

PITTMAN ELEMENTARY



CAMPUS GUIDELINES
2019-2020

August 26, 2019

To Pittman Students and Parents:

Welcome to the 2019-2020 school year! Education is a team effort, and we know that students, parents, and teacher all working together can make this a successful year for our students.

The Pittman Elementary Guidelines is designed to provide a resource for some of the basic information that you and your child will need during the school year that pertain specifically to Pittman Elementary. An official RISD Handbook/Student Code of Conduct is available online or a paper copy can be requested at the Pittman Elementary Office.

If you or your child has any questions about any of the information enclosed in these guidelines, please contact me at (956) 689-8173.

Respectfully,

Sulema G. Davila

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ABSENCES

Regular attendance is expected of each pupil, and in case of an absence, a parent-school contact is necessary. According to Texas State Law, students who are in attendance for less than 90% of days, on which school is offered, shall not be given credit for the class unless the Attendance Review Committee finds that the absence(s) is the result of extenuating circumstances. If any student fails to attend the minimum number of days during the course of one year, his/her parents must file an appeal with the Campus Attendance Review Committee. If it can be determined that the absences are due to extenuating circumstances, the student will probably not be required to repeat the grade; however, if there are not extenuating circumstances surrounding the absenteeism, the student will probably be retained on the basis of poor attendance. Extenuating circumstances include the following: (1) sickness of student, (2) sickness in immediate family, (3) death of a relative, (4) a religious holiday, and (5) any emergency situation as determined by the principal. When a student is absent, he/she must have the parent/guardian write a letter explaining the reason for the absence; this note should contain the name of the child, current date, and date(s) of absence. This letter should be submitted to the teacher by 8:00 a.m. on the day the student returns to school. All letters will be turned in to the Attendance Review Committee at the end of each six weeks. Telephone calls will be made daily to parents/guardians of students who are absent. Home visits will be made to parents/guardians of students who exhibit chronic attendance problems. It is the responsibility of the student to make up work following an absence. Arrangements should be made with the appropriate teachers. If it is necessary for student to accompany the family on an out of town trip, please contact the principal in advance to discuss this situation.

ACADEMIC EXCELLENCE END-OF-YEAR BANQUET

The annual “Academic Excellence” Banquet will be held in May.

Attendance at the banquet is through special invitation. Students must meet the following three criteria:

1. Make “A” or “AB” Honor Roll 4 times during the school year
2. Attain an average of 90 or above in the core subject areas four (4) times during the school year.
3. Be reading on grade level (50th percentile or above on STAR testing).

The last six weeks of the school year will not be counted for determination of recognition.

ANNOUNCEMENTS

At 7:50 a.m. each morning, announcements are made. We begin with a moment of silence, followed by the Pledge of Allegiance, Texas Pledge, daily announcements and “Words of Wisdom”. Students and staff are requested to stop and stand at attention when the pledges are recited. Students that do not say the pledge due to religious or philosophical differences should stand quietly. All students should be attentive and respectful during these announcements.

Please note the changes in the Texas Pledge brought about by HB1034:

“Honor the Texas flag; I pledge allegiance to thee, Texas,
One state under God; one and indivisible.”

ACCELERATED READER PROGRAM

(See Appendices)

ATTENDANCE

1. A student who is tardy to school (reports to school after 8:00 a.m.), must report to the office to obtain a tardy slip prior to reporting to the classroom. Parents will be asked to walk their child in to the

office and sign their child in prior to reporting to the classroom. Please, note that excessive tardiness will be reported to the district's truancy officers by administration and handled accordingly.

2. Students who are absent at 9:30 a.m., but return to school that same day and produce evidence of a medical or dental appointment in the form of a doctor's excuse, will be counted present for that day.
3. Activities – To attend any after school activity sponsored by Pittman Elementary, a student must be in good standing, and must attend school for the equivalent of 50 percent of the day. Administrators will review student standing to determine eligibility for attendance. Those not in good standing, or on suspension, may not be able to attend.
4. Incentives:
 - Each six weeks, the class in each grade level with the best average attendance will receive a group award.
 - Students with "Perfect is Perfect" (no absences/no tardies/no early pick ups) attendance during the six weeks will be rewarded as a group, receive an award individually and be recognized at the Bearkat Rally.

