both enhance student learning and provide extensions of the school academic program.

- **Reading Counts** – students read library books, take a reading comprehension test on a classroom computer and earn small reading incentives while improving their reading skills.
- **Box tops and soup labels** – The box tops and soup labels are redeemed for Music
- **Running Club, Minecraft Club, Media Club, Chess Club, Lego Club, GLAM (Girls Learning about Math, Choir, Savannah Actors Guild and Real Men Read Book Club** are some of the extracurricular activities offered at our school.

## Student Safety

Denton ISD and Savannah Elementary have implemented a district-wide card access system designed to make our schools safer. All exterior doors are opened and closed through a timed computerized system. The only visitor access during the day will be through the front doors. These doors will be open from 7:40 a.m. until 4:00 p.m. **We ask that you enter through the main office to receive a visitor badge.** All visitors in the building are asked to wear a visitor's badge to let the students and staff know that they are a "safe person."

## Tardies and Tardy Pass

**Prompt arrival at school is expected of all students.** Late arrival disrupts class and causes a loss of instructional time. **Any student who arrives at school after 7:50 a.m. is considered tardy and must go to the office to receive a tardy pass.** We recommend that all students are in the building no later than 7:45 to avoid being tardy. Once the 7:50 bell rings, students will need to get a tardy pass before proceeding to class. Tardy students cannot enter the classroom without a tardy pass. Excessive tardies will be reviewed by the Savannah Attendance Committee for further action. *Excessive tardies may result in a referral to the district attendance officers.*



*Excessive tardiness is considered a Loss of Significant Instructional Time and is prosecutable in court in the same manner as unexcused absences.*

## Telephone

*Students may not use the teacher's telephone located in the classroom. All phone calls must be made in the main office. The office phone can be used to call for lunch money, homework or other school related items. Students are not allowed to use the phone to make social arrangements such as requesting permission to go to a friend's house after school. Students will not be called to the phone from class due to the academic interruption this causes.* Messages can be left on a teacher's voicemail, emailed, or sent in the form of a note to the teacher that can be delivered by an office staff member if time allows. Students are not allowed to use the school office phone after school unless it is an emergency.

## Textbooks

Textbooks are provided by the school district. However, if a book is lost, misused, or damaged beyond reasonable wear, the student is responsible for paying for it. To find out the cost of a textbook, please contact the Mrs. Springer.

## T-Shirts

**Every Friday is designated as GATOR PRIDE Day!** Students are encouraged to wear a Savannah T-shirt to show their school spirit. Shirts are available through the PTA. The school will also sell T-shirts to celebrate GATOR Games (field day) in May.

## Thunderstorms/Tornado Watch/Tornado Warnings

The office staff of Savannah is **ALWAYS** tuned to local radio stations and [www.weather.com](http://www.weather.com) for local forecasts. In the event the area is under thunderstorm activity, we monitor these stations very closely. If a tornado warning is issued for the Savannah area, we immediately move our students AND faculty to weather safe rooms in our building. These are rooms that are located in the interior of the building, contain no windows, and are clearly marked with "Weather Safe Room" stickers. In the event this occurs, please do not call the school. The office staff will have cell phones with them in the weather safe room and will be in contact with Denton ISD Administration for further instructions. **We will not be able to answer school phone calls during this time.** It is imperative that you trust us to handle the security of your child and ourselves during a weather

emergency. Your child's safety is our utmost concern and we will do everything in our power to keep your child and ourselves safe.

## Traffic Patterns

### Morning Arrival

- Students can be dropped off via the back cafeteria entrance from 7:20 a.m. until 7:50 a.m. Please make every attempt to drop your student off prior to 7:40 a.m. The first bell to release students to class rings at 7:40 a.m. **School starts promptly at 7:50 a.m.** with daily morning work and morning announcements. **Start your child's day off on a good note! Please be on time!**
- Early students will be directed to the cafeteria or gym for supervision. Breakfast is served from 7:20–7:40a.m. You may walk your child to breakfast, but parking at the back of the school will be at a minimum.
- Students **can be dropped off at the front of the building beginning at 7:40 AM.** Please follow the directions of the staff members on duty. Students are to be dropped off in the lane in front of the school. Please **DO NOT drop off kids in the parking lot** and have them run across the car lane.
- Do not park (leave car unattended) in **ANY** drive marked with RED fire lane.
- **Follow all directions on the traffic signs in the circle drop off lane. There will only be ONE drop off lane. Pull to the red stop sign and release your children from the passenger side of the car.**
- Parents wishing to walk children to class can park at the front parking lot of the building and walk their child to class. **Remember that there will be limited parking at the front.** You may want to consider parking on the street and walking up to the building. The front door to the school will open at the first bell (7:40a.m.). If you arrive early, you will have to either wait on the front porch or in the front foyer.
- Parents are asked to leave students at the classroom door with the teacher. Allow them put up their own backpacks and other items.

