



Emmott Elementary

Quick Reference Guide For Parents

11750 Steepleway Blvd.

Houston, TX 77065

Phone: (281-897-4500) - FAX: (281) 897-8333

School Colors: Red & White Mascot: Eagle

Other Telephone Numbers:

Registrar: 4503 Nurse: 4509 Library: 4508 Cafeteria: 4507

-A-

Address/Phone Changes: Student records must be kept up to date. Changes in address/phone number should be communicated to the front office.

Attendance: Students arriving after 8:05 a.m. are tardy. Attendance is marked daily at 10:00 a.m. Students who are absent should submit a written excuse (parent note or doctor's excuse) upon returning to school. Excessive tardies/absences will be referred to the district's truancy officer. Please be mindful that when a student is tardy or leaves early they miss key instruction and directions. Tardies and early releases also create a certain amount of disruption to the classroom environment.

-B-

Birthdays: Party invitations will only be dispersed by the teacher **IF PARENTS SEND ENOUGH INVITATIONS FOR THE ENTIRE CLASS**. Teachers will not "seek out" students in other classrooms in order to deliver invitations. Parents will have to find other ways to communicate with those students not in their child's homeroom. Due to the "Foods of Minimal Nutritional Value (FMNV)" policy, parents may not bring cakes, cupcakes, cookies, etc. for any child other than their own. Balloons or flowers should not be sent/brought to school. If a parent wishes to order cookies or ice cream from the cafeteria the following guidelines must be adhered to: the order should be made 1 month prior to the child's birthday (contact the cafeteria manager: Debbie Bechuck (281-897-4507); the order must be paid in full when requested; the order must include everyone in the child's classroom; if the child's account has a negative balance, the balance must be paid in full before the order will be processed. Please note that in order to ensure that instructional time is protected, parties for students or teachers are not allowed.

Breakfast: Students in grades K-5th may proceed through the breakfast lines beginning at 7:45 a.m. and eat breakfast in the cafeteria. Breakfast is not served after 8:05 a.m. (with the exception of late buses), and students are not allowed to eat in class. Breakfast can be purchased for \$1.00. Students should not bring in outside food for breakfast.

-C-

Cafeteria Services: Our Food Services Department will continue to use the computerized lunch account system. Cafeteria personnel have a quick and accurate access to your child's account. When your child's account becomes low, you will be notified by the Food Services automated system of the need to replenish the account. In addition, your child will receive a "sticker" to wear home as a reminder. Deposits may be made to the account by sending a check payable to "Emmott Elementary Cafeteria." As an added convenience, you may manage the account online via the **Parent Online** website located at www.parentonline.net. Lunch trays can be purchased for \$2.00. Other a la carte items are available for purchase at an additional cost. If forms for free and reduced meals are needed, please contact the cafeteria or front office. Reapplication must occur each year.

Cafeteria Rules: Lunch time allows students the opportunity to interact with their peers. However, with so many students in one location, noise level and behaviors can sometimes get out of hand. To help prevent this, cafeteria rules have been established. When in the cafeteria, we ask that students follow the guidelines set in place to maintain a conducive environment for all. When parents visit for lunch, we ask that they partner with us by encouraging your child/children to follow the system as well. Emmott's Cafeteria rules are 1.) *Use a 3 inch voice to assist with noise level,* 2.) *Exhibit good table manners.* 3.) *Use hand signals to obtain permission to throw away trash,* 4.) *At the five minute warning, classes begin cleaning up and students sitting at the parent or buddy table return to their homeroom table,* 5.) *Classes dismiss together.* Thank you for your support in our endeavor to make the cafeteria an enjoyable place for all.

Cell Phones/Pagers: Cellular phones and paging devices should be turned off when visiting class or attending a school presentation. Students should not carry cell phones during the school day. They may bring them; however, cell phones must be turned off and kept out of sight during school hours. If cell phones are visible, they will be confiscated and remain in the front office until the parent is able to come in to claim the phone and pay a \$15 administrative fee. NOTE: Parents may use their cell phone to take pictures of their own child with teacher permission. Parents should not be photographing any other students in the building.