CELL PHONES-POSSESSION BY STUDENTS

Elementary students given prior administration approval may bring cell phones to school; however, cell phones must be turned in to the office for safekeeping. Students are **NOT** allowed to have cell phones in their possession during the school day.

CLASSROOM PARTIES

There are three (3) scheduled parties during the school year:

- December 20th-Christmas
- February 14th-Valentine's Day
- April 9th-Easter

There shall be no other such activities within the school day throughout the school year, without the consent of the principal.

Parents who would like to celebrate their child's birthday may do so with the consent of the student's teacher on Fridays only @ 3:00 pm.

COUNSELING

The school counselor is available to assist students with a wide variety of personal concerns, including social skills, family crises, emotional issues, or substance abuse. The counselor may also make available to parents information about community resources to address these concerns. Students who wish to meet with the counselor should request a referral to the counselor from any staff member.

The counselor will conduct group counseling sessions for a minimum of 3 times per six weeks per grade level. In addition, when the need arises, the counselor may conduct classroom/grade level sessions to help children better adapt to environmental problems and to assist them in making appropriate choices in life.

DISCIPLINE

Positive Behavior Interventions and Support (PBIS) is a program supported by Raymondville I.S.D. to promote and maximize academic achievement and behavioral competence. It is a school wide strategy for helping all students achieve important social, behavioral and educational goals. We know that where exemplary behavior and stellar teaching come together, students will reach their maximum potential. The staff at Pittman is proud to be leading this initiative at our school.

As part of the PBIS program, we have established expectations for the behavior we expect in all areas of our school. We will explicitly teach our students what those look and sound like in the different areas. The expectations for all student behavior will be clear throughout our campus including areas such as playground, cafeteria, hallways, bathrooms, bus, and classrooms.

Our school expectations are also designed to prevent bullying behaviors while providing a safe school environment; thus, allowing more time for instruction. We believe that guiding students to make positive behavior choices, we are creating a school community where all students have an environment where they can succeed and grow. We also believe and hope that these positive behaviors will have life-long effects!

DRESS AND GROOMING CODE – UNIFORMS

The district's code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. Students and their parents may determine their dress and grooming standards, provided they comply with the following guidelines and the dress code as outlined in the Student Code of Conduct.

The elementary schools in Raymondville I.S.D. (Grades PK-5) have adopted and are implementing a uniform dress code policy for the 2017-2018 school year. The policy is mandatory.

Bottoms: pants, capris, shorts, skirts, or jumpers

Color: Solid color (navy blue) or Blue Jeans

Top: collared polo shirt (long or short sleeved)

Color: white or red

Thursdays: University Shirt & Jeans

Fridays: Bearkat Shirt or School Spirit Shirt and Jeans

Pants must be worn at the waist line and be properly hemmed. Pants must not be torn at the knee or frayed at the hem.

(Grades 1st-5th) **Belts** must be worn on any articles of clothing manufactured with belt loops.

Shorts may be worn no shorter than mid-thigh.

Students may **NOT** wear:

Dress shirts, cotton blouses, or shirts with a logo

Overalls, cargo pants, or pants with large pockets

Slip-on shoes, or shoes with wheels

DRESS AND GROOMING (FEMALE STUDENTS)

- Extreme hairstyles on girls will not be allowed. Bangs will be allowed to the top of the eyebrows.
- Girls are permitted to wear earrings provided they are no larger than quarter size.
- Make-up (including artificial fingernails) may **NOT** be worn during the school day. No coloring or marking of fingernails or any part of the body with pencils, pens, or colored markers will be allowed.
- Nail polish may be worn in moderation and shall not be distracting or gang-related. Black nail polish is not permissible.
- Tattoos, real or fake, are **NOT** allowed to be in public view.
- All clothing must fit appropriately. Oversized, baggy pants, shirts, or displaying of undergarments will not be allowed.

