

# POPE ELEMENTARY PARENT HANDBOOK

## **ATTENDANCE**

*Debbie Brandon, Attendance/Registrar Office Phone Number 281-373-2615*

Your child's attendance at school is very important. However, if absences are necessary, please keep in close contact with your child's homeroom teacher and the registrar. Students are required to provide a note from a parent or guardian for each absence within three days of the absence or consecutive absences. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. This note may also be mailed, faxed, or delivered in person by the parent or guardian. If the student does not bring a note for being absent, the absence is considered unexcused.

Class attendance is taken at 10:00 a.m. Students not present at that time will be marked absent for the entire day. A student shall be excused for temporary absence resulting from visits to health care professionals only if the student leaves class or returns to school on the same day of the appointment. The student must provide a note from the health care professional to the attendance office upon his/her return.

## **ARRIVING LATE**

Children arriving after 8:45 a.m. must be signed in at the office by a parent or guardian. Students arriving after 8:45 a.m. will be counted tardy unless they are arriving to school via CFISD buses.

## **MAKE-UP WORK DUE TO ABSENCES**

Students will be required to make up all work for absences. Local policy states that students will be allowed the same number of days he/she was absent to turn in make-up work. Teachers may allow the parents to pick up work if the student is going to be absent for an extended period of time. Opportunities for students to make up work will occur during the school day. The classwork completed at home cannot receive a grade. In the event of an emergency or other extenuating circumstances, teachers will grant students additional time to do their make-up work. Students who fail to make up all of the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive a zero in the gradebook until the work is made up.

## **WARNING NOTICES/EXCESSIVE ABSENCES**

A student between the ages of 6 and 18 must attend school and district-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-kindergarten or kindergarten program must attend school. The District employs attendance officers to support students in maintaining good attendance.

A court of law may 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 from school on ten or more days or parts of days within a six-month period in the same school year.
- Is absent 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 a criminal offense based on the student's failure to attend school.

All students must adhere to the 90% attendance law. Once a student's attendance falls below 90%, all subsequent absences will require a note from a doctor, a health clinic, or the student may be taken to school to be assessed by the nurse in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class.

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless he/she has been in attendance for at least 90% of the days during the school term or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. Parents of elementary students will receive written notice following the tenth (10<sup>th</sup>) absence.

## **EARLY RELEASE OF CHILDREN TO PARENTS AND GUARDIANS**

In order to protect your children, we have a very firm policy regarding early release of students. For the student's protection, the following procedure will be used in the event you must pick up your child before regular dismissal:

- The parent must send a note notifying the child's teacher that he/she will be picked up early. Phone calls will not be permitted for transportation changes. All requests must be in writing and in the office by 3:00 p.m. Please include in the note the date, time, and reason for the early release. The student will take the note to the front office and receive an early release pass/sticker.
- Your child will meet you in the front office and you will need to sign him/her out. All persons, including parents, must show a picture ID to school personnel when requesting the release of a student. Do not go into the classroom, cafeteria, onto the playground or any other area of the school to get your child.
- Brothers, sisters, aunts, uncles, grandparents, friends, etc. will not be allowed to pick up a child unless we have written permission from the parent. Picture ID must be shown.

Please do not plan to pick up children early for extracurricular activities. Your child's education is very important, so we ask that you do not take your child out of school before the end of the day. Students miss valuable instructional time when they leave early.

Under normal circumstances, either parent of a student will be allowed to take the student from school. If parents are separated or divorced, the school will release the student to either parent of record. In the event that one parent has limited custodial or visitation privileges, the school must be provided a copy of the most current divorce decree stipulating the custody agreement. In the event a student has a guardian, the school will release the student to his/her legal guardian. The school should have a certified copy of the guardianship order. It is the parent's responsibility to provide the campus registrar with current legal documents when custody rights have been determined by a court of law. Legal documents are those that have been signed by a judge and contain a court's stamp.

## **BEFORE AND AFTER SCHOOL CARE**

Club Rewind is the fee-based before/after school care program designed and managed by Cy-Fair ISD. It is on site at each elementary campus. Club Rewind morning care begins at 6:30 a.m. The after-school program begins immediately after dismissal and operates until 6:30 p.m. Morning drop off and afternoon pick up will take place in the front office. The children are divided by age/grade and participate in a variety of games and activities. All-day programs (Day-Camps) are offered on specific days the campus is closed to students. More details and enrollment information are available on the district's website at [www.cfid.net](http://www.cfid.net) or by calling the Office of Community Programs at (281) 807-8900.

## **BIRTHDAYS**

Due to state guidelines (FMNV, competitive foods), parents are not permitted to bring cookies or cupcakes (or any other food or drink) to the school to share with classmates. We have established the following procedures as a way for parents to provide birthday treats to honor their child on their birthday.

Parents may choose to purchase either cookies or ice cream for their child's birthday from the cafeteria.

The coupons should be purchased a month in advance by a parent in order for our cafeteria manager to guarantee we have enough cookies or ice cream on hand that day. It is best to schedule this as early as possible because it is possible the cafeteria will not have the treats on hand if you wait until just before your child's birthday.