### Afternoon Dismissal

- The fastest way to pick up your child is to go through the back drive with your car tag number hanging from the rear view mirror. **For people arriving at 2:50, the wait should be less than 15 minutes.** Please follow the directions posted on the red traffic signs.

- If your child is a car rider, they must be picked up at the curb by the parent in the car. A parent will not be allowed to walk up and pick up their child from the back door. This only slows down our process. Please stay in your car. It works best!
- Please do not go to the classrooms to pick up your child at dismissal time.
- Please do not park in the front or back lot and ask your child to be a “walker.” If your child is being picked up by car, please stay in the pickup line.
- On days you need to change the way your child goes home, send a note to your child’s teacher. If plans change during the day, YOU MUST CONTACT THE FRONT OFFICE AT 972-347-7400 with the change by 1.30p.m. DO NOT EMAIL OR CALL THE TEACHER WITH THIS INFORMATION. Some teachers do not check email or phone messages until after the school day has ended and in the event there is a substitute teacher in your child’s classroom they do not have access to email or voicemail.
- Do not leave cars unattended in the front drive. It is a fire lane and the police and fire department have issued tickets to offenders, plus this hampers our dismissal procedure.
- All children need to be picked up by 3.05 p.m. .
- All cars must display the official Savannah car tag in a visible area of the front windshield. Students will not be released to cars if the car tag is not visible.

NOTE: Please be patient—especially the first two weeks of school. We promise it will go faster as the year progresses and the students learn the system and staff learns the children and their car numbers.

## Visitors

Visitors are welcome at Savannah Elementary. We ask that all visitors enter through the front doors by the office, sign in with an official government identification (drivers license/ passport, etc) and obtain a visitor sticker before going to other areas of the school. Even if we know you well, we ask that you follow this procedure for security reasons. ***Parents are welcome to visit their child’s classroom. It is district policy that these visits be prearranged at least one day in advance with the teacher and/or the administrators. Visits are limited to one class period or 45 minutes.*** Deliveries to students are not allowed by district policy so as not to disrupt the academic routine. Conferences during the school day are encouraged but are limited to periods that do not interrupt instruction. The teacher is available for parent conferences during their conference period, or before and after school. Be sure to schedule a conference in advance to make sure the teacher does not have another conference scheduled.

## Volunteer Forms/Background Checks

As a safety precaution, background checks are to be completed **each** school year for any parent/guardian who wishes to volunteer in the building, chaperone field trips or participate in classroom parties and celebrations. Without a current background check on file for the year, you will not be able to attend any events with students. Many of you may have completed the new background check during the online registration process. If you did not, or if you have other relatives who want to volunteer on campus, copies to print out may be obtained via the Denton ISD Home Page [www.dentonisd.org](http://www.dentonisd.org) (For Parents Tab/Volunteer Program).

## Weather

The office staff at Savannah is constantly monitoring weather conditions for our area. We use [www.weather.com](http://www.weather.com) on our computers, and are always tuned in to local radio stations for weather alerts. In the event of inclement weather, we follow the directives of the National Weather Service and Denton ISD Superintendent. If there is a tornado warning in our immediate area, **we move all of our students and faculty to weather safe rooms within our building.** These rooms are marked with “Weather Safe Room” stickers and are easily identifiable. In the event of icy weather, we follow the directive of the DISD Superintendent. Any type of weather-related cancellation of school events will always be posted on [www.dentonisd.org](http://www.dentonisd.org) (Also see Thunderstorms)

## Website

All parents are encouraged to check the Savannah school website frequently. It will serve as the information hub for our campus. The school also has a Facebook page that is updated with school information.

## Withdrawing from School

Students moving or transferring to another school **should notify the school secretary at least two days prior to the last day the student will be present.** All textbooks, library books, and literacy library books will need to be returned to the school. The secretary will prepare the withdrawal form for the teacher to complete and for you to sign. This withdrawal form and other necessary documents will be given to you to present to the new school upon enrollment (these documents are **REQUIRED** for enrollment in other Texas public schools and in most other states). This process cannot be done in a short time and we will not interrupt instructional time to take care of this matter, so it is imperative that you give the school sufficient notice. Please make sure to notify the school that your child will be leaving. Your child will be marked absent for every day he/she is not here and this will cause difficulty in your new school.

We hope that you have found this Parent Booklet helpful. We encourage you to submit suggestions that could be considered for next year's handbook.