

Signing Out of School Early

Class instructional time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign out procedures before leaving the campus.

Should a student become ill at school, the school nurse will decide whether or not the student should be sent home and will notify the student's parent. In case of a fever of 100.0 or higher, the student must be fever free without medication for 24 hours before returning to school and following Covid-19 considerations. .

In cases of emergency or dire hardship, a student may be dismissed from the main office by telephone contact with the student's parents.

Visitors to Southeast

Parents and others are welcome to visit our school. To ensure the safety of our students, all guests must show a photo ID before entering the campus. CDC Guidelines will be followed.

Visitors 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.

Student Handbook

This pamphlet is not intended to replace the Student Code of Conduct or Student Handbook which has been adopted by the SISD Board of Trustees. Those documents, can be found online at <http://www.sweetwaterisd.net>

Attendance and Absences

The parent or guardian of a student who is unavoidably absent should call the campus office by 9:00 a.m. on the day of the absence. It is the current practice in SISD to call the parents of absent students on the day of the absence.

Within three (3) days of returning to school after an absence, a student must bring a written explanation of the absence, signed by the parent, to give to the teacher. If no documentation is brought, the absence automatically becomes unexcused.

Covid-19 : A student sent home or absent with symptoms of Covid-19(cough, fever, vomiting/diarrhea, loss of taste or smell, sore throat) becomes an asynchronous learner. The student must stay home 10 days unless they have received a negative Covid test, or they have a doctor's note indicating an alternate diagnosis. The student must be fever free without medication for 24 hours before returning to school. SISD is following all CDC/TEA guidelines and all updated information can be found on Sweetwater ISD website.

After a student has accumulated ten (10) unexcused absences within a six month period, or has been referred to truancy court, he/she must bring documentation from a medical professional in order for absence to be excused.

If a student is absent for 3 consecutive days without making contact with the school, a district attendance officer, will make a home visit and the student or parent must present an excuse note to the officer at the time or the student's absences will be unexcused. When the maximum number of allowable absences has been exceeded, the student and parents will be notified and the student will not receive credit for the term.

School attendance is important because it helps kids succeed!!

You miss school, You miss out!!!

Southeast Elementary

Where your story begins!

**1201 Mustang Drive
Sweetwater, Texas
325-235-9222**



**Principal
Assistant Principal
Counselor
Secretary
Attendance
School Nurse**

**Peggy Elliott
Crystal Meneses
Crystal Bibb
Vicky Soto
Candice Hernandez
Courtney Warren**

Southeast Elementary Mission

We are committed to providing a safe, positive, and nurturing environment that inspires a love of learning and provides opportunities for students to achieve their personal best through the collaboration of the staff, the parents and the community.

School Facilities

The School Day

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|-----------|------------|
| 8:00 a.m. | First Bell |
| 8:10 a.m. | Tardy Bell |
| 3:20 p.m. | Dismissal |

Tardies

A Southeast student is considered tardy after the 8:10 a.m. bell rings. A student who arrives to school tardy is to enter the main entrance to check into the office for an admittance slip to class. Breakfast in the classroom ends at 8:30 a.m.

Drop Off Procedures and Times

Students may be dropped off at the school's main entrance on Mustang Drive **7:30-8:00**. Students will have a designated area to sit in the gym (Kindergarten), Cafeteria (First). Traffic is one way only, on Mustang Drive **7:15-8:30 and 3:00-4:00**

Pick Up Procedures and Times

All parents/guardians will receive a colored identification card for their child. Please have it ready to show at pick up.

- 3:10-** Pre-K (New Mexico Street)
- 3:15-** Kindergarten (New Mexico Street)
- 3:20-** First Grade (Corral Street)
- 3:20-** Bus Students

School Cancellation or Late Start

Delayed or cancellation of the school day for SISD will be communicated by 6:30 a.m. You may receive a call from our automated phone system or you may also check the following for details: 1240 AM KXOX, 96.7 FM KXOX, KTXS Channel 12, KTAB Channel 10, and the school website www.sweetwaterisd.net

Transportation

SISD provides a school bus service for qualified students (those who live more than two miles from school on an approved bus route, and normally ride the bus). This service is provided at no cost to students. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For route information or problems concerning buses and drivers please contact:

Transportation at 325-235-4181.

Cafeteria

Southeast participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Breakfast and lunch are provided free of charge for all students. There is a charge for snacks and extra servings.

The campus follows the federal and state guidelines regarding foods of minimal nutritional value (FMNV) being served or sold on school premises during the school.

Class Celebrations (FMNV)

- Halloween
- Christmas
- Valentine's Day
- End of Year
- Birthday celebrations may be celebrated with prior approval after 2:00 p.m.

Cupcakes must be purchased to ensure that they are prepared in an environment with a Certified Food Handler and labeled with ingredients. This ensures risk of exposure to allergens that pose a threat to students.

Dress Code

Pants, shorts, clacks, skorts and skirts:

- Must be worn at the natural waist (no more than one size larger than the natural waist size).
- Belts must be worn appropriately in belt loops and at the natural waist.
- Extremely torn/unhemmed clothing will not be permitted.
- Sleepwear, including pajama pants, is not permitted.

Tops, Shirts:

- No halter tops or tube tops
- No nude or see-through tops, including sheer garments, without proper underclothing that meets dress code.
- Tops and bottoms must meet at the waist and can not reveal bare skin, or midriff, while the student is sitting.
- No clothing or jewelry is allowed that advertises, depicts or advocates tobacco, alcohol, drugs, illegal substances, gangs, has sexual representations or connotations or displays lewd or offensive statements. References to death, murder or suicide are prohibited.

Shoes:

- Any shoes that are deemed unsafe are prohibited.

Accessories:

- No hats, caps, sweatbands, visors or any other type of head covering, including hoodies.

Hair and Grooming:

- Students must wear their hair clean and well groomed at all times.

Masks:

- Students wearing a mask is recommended according to the CDC/TEA guidelines.