Clinic: Should your child become ill or is injured at school, you will be notified and first aid procedures will be provided if needed. We ask that you pick him/her up promptly once notified of illness or injury. Students with a significant temperature or communicable disease will not be allowed to remain at school. Before returning, children must be free of symptoms/fever for 24 hours. The nurse will not call each time a child is referred to the clinic. She will use her professional judgment and notify parents when necessary.

Club Rewind: Club Rewind is the before/after-school care program designed by Cy-Fair ISD. Club Rewind will be located at Emmott. The program is fee-based and offers morning care, afternoon care, or a combination of both morning/afternoon. Morning care begins at 6:45. Afternoon care begins immediately after school and ends at 6:30 p.m. For more information about Club Rewind, please visit the district website, www.cfisd.net.

Communication: Establishing clear, open communication between school and home is a school goal. This requires the child to serve as the necessary link between school and home. Information you will receive via your child include: weekly take-home folders/reports, progress reports and report cards. It is important that you check your child's backpack daily. We ask that teachers respond to any type of communication within 24 hours. Please remember that your child's teacher is instructing your child throughout the day and may not have time to respond to communication until the end of the day. The **Home Access Center** is an electronic way to monitor your child's current grades. We recommend all parents regularly check the **HAC**.

Conduct: Student conduct is communicated through assignment sheets, planners, phone calls, conferences, office referrals, progress reports, and report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. At all times, students are expected to interact with respect for themselves, their peers, and adults in the building. The CFISD Student Code of Conduct can be found at www.cfisd.net.

-D-

Dismissal: Emmott has three different types of dismissal. The type of dismissal is determined by the school based on weather conditions at 3:05 p.m. **Regular Day** dismissal is what happens every day when the weather conditions are normal. **Rainy Day** dismissal happens when it is raining outside but there is no lightning detected in the area. Students can still walk or ride their bikes. **Inclement Weather** dismissal happens when there are strong winds, or thunder and lightning in the area. Parents will be notified of a change in dismissal through School Messenger. Parents can also call the front desk to ask about dismissal.

Dress Code: Students in violation of the dress code will be sent to the office to call the parent for a change of clothes. If the parent/guardian is unavailable, the student will spend the day in Discipline Management Class (DMC). Please refer to the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*, for more detailed information about student dress. Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. General guidelines for our Emmott students include:

- Shorts, skirts, and dresses must be mid-thigh length or longer.
- Students should wear shoes that allow for safe play during recess and P.E. class. Shoes with wheels or cleats are not permitted.
- Hats, scarves, and other head coverings are prohibited in the building unless it is for religious or medical reason.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to midriff tops that reveal bare skin on the mid-section of the body while standing or sitting, tank tops, tops with spaghetti straps, backless apparel, spandex shorts and oversized or baggy clothes. A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.
- Pierced earrings are allowed, but all other body piercing jewelry is strictly prohibited. Noisy, distracting, or excessive jewelry or accessories are prohibited.
- The student's hair style/color must not distract from or interfere with the learning environment.
- Body tattoos, permanent or temporary, must be covered at all times.
- Students are prohibited from wearing tear-away type apparel, dusters, overcoats, and trench coats.

If you question the appropriateness of an article of clothing, we ask that you not allow your child to wear it to school. It is an uncomfortable situation for both the staff member and the child when inappropriate clothing is worn to school.

-E-

Early Morning Childcare: Early morning childcare is available at Emmott through Club Rewind.

Emergency Care Card: It is imperative that parents complete and return the school emergency card. Changes should be updated in the front office. Person(s) who are listed on the emergency care are called in an "EMERGENCY", when parents cannot be reached. They do not have access to the child without written parent permission. That includes: siblings, grandparents, aunts, uncles, etc....

End of Year Placement: **Promotion:** State law mandates the following minimum performance standards for promotion from one grade to the next. (1) A composite grade of at least 70 in language arts (reading and language), mathematics, science, and social studies. (2) A cumulative grade average of 70 in language arts (reading and language) and mathematics. These grades must be calculated on the basis that the child is completing "on-level" work. In grades Pre-K through 1st, a student must be working "on-level" by the end of the year with an overall "S" in order to be considered for promotion. **Placement:** Students who fail to meet state promotion standards, but who are judged by a campus review committee to have achievement deficits that could be remedied at the next grade level without invoking retention may be "placed" in to the next grade level. **Retention:** Any student who fails to meet promotion standards set by the state or district will be screened for possible retention. NOTE: Students who meet promotion criteria may not be retained at any grade level, regardless of parent request.