DRESS AND GROOMING (MALE STUDENT)

- Boy's hair will not be worn below the midpoint of the ears when combed straight down. Length of hair on the back will not come below the top of the collar of a standard dress shirt (regular collar). Hair may not be worn below the top of the eyebrows, and sideburns will not be extended below the middle of the ear.
- Extreme hairstyles are not permitted. Examples include punk-rock cuts, Mohawks, spike, ponytails, braids, unevenly cut hairstyles, or "skinned-head look". When in question,

determination of hairstyle violations will be at the discretion of the administrators. It is obvious that hair cannot grow overnight; therefore, if the hairstyle is not acceptable, the student will be placed in ISS until the hair grows to an adequate length or until the hairstyle is acceptable.

- Boys may NOT wear earrings.
- Makeup may not be worn. No coloring or markings of fingernails or any part of the body with pencils, pens, or colored markers will be allowed.
- Tattoos, real or fake, are **NOT** allowed to be in public view.
- All clothing must fit appropriately. Oversized, baggy pants, shirts, or displaying of undergarments will not be allowed.

Dress and Grooming (All Grade Levels)

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Student shall be dressed and groomed in manner that is clean and neat and will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of/or interference with normal school operations. The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimize safety hazard. The campus administration must consistently assure that the dress code policy is enforced. Determination of a dress code violation is at the discretion of the administration. Furthermore, administrators may conduct inspection for compliance to dress code.

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. 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. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Dress Not Permitted

The district prohibits pictures, patches, emblems, tattoos or writing on clothing or body that:

- Are lewd, offensive, vulgar, or obscene, weapons, violent or promote satanic messages.
- Advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under FNCF (LEGAL).
- May be gang related.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines established by the district as the dress code for students.

The students are the pride of the district. Students who dress in a neat and clean manner exemplify that pride. The following list of apparel includes specific items considered not appropriate for school and shall not be worn:

- Muscle shirts, mesh shirts and cut-off tee shirts.
- Low-cut, shoulder-less, see-through, string-tie, halter dresses/blouses, shirts, tank-tops, spaghetti straps and tight fitted shirts are prohibited. Students must wear sufficient undergarments.
- No bare midriffs are allowed (whether student is in sitting or standing position or with raised arm) even if covered by another piece of clothing such as a blouse, sweater or a jacket.
- Dress shirts shall not be worn outside the slacks. However, all shirts or blouses designed to be worn outside do not have to be tucked in with the exception of the mandatory uniform in pre-kindergarten-grade 8.

- Baggy jeans, sagging pants, baggy overalls, and oversized clothing are prohibited. All pants are to be worn at the waist. Oversized clothing shall not be worn to school during normal school hours.
- Biker shorts, tight fitting pants, (e.g. tights or spandex), sweatpants, wind pants, pants or shorts with drawstrings, warm-ups, over-alls, pajamas, or pajama-like clothing are prohibited.
- Trench coats and overcoats are not allowed. Page 54 of 106
- Hats, caps, head-bands, bandanas or hairnets are prohibited. An exception may be made for bona fide religious reason. Headwear shall not be worn unless approved by the principal. Beanies are not to be worn.
- Sunglasses are not to be worn inside the building (unless there is a medical excuse).
- Body piercing is prohibited, except for the earlobe. Hollow rings that separate the earlobe are prohibited as are solid hollow gauges; eyebrow and nose rings are prohibited. Earrings or studs may be worn on the ear (must not be distracting or be a safety hazard). Tongue rings and tongue studs are prohibited. “Grill” or temporary decorations on teeth are prohibited. Spiked jewelry is prohibited.
- Studs or earrings are prohibited for male students at all levels.
- For students in grades 1 – 12, belts must be put through the belt loops on the pants and must be worn. Over-sized buckles, chain or metal belts, are prohibited. ONLY buckles awarded through school related organization is permissible (e.g. Future Farmers of America). · Dangling key rings and chains will not be permitted. This includes but is not limited to chains attached to wallets, footwear, and backpacks or worn as a belt.
- Tattoos above the shoulders (neck, face, head, scalp, ears, etc.) will not be allowed.
- Facial hair will not be permitted. (mustache, sideburns, etc.)
- Length of hair on male students shall not extend below the shirt collar, eyebrows, or mid-ear; hair buns/top-knots and pony tails are not permitted.