- Coupons may only be purchased for your child's homeroom.
- On the morning of your child's birthday, the cafeteria manager will give the Birthday Treat Coupons to your child's homeroom teacher.
- There must be a coupon purchased for each child in the homeroom. The cafeteria manager will be able to tell you at the time of purchase how many students are in the homeroom.
- The students will exchange their coupon once they are in the cafeteria for their cookie or ice cream.

Parents are welcome to join their child for lunch on their birthday or any other day of the school year, with the exception of a few special testing days when we have requested no lunch visitors. Birthday gift deliveries will not be allowed. All other celebrations should take place outside of school.

Individual party invitations to private, non-school sponsored parties may not be delivered at school. If you signed up to be part of a shared class list, you will receive your child's classmates' contact information. Only those on the list will receive the

information. This will facilitate birthday party invites. We recognize student birthdays by inviting them to assist with the morning announcements and presenting them with a birthday pencil.

### **CAFETERIA SERVICES**

*Cafeteria phone number: 281-213-1697* [www.schoolcafe.com](http://www.schoolcafe.com)

### **MEAL PURCHASES**

Hot nutritious meals and lunchables are served daily in the school cafeteria. Each student will be assigned a personal identification number (PIN). These PIN's will be the same as the Student Identification Number. Student PIN's will follow students throughout their years at CFISD and will be universal to all campuses. It is best for all students to have money in their lunch account at all times. (<https://www.schoolcafe.com>), is the website that enables parents to get more information about their children's purchases. The Food Services department encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling. A student may purchase one dessert item with their lunch. The system allows an account to be blocked for dessert purchases, should parents desire. You can monitor what your child eats and how much money they spend by setting up an account. You can also call the manager for a printout to be sent home with your child. Students will be able to add money to their account in the morning as well. Cash or checks will be accepted for deposits.

The cafeteria charges the following prices for meals:

Student Breakfast	\$1.00	Adult Breakfast	\$2.00
Student Lunch & Drink	\$2.25	Adult Lunch & Drink	\$3.50

Dessert items may be purchased for an additional charge.

### **BREAKFAST**

Students in grades 1<sup>st</sup> – 5<sup>th</sup> may proceed through the “Grab and Go” breakfast lines beginning at 8:30 a.m. and go to class to eat breakfast. Kindergarten students will eat in the cafeteria. Breakfast is not served after 8:45 a.m. (with the exception of late buses), and students are not allowed to eat in class after 8:55 a.m. Students should not bring in outside food for breakfast.

### **LUNCH SCHEDULE**

Any parent wishing to have lunch with their child must check in at the front desk, show picture ID, and wear a visitor's name tag. Any guest visiting for lunch (without a child's parent being present) must have prior written permission from the parent/guardian. Due to safety concerns, strollers are not allowed in the cafeteria.

There is a designated visitors' table where you will sit to eat with your child. You are welcome to bring lunch for your child if you are eating with him/her that day. Bringing lunches or other food for other students is not permitted by state guidelines. The visitors' table is reserved for parents and their child(ren) only. Students are not allowed to invite additional guests to eat with their parent. Five minutes before lunch is over, teachers will signal to students to return to their assigned table. Parents are asked to exit the cafeteria at this time.

**No lunch visitors are allowed the first two weeks of school.** Students need this time to learn and practice cafeteria procedures.

### **LUNCH DELIVERY**

Parents wishing to drop off a hot lunch for their children will need to check in, get a visitor's badge, and meet their child in the cafeteria. Our office staff cannot be responsible for delivering lunches in a timely manner. If a student forgets his or her lunch, and you are wishing to drop it off, you must sign in at the front desk and get a badge. You will then be given access to the storage bins in the front hallway to drop off lunch. After dropping off the lunch you will enter back into the main office and turn in your badge. Parents need to email the teacher that the lunch has been delivered and students will be able to check for their lunch on the way to the cafeteria or simply purchase a tray from the cafeteria. Please maintain a balance in your child's account so that he or she can purchase a lunch when needed.

### **FOOD GUIDELINES** A list of FMNV is included in the District Student Handbook (page 26)

Effective August 1, 2004, the Cypress-Fairbanks school district implemented the guidelines of the Texas public school nutrition policy as mandated by the Texas Department of Agriculture (TDA) into its breakfast, lunch and snack programs. Elementary School Guidelines:

- No food or beverage can be served to students during the school day except those from the school food service department.
- The school day is defined as the start of the first breakfast period until the last bell.
- Snacks for special events may be purchased from food service provided they are served and consumed during a meal period in the cafeteria and meet the nutrition guidelines.
- Elementary classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be provided by the teacher, parents, school food service, or other groups and should be at no cost to the students. No foods of minimal nutritional value (FMNV) or dessert type items are allowed.

Foods of Minimal Nutritional Value (FMNV) and policy exemptions:

School Nurses: The policy does not apply to school nurses using FMNV during the course of providing health care to individual students.