-F-

Foods of Minimal Nutritional Value (FMNV): The Texas Department of Agriculture has created nutrition guidelines (Texas Public School Nutrition Policy) by which all schools must abide. According to the policy, an elementary campus may not provide access to

food or beverage to students anywhere on campus during the school day, unless it is provided through the school breakfast/lunch program or can be correlated with the curriculum. Under these new guidelines, parents, teachers, and others are prohibited from serving any food or beverage to students, including cupcakes, cookies, etc. during the school day.

-G-

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 grade. Specific criteria regarding grades will be shared by the teacher.

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

-H-

Homework: The goal of homework is to: (1) reinforce learned skills (2) establish good study habits. The parent's role in helping students achieve these goals is (1) to encourage students to establish a regular routine (2) to refuse to "rescue" the child when he/she fails to get back to school with homework (i.e. bringing forgotten homework to school, writing an excuse, etc.) This is an important, but often difficult component of helping students develop responsibility. (3) 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.

Honor Roll: Students in grades 2nd – 5th are eligible for honor roll. To earn honor roll, students must receive all A's or a combination of A's and B's on the report card. In addition students must maintain all S's in conduct and work habits.

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

-I-

Immunizations: Texas law requires certain immunizations before a student may attend school. These immunizations are listed in the Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct.

-L-

Late Work: At Emmott Elementary, it is expected that students will complete and turn in all assignments on time. Students may be required to stay in during recess to complete an assignment, or incomplete work may be sent home. Work should be graded "as is" prior to being sent home for completion. Grades may be reduced a maximum of ten points for being turned in late, unless the student refused to complete the work. Refusal to complete an assignment after intervention is provided may result in a grade of "0". Students will be held accountable for completing the assignment. "Needs Improvement" will be noted in the "Completes Class Work"/Work Habits section on the report card.

Library Books: Students are responsible for all library books checked out to them. Lost and damaged books must be paid for as needed.

Lost and Found: Lost and Found is located on the stage in the cafeteria. If an item is lost, students/parents are urged to check the lost and found. On the last Friday of each month, all unclaimed items will be disposed of or donated to a charitable organization.

Lunch: While parents may not bring food for other children they may provide food or beverages for their own child's consumption. Many parents treat their children to special lunches from outside restaurants occasionally. While we encourage you to reward your children with these special celebrations, we ask that if you are bringing your child lunch that you arrive on time. To protect instructional time, any student waiting on a parent ten minutes after lunch has begun will be sent through the cafeteria line. We also ask that when you come to eat with your student, that you only eat with your child, not friends of your child. Focusing on your child individually allows you to have quality time together. This is time that is priceless. NOTE: in order to teach and review cafeteria procedures and routines, lunch visitors are discouraged the **first two weeks of school**. In addition, lunch visitors will not be allowed during testing days.

-M-

Medication: If it is necessary that medication be administered to your child at school, the medication must be delivered to the school by the parent/guardian. In addition, parents must transport the medication home. Students are not permitted to transport or be in possession of any medication (over-the-counter or prescription). All medications must be in original containers.

Money: If you must send money to school for any reason, we ask that you send it in a sealed envelope that has been clearly marked with your child's name and the purpose for which the money was sent.

-P-

Parent-Teacher Organization (PTO): The school has an established Parent-Teacher Organization. One of the most important functions that this group performs is the organization of its Volunteers in Public Schools (VIPS) program. Parent volunteers are used in a variety of ways to enhance the education of students.

Parents Out of Town: If both parents are planning to be out of town, and the child will be staying with a friend or relative, please supply the school with pertinent information in writing. The information will help school personnel with transportation arrangements as well as any medical problems that may arise while parents are away. It is also advisable to give written permission to the caretakers to seek medical care.