- At the secondary level, make-up (including nail polish) shall not be outlandish, distracting, gang or cult related. At the elementary level, make up and cosmetic nails are prohibited. Nail polish is allowed at the principal's discretion.
- Hair shall be clean and neatly combed. The style and color must not be extreme to the point of creating a distraction. Some examples, but not all, of such styles are Mohawks, spikes, tails, corn rows, razor lines and white walls with long hair in back. Hair must be kept combed and out of the eyes and face. Deviation of this rule must have prior approval by the principal.

Dress Permitted

The following shall be permitted:

- Walking shorts, knickers, dresses, short skirts that are three inches or less above the knee. Skirts may have a slit/pleat which opens no longer than 3 inches above the knee (measured from the middle of the knee). Skirts must be worn at the waist. Skirts or shorts which are shorter than 3 inches above the knee (measured from the middle of the knee) shall not be worn over tight or hosiery.
- Buttoned shirts and blouses (only two factory buttons from the collar may be unbuttoned. Furthermore:
- Footwear must be worn at all times. Shoes which are noisy or present a safety concern are not permitted such as stilettos or shoes with heels greater than 3 inches. Sandals must have heel support. Footwear that has toes reinforced with steel, hard plastic or similar materials is specifically prohibited. Students are also prohibited from wearing house slippers, flip-flops, beach sandals, or other open toed shoes that do not have straps to secure them. Roller-skate shoes are prohibited. Elementary students may wear shoes with lights.

- Fish-net hosiery is prohibited.
- Proper undergarments must be worn.

The board has determined that mandatory use of school uniforms in pre-kindergarten -grade 8 will improve the learning

environment at the district and shall require students in those grade to use uniforms (See FNCA(LOCAL) 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. 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. Repeated offenses may result in more serious disciplinary action.

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. 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. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

EXEMPTIONS FROM PHYSICAL EDUCATION DUE TO ILLNESS

When students are not able to participate in physical education, a note from the attending physician (for several days of non-participation) or from the parent (for short-term non-participation) should be sent to the homeroom teacher who will forward this to the school nurse. The nurse has the responsibility of notifying the physical education instructor.

FIELD TRIPS: (ALL FIELD TRIPS MUST BE EDUCATIONAL ONLY)

Each child must have a signed copy of the district approved permission slip on file. No verbal permission will be accepted. A copy of the permission slip is in the form section of this manual.

Parents may accompany their child on any field trip; however, they must provide their own transportation and pay any admission fees or other costs involved.

Breakfast Program

All students will receive breakfast at Pittman Elementary. Students are administered breakfast from 7:30-7:50 a.m. Students arriving after 8:00 a.m. will report to the office to obtain a tardy slip and will be directed to the front office to pick up a breakfast prior to reporting to the classroom. Proper procedures to complete the breakfast form will be reviewed at the beginning of the year.

All students who completed and return the application for free / reduced meals will receive free meals. The following prices will remain the same:

Adults:	\$3.75
Take Out:	\$3.75

FORBIDDEN ITEMS

Hardballs, CD players, electronic games, music devices, pocket knives, tops, cap guns, toy weapons or any other such object(s) that may be hazardous to the well being of students or staff members are forbidden on the campus. Skateboards and/or Roller blades are not permitted. Any of the above mentioned items may be confiscated. At the discretion of administrators, some electronic items may be allowed on field trips; however, Pittman Elementary teachers and staff are not responsible for lost or stolen items.