Accommodating Students with Special Needs: Students receiving special education services whose Individualized Education Plan (IEP) plan indicates the use of FMNV or candy for behavior modification may be given these items.

School Events: Up to five different events determined by school officials as part of school policy and included on the school calendar.

### **CELL PHONES**

Parents please turn cellular phones and mobile devices to mute when entering the building. Please refrain from using your phone while in the building. Phones should be turned off when visiting class or attending a school presentation. Students should not carry cell phones during the school day, unless it is for an instructional purpose.

### **CLINIC MEDICATION POLICY**

*Mary Coldwell, school nurse*

**281-373-2610**

Cypress-Fairbanks ISD policy provides that school nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physician's orders to students during school hours under the following conditions:

- The school has received a written request to administer medication from the parent or legal guardian or other person with legal control of the student.
- Prescription medication must be in the original container properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the United States.
- Non-prescription medication must be in the original container. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations will not be given at school.
- Students are not allowed to have any medication, including cough drops, in their possession during the school day or at school-related activities.
- For the safety and protection of all students, medication cannot be transported by students. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times. When the period for administering the medication expires, the parent, guardian, or other adult shall pick up the medication at the clinic. A doctor's note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or epi-pens.
- Students are not allowed to share any medication with another student.

In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

### **FOOD ALLERGIES AND OTHER MEDICAL CONCERNS**

Parents are asked to speak with the school nurse regarding any food allergy, severe food allergy, or other serious medical condition that you believe should be disclosed to the school/district. This is to enable us to take necessary precautions for your child's safety.

### **DELIVERIES MADE BY PARENTS**

In order to protect the instructional environment of our classrooms and to maximize instructional time, we limit the number of classroom interruptions during the school day. For this reason, deliveries will not be made to the classroom. Any items that are dropped off for students will need to be placed on the "drop off shelf" outside of the vestibule. It is the parent's responsibility to email the teacher. In order to drop something off you must sign in at the front desk and get a badge. You will then be given access to the storage bins in the front hallway to drop off lunch. After dropping off the item you will enter back into the main office and turn in your badge. Please understand that teachers only check their email during non-instructional times throughout the day. For this reason, we do not recommend bringing forgotten items to school. It is always acceptable for the forgotten items to be sent with your child the next day. Parents who consistently follow this procedure can give testimonials about how quickly children learn to assume responsibility.

**DRESS CODE** (Refer to the cy-fair student code of conduct for a detailed explanation of student expectations regarding dress code.)

Every effort will be made to contact a child's parent if he or she is out of compliance with the CFISD dress code. We will request that a change of clothes be brought to school so that the student can return to class. Specifically, shorts and skirts must be at least mid-thigh level, spaghetti straps are not allowed, and midribs should not show when arms are raised. Tennis shoes or closed-toe shoes are preferred for safety reasons. Students are required to wear appropriate footwear for PE.

### **ELEVATOR**

The use of the elevator by a student requires a doctor's note and must be approved by the school nurse.

### **EMERGENCY INFORMATION PARENTS OUT OF TOWN**

If both parents are out of town and the child is staying with a friend or relative, we must have the names and telephone numbers of the adults taking care of your child in your absence. Names and telephone numbers must be in writing. It is imperative that we have this information to assist with transportation arrangements and in the event that a medical problem arises while parents are away. It is also advisable to give written permission to the caretakers to seek medical care.

### **CHANGE OF ADDRESS AND TELEPHONE NUMBERS**

It is important to keep addresses and phone numbers on your Emergency Information Form up to date at all times. This is our only source of notifying you in case of illness or emergency. You may notify us of changes by sending a note with your child. If your address changes, you must show proof of residency to verify the address change.

### **EMERGENCY SCHOOL CLOSINGS**

Automated calls will be placed to student's' home phone numbers beginning at 6:00 a.m. using the district's Emergency Notification System if conditions warrant the closing of schools. Local television and radio stations are also notified before 6:00 a.m. if conditions warrant the closing of schools. Information will also be posted on the district website [www.cfisd.net](http://www.cfisd.net).

### **FORGOTTEN ITEMS AFTER SCHOOL**

Please note that in the name of safety, doors are locked at the close of the school day. Although we recognize that children forget items at school from time to time, we do not have personnel available after school hours to escort students or parents to and from the instructional area to retrieve these items. Club Rewind personnel will not allow parents or children access to the instructional area after school hours. We appreciate your help in keeping our school a safe place for your children.

### **INTERNET ACCESSIBILITY**

All students must have documented parental permission to access the internet at school. Teachers may include internet presentations during class instruction without parent permission. Any unauthorized use of the internet will be subject to disciplinary action and parents will be notified.

### **LOST AND FOUND**

Every year many lunch kits, coats, sweaters, jackets, etc. are turned in to Lost and Found. In order to help us return lost items to the owner, we recommend that parents label all outer articles of clothing, as well as lunch kits and backpacks. Lost and Found is located in the cafeteria on the stage. Unclaimed items will be donated to a charitable organization.