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 P.E. teacher and 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.

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. Items include, but not limited to, electronic games/musical devices, walkie-talkies, pagers, cameras, radios, sunglasses, baseball caps, laser pens, trading cards, and other costly articles should not be brought to school. 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. Finally, students are prohibited from the engagement of distributing, trading, or selling items at school.

-Q-

Questions: Because teachers are not always able to get to a phone during the day, it is very helpful when parents send notes regarding questions. Teachers make it a habit of asking for notes each day and are happy to respond to any parent questions. If you would like to talk personally to the teacher, we ask that you call the front office and leave a message. The teacher will return your call as soon as possible.

-R-

Rainy Day Dismissal: In the event of a bad rain storm, Emmott will dismiss using our rainy day dismissal procedures. Car riders will still be dismissed through front entry way. We ask that parents remain in their car, so that we can get students through the line quickly. If your student is a walker or bike rider and you are picking them up by car, please follow the car rider procedure. If you are picking them up and walking/riding bikes home, please pick your student up at the assigned door. This will assist us in keeping traffic congestion at the front entry to a minimum. All students must have a rainy day transportation assignment. If your child is to walk home or ride their bike home come rain or shine, a parent must provide this direction in writing to the front office.

Recess: In accordance with our district recess guidelines all students participate in recess for 20 minutes daily, weather permitting. There may be times when a student misses recess due to an absence from school, a tutoring session with a teacher, etc...If a student will be missing recess on a routine basis, the parent will be notified.

-S-

School Hours: 8:05 am. to 3:20 p.m.

School Supplies: Each student enrolling at the beginning of the year will be responsible for purchasing all of the supplies listed. Many items are "pooled" for use throughout the year. Students should not bring supplies other than those on the school supply list. Consumables may need to be replenished throughout the year.

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.

-T-

Textbooks: Students have full responsibility for the textbooks issued to them. Students will be required to pay for lost, damaged, or defaced textbooks.

Transportation: Bus Rider: Bus transportation is available to all elementary students in our district. Each student that does receive bus transportation will be placed on his/her scheduled bus each day, unless written permission is received to allow other means of transportation. Students are not allowed to board another bus without written permission signed by the principal or his/her designee. We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions and will not be allowed. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. With the privilege of bus transportation goes the responsibility of each individual bus rider to exhibit safe behavior at all times. 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*. Car Rider: Those parents that provide transportation for their children are asked to use the appropriate drop-off/pick-up location which is at the front of the school. For the safety of our students, they should **NOT** be dropped off and left at the front or back covered areas before 7:45 a.m. Due to daily preparations that must be made by staff, students will be unsupervised if dropped off before 7:45 a.m. Club Rewind is available for

those parents needing morning or afternoon care. For more information, please visit the district website, www.cfisd.net. When picking up your child, we ask that you wait patiently in your car until he/she is released. **Day Care:** Day care vans unload and load along the side of the school nearest Paddock Way. NOTE: *Bike riders/Walkers – will be exiting from the door nearest the bike rack. Rainy Day Dismissal – refer to previous section entitled Rainy Day Dismissal.*

Transportation Changes: Parents must send a note to school regarding any transportation changes. Phone changes will **NOT** be accepted without clarification of identity. All transportation changes must be made before 2:45 PM, so that we may have adequate time to get a message to the teacher. **There will be NO transportation changes made after 2:45 PM.**

-V-

Visitors: For security reason, all visitors must use their driver's license to sign in. This will generate a name tag which must be worn at all times during your visit. Visits to individual classrooms during instructional time are permitted only with prior approval from school administration. Parents who wish to visit a classroom during instruction time should contact the child's teacher. The teacher will set up a date/time that will not be disruptive to any classroom activities. Student visitors are not permitted during the instructional day. School personnel may ask any person not having legitimate business to leave the premises.

-W-

Water Bottles: Students are permitted to bring water bottles (filled only with water) to school, provided that they use them responsibly. Water bottles must come to school filled. Students will not be allowed to refill them during the day.

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. A two day notice is needed to complete checkout procedures, which includes clearing your child's library and textbook records.

Revised on
1/18/2017