GRADES

The following grade conversion scale is currently in place for Raymondville I.S.D.:

A=90-100

B=80-89

C=75-79

D=70-74

F=69-below

All grades are to be entered in the electronic grade book within 48 hours of the assignment due date and averaged as earned. This means that individual assignment grade below 50 may be recorded; HOWEVER, no average of 50 may be recorded. This includes the average of homework grades, the average of daily grades, or the overall average earned by a student.

GRADING GUIDELINES (All Grade Levels) Six Weeks Grading Policy

Daily Work	50%
Major Projects/Assessments	30%
Six Weeks Exams	20%
Total	100%

Daily Work: Class work, Homework, labs, quizzes

Major Projects/Assessments: Unit tests, PBLs, Concept tests

For each six weeks, there must be a minimum of 12 grades, to include a minimum of two major assessments, in addition to one end of 6-weeks evaluation grade. Unit tests are considered major assessments for retesting purposes. Six weeks exams are summative and are not subject to reassessment. Grades are to reflect the student's relative mastery of an assignment and mastery of curriculum expectations.

*Semester Grading Policy

1st Six Weeks	33 1/3 %
2nd Six Weeks	33 1/3 %
3rd Six Weeks	33 1/3 %
Total	100 %

*The same applies for the 2nd semester.

Retesting Policy Re-test may be done during the regular class time. When the class average by periods for a major project or assessment is a 69 or lower, re-teaching and re-testing must be offered for only those classes averaging a 69 or lower. At the teacher's discretion, re-testing may be offered if a student with a 70-79 requests re-testing. It shall be the student's responsibility to seek the opportunity to redo an assignment or test for which a failing grade has been earned. Re-testing must be done within five (5) class days after receiving the original test back. The grade earned when redoing an assignment or test shall be averaged with the grade earned on the first attempt, the averaged grade shall replace the failing grade and no grade higher than an 80 may be awarded. Students are required to complete all necessary guided practice, assignments and tutorials before re-testing. The time allowed for makeup work is equal to the number of absences.

Deportment Grades

All students will receive letter deportment grades. These grades will be based on behavior, attitude, citizenship, and effort and must be recorded in the grade book. Also see discipline folder for information on grades.

HOMEWORK

Purpose: The purpose of assigning homework at Pittman Elementary is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

Definition: Homework may be an independent activity, or may require parental help, to be accomplished outside of the school day and without benefit of teacher assistance, to reinforce previously learned ideas.

Unfinished class work or work missed due to absences, although

accomplished outside of the school day, is not included in the school's definition of homework.

Homework will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

- Practice - This includes activities to reinforce skills such as studying spelling words and practicing math facts.
- Preparation - These are assignments designed to provide background information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/Creative - Activities such as book reports, science projects, and research for social studies reports are examples of such homework.
- Amount of Homework: The amount of homework assigned shall be related to the maturity and ability level of the students in a given class.

The following chart suggests these guides as homework schedules for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

Be advised that students may spend more than one hour daily completing school work, as time at home may be spent doing assigned homework and completing unfinished classroom assignments.

HONOR ROLL

To be eligible for the "A" Honor Roll, students will be required to have an average of ninety (90) or above in each of the core subjects. To be eligible for the "A-B" Honor Roll, students will be required to have an average of eighty (80) or above in each of the core subjects. Grades in music, art, and physical education will not be considered.

LATE PICK UPS

Students must be picked up promptly at 3:45 pm unless an afterschool program/activity has been scheduled. Students who are not picked up by 4:00 will have to be signed out by a parent in the office. Excessive late pick-ups and students not picked up by 4:30 PM will be reported to campus police and handled accordingly.

LIBRARY

The library is a learning environment with books, computers, magazines, and other materials available for classroom assignments, projects, and reading for listening pleasure. Students will be able to check out books during their scheduled library time and after school. Students may test on Accelerated Reader books in the library during school hours. Students will also test on Accelerated Reader in their classrooms.