## **PARENT/TEACHER COMMUNICATION**

- Information will be sent out through our district communication system: School Messenger. It is important that you have provided the campus with the correct cell number and email address. Information will be sent as a phone message, text and/or email. When you receive a phone call from the school, please listen to the message before picking up the phone and calling. This is especially important during inclement weather dismissal.
- Facebook: Pope Elementary School
- Instagram: @popeelementary
- Twitter: @popepanthers
- Weekly Newsletters
- E-mails
- Teacher web page
- Phone Calls
- Conferences
- Remind

Phone communication and conferences are encouraged whenever school staff members or parents have concerns regarding a student's academic or behavioral progress

## **HOME ACCESS CENTER**

Our district offers every parent the opportunity to monitor his or her child's grades through the marking period using the Home Access Center System. We encourage parents to stay informed and up to date regarding their child's progress. Passwords will be printed and given to all parents at Curriculum Night. Parents who are new to the school or who have forgotten their password can request another one by completing the request form, which is available at:

- <http://www.cfisd.net/dept2/curricu/piv.htm>

Passwords must be picked up in person by the parent requesting this information.

Our teacher web pages will provide you with information specific to your child's class. You will find information about the TEKS (Texas Essential Knowledge and Skills) being covered, as well as information about homework. Each teacher customizes their web page for their class. Our teachers will share this information with you during Curriculum Night.

## **CURRICULUM NIGHTS**

Our Fall Curriculum Nights will be held at the following times. A teacher and parent partnership is essential to our students' success. We encourage all parents to attend.

<b>Kindergarten – 2<sup>nd</sup> Grade</b>	<b>Tuesday, September 10</b>	<b>5:30 – 6:30 p.m.</b>
<b>3<sup>rd</sup> Grade – 5<sup>th</sup> Grade</b>	<b>Wednesday, September 11</b>	<b>5:30 – 6:30 p.m.</b>

## **PARENT CONFERENCE DAY**

November 5, 2019 has been designated for individual parent/teacher conferences. Parents are encouraged to make every effort to attend this conference. Scheduling conferences throughout the year may be arranged with the teacher by sending a note with your child to the teacher or by calling the front office. The teacher will be notified that you called. The teacher will then return your call within 24 hours to arrange a conference. Teachers are unable to use class time for conferences or phone calls.

## **PARENT TEACHER ORGANIZATION (PTO)**

We feel extremely fortunate to have a strong, supportive, enthusiastic PTO at Pope. There are many activities throughout the year sponsored by our PTO. We thrive on the attitude that parents and staff working together can bring about the best possible learning environment for our students and school. We encourage all families to join each year and volunteer through this fine organization.

## **PARKING**

Parking is available to visitors in either of our main parking lots. Please do not park alongside the red curbs, as these are fire lanes and bus loading zones. Designated handicap parking areas should only be utilized by those persons displaying a handicap parking permit or license plate. Unauthorized vehicles may be ticketed if parked in these spaces without a permit.

## **PARTIES**

Each grade level will have two parties during the year.

- Holiday Parties: Friday, December 20
- End-of-Year Celebration: Thursday, May 28

Our class parties are very well attended. We offer the service of a FASTPASS, to speed up the check in process on party days. If you have been scanned into our Vsoft system, our staff will pre-print your visitor's badge if you have completed the FASTPASS form. Please look for the FASTPASS flyer when the party date draws near. Only parents, guardians, and adult family members with written permission may attend parties. We don't allow siblings and/or younger children to attend classroom parties. This includes infants.

Party favors, activities and treats are provided to our students by our PTO. Therefore, individual parents may not provide favors or gifts for students.

We will not have a Valentine's Day party at school; however, students are permitted to bring valentines to school. Each student will receive a bag to decorate for collecting their valentines. No guests are permitted at the Valentine Exchange.

## **PERSONAL BELONGINGS BROUGHT TO SCHOOL**

Students are expected to have appropriate supplies (paper, pencils, notebooks, etc.,) for completing their school work. Students may not possess items at school that could be distracting to the learning environment.

### **Electronic Devices**

Students may bring their own device, such as, iPods, iPads, Kindles, or cell phones for instructional purposes only, as determined by the teacher. Any personal electronic devices are the responsibility of the student. Campus and District personnel will not assume responsibility for damaged, lost or stolen items.

When the devices are not in use for instructional purposes, they must be turned off and put away. If students violate the use of electronic devices during the instructional day, the devices may be confiscated.

The instructional school day is defined as anytime students are under the direct supervision of a Cypress-Fairbanks I.S.D. employee. This includes, but is not limited to, riding the bus to and from school; students waiting in the campus bus loading zone (morning and afternoon); in the building before and after school; class time, before, during or after any state assessment or district testing; transitions between classes; lunch time; and before or after school tutorials.

A person who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator. In accordance with Texas Education Code Section 37.082, the device will be confiscated and returned to the owner after a \$15.00 administrative fee is collected. A student's parent, guardian, or non-student owner may pick up the device after showing proof of ownership.

## **PHYSICAL EDUCATION**

State law requires that children have access to a minimum number of physical education minutes each week. Under some circumstances, a child may be required to not participate in physical education activities due to certain health issues. In this case, the parent may write a note to be given to the nurse. If the amount of time requested exceeds three P.E. classes, a doctor's excuse from physical activity will be required. Students not participating in P.E. will complete class work assigned by the P.E. teachers. For safety reasons, students need to wear the appropriate shoes (tennis shoes, boots, shoes with a back strap) to participate. No flip flops. Remember they will be participating in activities that require running.

## **PROHIBITED ARTICLES**

Some common items used at home may create disruptions if brought to school. Students should refrain from bringing toys and games to class. Inappropriate items will be collected by the teacher and held until they can be retrieved by the parent/guardian. Also, sharp, pointed objects that could be potentially dangerous are prohibited as well as, glass jars and/or bottles. Live animals are not allowed. Students are prohibited from the engagement of distributing, trading, or selling items at school.

## **QUESTIONS**

Teachers are not always able to correspond during the school day. Our policy allows teachers 24 hours to respond to parent communication. Teachers are not allowed to check email during instructional time. If it is an emergency or you would like to talk personally to the teacher, we ask that you call the front office and leave a message.

## **RECESS/PARENTS ON THE PLAYGROUND**

Pope students have 30 minutes in their schedules devoted to recess. This is a combination of outdoor recess and a restroom. Parents are not allowed to accompany their children to recess. We do not allow visitors on the playground during the school day. In addition, any cars parked on the perimeter of the school grounds while students are at play will be reported to the Cy-Fair Police Department.

## **RECORDS REQUEST**

The school has 24 hours to process any record request.

## **SAFETY AND SECURITY**

Safety for our campus is a top priority. Please expect the following when visiting our campus:

- All exterior doors will be locked.
- To gain entry into the building, you must go to the front doors. Please ring the bell. Please state your name and purpose of your visit. Once the lock is released to let you in, you must report to the front desk.
- At the front desk you will sign in and get your ID badge. You will then be given access to the second secure door to enter the school.
- All visitors are required to carry their ID and should expect that their ID will be scanned upon each visit. This is for the protection of our children. The scanners are used to screen for registered sex offenders.
- All visitors are expected to wear the name tag that is printed and given to you. This sends the message to all adults and children in the building that you are a “safe” visitor.

All CFISD campuses require emergency drills. Fire drills are conducted once per month. In addition, lockdown, shelter-in-place and secure the building drills are conducted twice per semester.

To promote a safe learning environment for our students, Pope has implemented a PBIS (Positive Behavior Intervention & Support) model. We use the acronym “PRIDE” to communicate consistent behaviors and expectations throughout our building. Students are recognized with “PRIDE” bucks for demonstrating this appropriate behavior. The students are able to spend their “PRIDE” bucks in their classroom. The acronym represents:

- Prepared
- Respect
- Integrity
- Determined
- Example for Others

A copy of the matrix that was developed is included in this handbook. The skills will be reviewed at the beginning of the year and revisited as needed.

## **SCHEDULES**

Students may begin entering the building no earlier than 8:30 a.m. each day. School begins at 8:45 a.m. and ends at 4:00 p.m.

<b>2019-2020</b>			
<b>Grade</b>	<b>PEAM</b>	<b>Lunch</b>	<b>Recess</b>
<b>Kinder</b>	<b>11:30 – 12:25</b>	<b>11:00 – 11:30</b>	<b>1:30 – 2:00</b>
<b>1st</b>	<b>9:40 – 10:35</b>	<b>1:30 – 2:00</b>	<b>1:00 – 1:30</b>
<b>2nd</b>	<b>10:35 – 11:30</b>	<b>1:00 – 1:30</b>	<b>12:30 – 1:00</b>
<b>3rd</b>	<b>12:55 – 1:50</b>	<b>11:30 – 12:00</b>	<b>11:00 – 11:30</b>
<b>4th</b>	<b>2:55 – 3:50</b>	<b>12:00 – 12:30</b>	<b>11:30 – 12:00</b>
<b>5th</b>	<b>1:50 – 2:45</b>	<b>12:30 – 1:00</b>	<b>12:00 – 12:30</b>
<b>PEAM</b>	<b>8:45 – 9:40</b>	<b>12:25 – 12:55</b>	

## **SCHOOL TELEPHONE**

The telephones in the school building are business phones and may be used by students only on an emergency basis. Parents should not call the school to talk to a child or leave messages for him/her. After-school plans should be made in the morning before your child leaves home. Assignments or items left at home do not constitute an emergency.

## **STUDENT ID BADGES**

Each student is issued two student ID badges. The first badge, attaches to the student backpack and is used with the district Zpass Rider system. This system tracks students riding the bus, in addition it allows parents to track students getting on and off the bus. If lost, the replacement fee is \$3.00. It is not interchangeable with the second issued student ID badge.

The second badge is used for library checkout and purchasing lunch. The lanyard and plastic sleeve replacement cost is \$1.00 per piece.

## **STUDENT CONDUCT**

Responsible citizenship, like academic achievement, is a developmental process which requires time and practice to master. Student conduct will be evaluated for each subject and parents will be notified through the communication card.

Students are expected to:

- Follow classroom and school conduct rules
- Exhibit respect for adults and peers
- Exhibit respect for property of others
- Cooperate with adults and peers
- Exhibit self-discipline

Teachers and administrators work diligently to nurture the value of “good citizenship” in students. Parents will be notified of behavior problems if they arise and will be encouraged to participate as partners in a corrective plan of action.

We regularly teach the expected behaviors that are outlined in our PBIS Matrix through class meetings, and as needed. Along with this, classroom guidance lessons are taught by our counselors.

In order to inform parents of their child’s progress toward appropriate conduct, the following criteria is used for the report card work habits and conduct grade.

S – Satisfactory: Meets standards established for work habit, most of the time.

0-5 teacher signatures in a single category

N – Needs Improvement: Meets standards established for work habit, some of the time.

6+ teacher signatures in a single category

## **NINE WEEK GRADING PERIODS**

Report cards will be issued every nine weeks for elementary students. Progress reports will be issued for all students (K-5) after the fourth week of the grading period. Progress reports should be signed and returned to school immediately. Student achievement in the mastery of grade level Texas Essential Knowledge and Skills (TEKS) will be reported to parents through report cards each nine weeks. The school uses a computerized report card system. When you receive your child’s report card, please examine it closely. After signing the report card, please return the signed section to the homeroom teacher. Parents of second through fifth graders are encouraged to use the Home Access Center system to stay current of their child’s grades throughout the marking period.

## **GRADING**

In an effort to communicate progress to parents, work samples are collected and graded to show a student’s mastery of a specific skill. However, all assignments that come home are not necessarily graded. In addition, some assignments that come home with grades may not be recorded in the teacher’s grade book. A student may occasionally receive a holistic score on a scale of 0 – 4 for projects or writing assignments. Not all grades are averaged equally. Tests and quizzes may count toward a higher percentage of the student’s final average than daily grades. Specific criteria regarding grades will be shared by the teacher. Our campus’ rule of thumb for posting of student grades is 5 school days following the completion of individual student’s assignment. Exception to the rule is writing compositions which require additional time for individual student feedback.

In grades K – 1<sup>st</sup>, teachers assess student work samples and record their achievements. At this end of the nine weeks, each student's work is applied to a rubric which determines a nine weeks grade. In grades 2<sup>nd</sup> – 5<sup>th</sup>, graded work is recorded by the teacher and averaged each nine weeks to determine your child's nine weeks grade. Numeric grades may be converted as follows: A = 90 – 100, B = 80 – 89, C = 75 – 79, C- = 70 – 74, F = 0 – 69.

If a student is caught cheating, the parent will be contacted and consequence will be determined after an investigation as the severity of the infraction.

### **GRADE LEVEL PROMOTION STANDARDS**

Students who meet the academic standards for promotion may not be retained by the school or the parent.

### **ELEMENTARY SCHOOL PROMOTION STANDARDS**

To be promoted at the end of kindergarten and first grade, a student must earn an end-of-year grade of at least "satisfactory" in reading/language arts and mathematics.

To be promoted at the end of grades 2-5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies. Students in grade 5 must pass the STAAR Reading Test and the STAAR Math Test as prerequisites for promotion to 6<sup>th</sup> grade.

### **HOMEWORK**

The goal of homework is to:

- reinforce learned skills
- establish good study habits
- provide a connection between home and school

The parent's role in helping students achieve these goals is:

- to encourage students to establish a regular routine
- to assist when students begin to falter academically. We thank you for your help as we work together to encourage your child to develop good home study habits.

Homework will be assigned weekly by grade level. Pope's homework load for grades 1-5 will include:

- 8 math questions
- 8 science questions
- 20 minutes of reading four nights per week (or 80 minutes total)

Kindergarten will have homework, as well, but will vary slightly and change over the course of the year as students gain more skills.

\*\*Students may receive additional homework in an identified area of struggle. This will be communicated to the parent by the teacher on an individual basis.

Homework will be reflected on the communication card and on the report card under "work habits".

Teachers will share specific homework guidelines at Curriculum Night.

### **STUDY HABITS**

Our goal is to teach our students the skill of preparing and studying for announced assessments/tests. We know that this is a skill they will require throughout their academic career. We need to work together to encourage students to be proactive in scheduling the appropriate amount of after school time to study and to develop their optimum method of studying for assessments.

### **HORIZONS**

The Horizons program is for students who are identified as gifted/talented through the standardized testing criteria defined by the district.

### **AWARDS**

#### **ACADEMIC ACHIEVEMENT AWARD**

Students in grades 2<sup>nd</sup> – 5<sup>th</sup> are eligible for Academic Achievement Awards. To receive the award students must earn more A's than B's every nine weeks on the report card. The award recognition at the end of the school year will recognize students who have maintained this academic achievement distinction every nine weeks.

### **CITIZENSHIP AWARD**

Students in grades Kinder – 5<sup>th</sup> are eligible for Citizenship Award. To earn the award, students must earn all S's on their report card. The award recognition at the end of the school year will recognize students who have maintained all S's every nine weeks.

### **PERFECT ATTENDANCE**

In order for students to receive the perfect attendance award at the end of the school year, they must have attended school every day, and may not have had more than 3 tardies or 3 early releases. A "Return to School" doctor's note does not count as a tardy.

### **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

To be eligible for the award a student must earn a combined average score of 90% or higher on Reading and Math for the 4<sup>th</sup> grade academic year and first and second nine weeks of the 5<sup>th</sup> grade academic year. In addition, students must receive Mastered designation on the STAAR tests for 4<sup>th</sup> and 5<sup>th</sup> grade Reading and Math and have received all S's in conduct.

### **REDO WORK**

Students may have three opportunities each nine weeks to redo assignments/major grades for which he/she earned a grade of 69 or below. The three opportunities will include one major grade and two daily grades. The highest grade a student can earn on the "redo/retest" will be a 70. Parents must request the redo opportunity within one week of the grade being posted on HAC. A reteach opportunity will be provided by the teacher in the form of a small group lesson or a tutoring session. District Progress Monitoring Assessments (DPM) and district benchmarks are not included in the redo/retest opportunities.

### **TUTORIALS**

**Tutoring starts at 7:45 AM, students enter through the front door.**

The school offers in-class tutorial sessions for all grade levels. This includes tutorials during the day by the classroom teacher or other personnel. After receiving student data, your child may also be invited to attend before-school tutoring as it is needed. Transportation for before-school tutorials must be provided by the parent. If your child is invited to morning tutorials, we STRONGLY encourage that you make arrangements for your child to attend.

### **STUDENT SUPPLIES**

Students are asked to purchase school supplies from the Pope school supply list for their specific grade levels. Some of the materials are kept by the students and some are pooled to use collectively. Please replenish consumable supplies as needed.

### **TEXTBOOKS, LIBRARY BOOKS & HOME READERS**

Students have full responsibility for textbooks and library books issued to them. Students are required to use these books carefully. If a student loses a library book or home reader, then a notice will be sent home with the replacement cost for the book. Refunds will be made if books are found and returned after paying for the book.

### **TRANSPORTATION**

#### **ARRIVAL/DISMISSAL**

School doors open at 8:30 AM and doors are locked at 8:45 AM. If students arrive before 8:30 AM, there will be no supervision on the school playground. The school will not assume responsibility for children left unattended on the playground before school.

Please follow all dismissal procedures for the safety of ALL our children. The playground is closed from 8:30 A.M. until 4:15 P.M. or until all buses have departed from the campus. (This does not include recess and P.E.)

#### **CAR RIDER**

For your child's safety, and the safety of the other children, please obey all traffic laws upon your arrival and departure from campus. Please drive cautiously as you enter the school grounds by driving the speed limit and refraining from using your cell phone.

**Arrival:** Enter the car rider line at the back of the school by turning right off of Cypress Cove Park Drive. During arrival we have two car rider lines that are stacked in the school driveway. **DO NOT drive down the middle lane during arrival or dismissal times.** We will begin unloading cars at approximately 8:30 AM. Please pull all the way up to the stop sign at the end of the awning. This will allow staff to unload as many cars as possible. If you arrive after 8:45 AM, your child will be

counted tardy and a parent/guardian must walk their child into the front office to sign them in. In addition, after the 8:45 AM bell, the back door will be locked. Please do not drop off your child at the back of the building.

**Dismissal:** Please have your car rider number displayed from your rear view mirror. This allows our staff to quickly collect car rider numbers and thus speed up the dismissal process. Once in line, it is important to stay in your lane. Students are brought out to cars according to how they are lined up in order. **DO NOT drive down the middle lane during dismissal times.** Staff will be moving children between the two lines of cars to load students. This would create a very unsafe situation. If you do not have a **school issued car rider number** displayed, you will be asked to park and come in to sign out your child.

### **BUS RIDER**

Bus transportation is provided by the district for eligible students attending their home campus. We encourage parents to take advantage of this service. Students are only allowed to ride the assigned bus to and from their assigned bus stop. Requests related to after-school activities, such as sports, scouts, and sleepovers will not be approved. Students must have their school ID when riding the school bus. Parents are responsible for replacing a student ID badge when lost or broken for a fee of \$3. We enlist your support in working with your child concerning appropriate bus conduct. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus rules will result in parent notification through a bus report. Excessive bus reports may result in the denial of this transportation privilege. Information concerning student conduct on buses is detailed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*. *Bus Transportation Phone Number 281-463-5978*

### **WALKER**

We provide crossing guards for students who walk to and from school. Parents who choose to have their child be a walker assume full responsibility for their child's safe journey. All walkers will arrive and exit through the patio door, at the back of the building, and walk down the back sidewalk to exit the campus. We request that parents meet their walkers on the patio. We fear for the safety of younger students who leave our campus to meet their parent's car somewhere along the route home. We have had several instances where a parent has been running late and the child has returned to campus upset and afraid. We wish for all our students to arrive home safely. We ask that you take advantage of the car rider line, where we assume responsibility for your child until we place them in your car, or that you meet your child on the patio and exit the campus together.

### **BIKE RIDER**

Bike riders must walk their bike on all crosswalks surrounding the school. Bikes need to be parked at the bike racks at the back of the school grounds and all bikes should be locked. Bike riders shall enter and exit the school through the patio doors at the rear of the building. Pope Elementary assumes no responsibility for lost or stolen bikes and parents who choose to have their child ride a bike to school assume full responsibility for their child's safe journey to and from school.

### **INCLEMENT Dismissal**

If it is raining, students who walk or ride their bikes will be dismissed. However, in the case of "**INCLEMENT**" weather (**lightning in the area**), **student(s) will be placed on their assigned bus**, unless you have specifically chosen car rider as your child's dismissal method.

Please follow all dismissal procedures for the safety of **ALL** our children. **The playground and school grounds are closed for play from 8:30 AM until 4:15 PM** or until all buses have departed from the campus.

### **CROSSING GUARDS**

We will provide crossing guards for students who walk or ride bikes to school. Parents who choose to have their child walk or ride a bike to school assume full responsibility for their child's safe journey to and from school.

### **DAY CARE BUSES**

If your child is transported by a daycare bus, the day care is required to observe the same daily schedule as other modes of transportation. If your child's regular end-of-day transportation is a daycare bus, please be sure to always inform the daycare if your child will be going home a different way. This prevents a delay in releasing the daycare buses since the daycare is careful to check that they have all of their students before departing.

### **TRANSPORTATION CHANGES**

We encourage parents to keep student's mode of transportation home as consistent as possible. Parents must send a note to school regarding any transportation changes. In the case of an emergency, parents may fax a note to the school at (281

373-2341, a copy of the parent's driver's license MUST accompany the fax. In addition, parents may take a photo of their driver's license and email the picture of their driver's license with a note to pope@cfisd.net. If a parent chooses either of these options, **the parent must contact the front desk at (281) 373-2340 by 3:00 PM to inform us of your e-mail.** Due to the high volume of parent and student traffic at the front desk at the end of the day, email is not always checked till after 4:00 PM. **All transportation changes must be in writing therefore, changes over the phone will NOT be accepted.** All transportation changes should be made before 3:00 PM so that we may have adequate time to get a message to the teacher.

### **VISITATION AT SCHOOL ADULT VISITORS**

Please note, we have a visitor check-in system which requires all visitors, volunteers, and guests to show a valid driver's license or state identification upon entering the school. Each visitor's name will be processed through the RAPTOR database.

All parents and visitors must sign in when they arrive on campus and sign out when they leave. Visitors must wear a visitor badge at all times and make sure that it is visibly displayed at all times.

- To gain entry into the building, you must go to the front doors. Please ring the bell. Please state your name and purpose of your visit. Once the lock is released to let you in, you must report to the front desk.
- At the front desk you will sign in and get your ID badge. You will then be given access to the second secure door to enter the school.
- All visitors are required to carry their ID and should expect that their ID will be scanned upon each visit. This is for the protection of our children. The scanners are used to screen for registered sex offenders.
- All visitors are expected to wear the name tag that is printed and given to you. This sends the message to all adults and children in the building that you are a "safe" visitor.

Visits by parents or legal guardians to individual classrooms during instructional time are only permitted in accordance with district policy and with the principal's and teacher's approvals. The parents/guardians may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities. For this reason, you should:

- Contact the teacher and call the AP at least one day in advance to schedule your visit.
- After request to observe is granted:
  - o Sign in at the office and wear a visitor's tag.
- Sit at the back of the class or where the teacher directs you.
- Get in touch with the teacher at a later time if you have questions or comments. His/her full attention must be with the children during class time.
- Do not visit with the students or the teacher during class.
- Make other arrangements for your pre-school child/children.
- Observe no longer than twenty to thirty minutes in the classroom each semester

Visitors will not be permitted during testing (STAAR, Benchmarks, etc.) days.

### **STUDENT VISITORS**

Student visitors from other campuses are not permitted without the principal's knowledge and permission. This includes visits during lunch and dismissal times.

### **WATER BOTTLES**

Students are permitted to bring water bottles (filled only with water, not flavored additives) to school, provided that they use them responsibly. Water bottles must come to school filled.

### **WITHDRAWAL FROM SCHOOL**

In order to withdraw your child before the end of the year, you will need to notify your child's teacher and the school's attendance secretary. Two days' notice are needed to complete checkout procedures, which includes clearing your child's library and textbook records.

### **ADDITIONAL INFORMATION**

The CFISD Student Handbook and the Student Code of Conduct provide detailed explanations of additional topics. If concerns arise that are not addressed in one of these handbooks, please contact the appropriate grade level assistant principal..