MAKE-UP WORK

Make-up work will be allowed for excused absences, including in-school suspension (ISS) and out of school (OSS) suspension. The teacher should give the student consistent and clear directions for this; however, the student must perform adequately and submit this work on time (within one week when possible) if he/she expects to receive full credit. Students are allowed to make up work only for the current six weeks. Students may not make up work if they withdraw and return at a later date. If a student is absent the last week of the six weeks, a grade of "I" should be recorded until a reasonable period of time is allowed for the work to be completed. This should not exceed two weeks.

MEDICATION

Medication cannot be dispensed without written permission from a parent. All prescribed medication to be taken at school must be kept in the

original prescription labeled bottles and be supervised by the school nurse or by office personnel. Parents must personally deliver medication to be taken at school. No over the counter medications are allowed unless there is a doctor's prescription on the vial.

MUTUAL RESPECT

Pittman Elementary is committed to creating a climate of sensitivity, respect, and mutual support. Courtesy and consideration should be modeled in all exchanges: teachers and staff members to student, parents and administrators; administrators to student, teachers, staff members, and parents; parents to teachers, staff members, and administrators. Students are expected to use titles of respect: Mr., Mrs., or Miss when addressing staff members at all times.

NUTRITION POLICY

State guidelines from the Department of Agriculture regarding Foods of Minimal Nutritional Value (FMNV) do not allow students to be given candy and non-juice during a school day. Any type of FMNV is prohibited from being served to students, until after the last class of the school day. After school tutorials is considered an extension of the school day, so FMNV may not be made available to students during this activity.

PARENT TEACHER ORGANIZATION

Meetings will be held on a monthly basis. Please, contact the Pittman Elementary Office if you are interested in being an officer with the PTO.

PERFECT ATTENDANCE

Perfect attendance for the year shall be defined as continuous enrollment on the Pittman Elementary campus for the designated 180 days of the school calendar. Attendance will be checked at 9:30 a.m. Students will be given special recognition for "Perfect is Perfect" attendance during any

six week period for which he/she has continuous enrollment without any absence(s), tardy, or early pick-ups.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. In grade 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (Texas Essential Knowledge and Skills) for all core subject areas and a grade of 70 or above in the following areas: reading, language arts, mathematics, science, and social studies.

In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessments in English or Spanish.

Parents of a student in grade 5, who does not perform satisfactorily on his or her exams, will be notified that their child will participate in special instruction programs designed to improve performance. Such students will have two additional opportunities to pass the test. If a student fails a second time, a Grade Placement Committee, consisting of the principal, or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next year.

RELEASE OF CHILDREN FROM SCHOOL

No student on campus will be released to any person or persons not listed on the student's enrollment or emergency card during the school day.

No student will be released to any person or persons without authorization from the office or the nurse's office.

SAFETY & SECURITY

All visitors to our campus should report to the office when entering the campus. All visitors must be wearing a visitor badge. Staff members are expected to question any person not displaying their badge. No one is allowed in the classroom without first checking in at the office.

SECURITY CAMERAS

For safety purposes, security cameras have been installed with a view to sixteen (16) different location points within the campus. Our goal is to monitor student behavior and to increase compliance with campus safety rules. Administrative staff and the Raymondville I.S.D. campus police will monitor behavior periodically via these cameras. Cameras allow the administrative staff and campus police to view concerns throughout the day.

UNSATISFACTORY PROGRESS REPORTS

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English, language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Unsatisfactory progress reports will be issued out on the following dates: Unsatisfactory progress reports must indicate whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. 83 Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WITHDRAWALS FROM SCHOOL

The following procedures must be completed when a student withdraws from school:

1. Student's books need to be accounted for and turned in.
2. Student must obtain the signature of the librarian certifying that all borrowed materials have been returned.
3. Clear with other teachers (if applicable)
4. Transfer form must be filled out completely and sent to the office for the Principal's signature.
5. Obtain a copy of the student's immunization records from the nurse.
6. Obtain a copy of the student's most recent report card.

7. File the student's most recent report card in his/her cumulative folder.
8. Leave the student folder with your classroom group until the current semester is completed.



We are excited to inform you about our AR program Renaissance Learning. Pittman Elementary has a subscription to over 100,000 Renaissance AR Quizzes. We are confident that it will support and contribute to our students' success. The focus of this program is for students in

Kinder through 5th grades to improve in reading and ‘plant the seed’ for our students to become lifelong readers for learning and enjoyment.

12.0	100	5.4	89	4.0	75	2.4	59
11.5	100	5.3	88	3.9	74	2.3	58

- AR points are looked over every six weeks for the top 3 places by grade level.
- The accumulated points will also be tallied at the end of the year for the Bronze, Silver & Gold level criteria.

End of the year Incentives

All students who reach one of the required levels will earn a ticket to designated Bronze, Silver & Gold level **AR Bash**.

Grade	Bronze Level	Silver Level	Gold Level
Kinder	20 points	25 points	30 points
1 st Grade	40 points	50 points	60 points
2nd Grade	60 points	75 points	90 points
3rd Grade	70 points	85 points	100 points
4th Grade	100 points	125points	150 points
5th Grade	100 points	125 points	150 points

*Parents can keep track of their student’s progress throughout the year @ **Renaissance Home Connect**

3rd Grade Accelerated Reader Grade Scale

11.0	99	5.2	87	3.8	73	2.2	57
10.5	99	5.1	86	3.7	72	2.1	56
10.0	98	5.0	85	3.6	71	2.0	55
9.5	98	4.9	84	3.5	70	1.9	54
9.0	97	4.8	83	3.4	69	1.8	53
8.5	96	4.7	82	3.3	68	1.7	52
8.0	95	4.6	81	3.2	67	1.6	51
7.5	94	4.5	80	3.1	66	1.5	50
7.0	93	4.4	79	3.0	65	1.4	49
6.5	92	4.3	78	2.9	64	1.3	48
6.0	91	4.2	77	2.8	63	1.2	47
5.5	90	4.1	76	2.7	62	1.1	46
				2.6	61	1.0	45
				2.5	60	0.9	44
						0.8	43
						0.7	42
						0.6	41
						0.5	40

3rd Grade Goal (each six weeks):
12 points

Comprehension (% correct): _____ Plus (+) Points grade: _____

Divided by 2= _____ Total Grade

4th & 5th Grade Accelerated Reader Grade Scale

16.0	100 A	10.0	90	4.8	78 C	3.6	66 D	2.4	54 F	1.2	42 F
15.5	100 A	9.5	89 B	4.7	77 C	3.5	65 D	2.3	53 F	1.1	41 F
15.0	99 A	9.0	88 B	4.6	76 C	3.4	64 D	2.2	52 F	1.0	40 F
14.5	99 A	8.5	87 B	4.5	75 C	3.3	63 D	2.1	51 F	0.9	
14.0	98 A	8.0	86 B	4.4	74 C	3.2	62 D	2.0	50 F	0.8	
13.5	97 A	7.5	85 B	4.3	73 C	3.1	61 D	1.9	49 F	0.7	
13.0	96 A	7.0	84 B	4.2	72 C	3.0	60 D	1.8	48 F	0.6	
12.5	95 A	6.5	83 B	4.1	71 C	2.9	59 F	1.7	47 F	0.5	
12.0	94 A	6.0	82 B	4.0	70 C	2.8	58 F	1.6	46 F	0.4	
11.5	93 A	5.5	81 B	3.9	69 D	2.7	57 F	1.5	45 F	0.3	
11.0	92 A	5.0	80 B	3.8	68 D	2.6	56 F	1.4	44 F	0.2	
10.5	91 A	4.9	79 C	3.7	67 D	2.5	55 F	1.3	43 F	0.1	

Co

mprehension (percent correct): _____

Plus Points grade: _____

Divided by 2 = _____ total grade

PITTMAN "BE A BUDDY, NOT A BULLY" DAY

Last Wednesday of every month during the 2019-2020 School Year

Acceptable Student Attire: