

# GWEN KEITH ELEMENTARY

20550 Fairfield Green, Cypress, TX 77433



## Student Handbook 2018-2019

School Phone number: 281-213-1744	Mascot: Cougar
Colors: Navy & Gold	School Hours: 8:45 - 4:00
Facebook: Keith Cougars	Student Arrival: 8:30 - 8:45
Twitter: @CFISDKeith #bekeith	Club Rewind: 6:30 a.m. - 8:30 a.m. & 4:00 p.m. - 6:30 p.m

## Who Can Help?

If you have questions about your child's school day, we are always happy to help you!

Name	Title	Concern	contact
	Your child's Homeroom Teacher	grades, classroom concerns, a good first start for other school concerns	(281) 213-1744
Catey Slusher	Attendance Secretary/ Registrar	Student registration, transfers, attendance records, bus information	(281) 213-1746 <a href="mailto:catherine.slusher@cfisd.net">catherine.slusher@cfisd.net</a>
Amelia Cardenas	Receptionist	School information, phone messages to staff, transportation changes	(281) 213-1744 <a href="mailto:amelia.cardenas@cfisd.net">amelia.cardenas@cfisd.net</a>
Patricia Zepeda	Principal's Secretary	School information, phone messages to principal	(281) 213-1752 <a href="mailto:patricia.zepeda@cfisd.net">patricia.zepeda@cfisd.net</a>
Shanie LaCoke	Assistant Principal - K, 2, 4, Life Skills	Student concerns, student schedules, discipline	(281) 213-1756 <a href="mailto:shanie.lacoke@cfisd.net">shanie.lacoke@cfisd.net</a>
Marla Tolls	Assistant Principal - 1, 3, 5, Life Skills	Student concerns, student schedules, discipline	(281) 213-1756 <a href="mailto:marla.tolls@cfisd.net">marla.tolls@cfisd.net</a>
Stefanie Harris	Instructional Specialist – Math/Science	Curriculum, tutorials	(281) 213-1744 <a href="mailto:stefanie.harris@cfisd.net">stefanie.harris@cfisd.net</a>
Kerri Dale	Instructional Specialist – Reading/Language Arts	Curriculum, tutorials	(281) 213-1744 <a href="mailto:karri.dale@cfisd.net">karri.dale@cfisd.net</a>
Nicole Carroll	Counselor	School adjustment concerns, STAAR, GT testing, parent groups, coping with family problems	(281) 213-1750 <a href="mailto:nicole.carroll@cfisd.net">nicole.carroll@cfisd.net</a>
Lisa Sudtelgte	Counselor	School adjustment concerns, STAAR, GT testing, parent groups, coping with family problems	(281) 213-1772 <a href="mailto:lisa.sudtelgte@cfisd.net">lisa.sudtelgte@cfisd.net</a>
Melissa Youngblood	Diagnostician	Special Education, Adaptive Behavior, and Life Skills questions and concerns	(281) 213-1751 <a href="mailto:melissa.youngblood@cfisd.net">melissa.youngblood@cfisd.net</a>
Jill Walther	Speech & Language Pathologist	Questions and concerns about speech and language	(281) 213-1744 <a href="mailto:jill.walther@cfisd.net">jill.walther@cfisd.net</a>
Diana Blanks	School Nurse	Student illness, student medications, immunization records and requirements	(281) 213-1748 <a href="mailto:diana.blanks@cfisd.net">diana.blanks@cfisd.net</a>
Liz Budnek	Media Specialist	Lost library books, book fairs, and library concerns	(281) 213-1757 <a href="mailto:elizabeth.budnek@cfisd.net">elizabeth.budnek@cfisd.net</a>
Sabiha Musaji	Cafeteria Manager	Lunch ticket information, food services concerns	(281) 213-1747 <a href="mailto:sabiha.musaji@cfisd.net">sabiha.musaji@cfisd.net</a>
Sheila Lewis	Cy-Fair Transportation Westgreen Center	Bus transportation questions or concerns	(346) 205-8422 <a href="mailto:sheila.lewis@cfisd.net">sheila.lewis@cfisd.net</a>
Dawn Tryon	Principal	General concerns, suggestions or staff recognition	(281) 213-1752 <a href="mailto:dawn.tryon@cfisd.net">dawn.tryon@cfisd.net</a>

# SCHOOL POLICIES

## ALLERGIES

According to the Texas Education Code Chapter 25, Section 25.0022 a district upon enrollment of a child in a public school, shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under court order:

1. Disclose whether the child has a food allergy or severe food allergy that, in the judgment of the parent should be disclosed to the district to enable the district to take necessary precautions regarding the child's safety
2. Specify the food to which the child is allergic and the nature of the allergic reaction.

The form will be kept confidential and placed in the student's cumulative folder.

## ADDRESS/PHONE CHANGES

In case of emergencies, it is very important to keep student records up-to-date. Please remember to update your information in School Messenger or send a signed note to the front office when address or phone numbers need updating. One note can be sent to change our nurse's emergency procedure card and all school records. You may also add persons to your child's emergency call list by sending a note to the school.

## ATTENDANCE

Daily attendance is marked by the homeroom teacher **at 10:00 a.m.** Students in attendance at that time are counted present for the day. If students are not physically present at the time, they must be counted absent for the entire day. State funding is allocated in accordance with student attendance, so accuracy in accounting is mandatory.

*A written excuse from parent/guardian is required for all student absences.* The note should be brought to the front office on the day the student returns following an absence. Notes from physicians are not usually required but can be required by the school if excessive absences are a concern of the school.

Students who leave from or return to school because of a doctor's appointment may be counted present if they meet the following criteria:

1. They furnish a note from the doctor confirming their appointment.
2. They satisfactorily complete any schoolwork missed.

A student may not receive credit for a course unless he/she has been in attendance for at least 90% of the days the class is offered during the semester or is successful in appealing the loss of credit as provided in the [Cypress-Fairbanks Independent School District Student Handbook and Code of Conduct](#). Parents will receive a court warning letter if a student has 3 or more unexcused absences in a 6 week time period. Parents will also receive written notice from the registrar following their child's tenth absence. See the section titled "Grading" and <http://www.cfishd.net/en/parents-students/registration/compulsory-attendance-law/> for further information.

## **BIRTHDAY/PERSONAL RECOGNITION**

Birthdays are special days in a child's life. Parents may bring a special birthday treat, such as a cupcake, cookie, etc. for their child only during lunch time if visitors are allowed on that date or send one in their lunchkit. However, in order to comply with federal and state laws regarding Foods of Minimal Nutritional Value (FMNV) and district policy, birthday treats may not be provided for other students. Balloons, gifts or flowers should not be sent to school for any occasion.

Birthday invitations may be passed out at school if every child in the homeroom receives an invitation. Individual invitations may not be delivered to classmates or students in other homerooms. Parents who join the PTO will receive a student directory to assist in mailing individual party invitations outside of the school.

## **BREAKFAST**

Breakfast will be available for those students who wish to participate in the district breakfast program beginning at 8:30. Students in grades K-5 will use the Grab-n-Go program and eat breakfast in their classroom.

Student ID badges are now used to purchase breakfast and lunch. Cafeteria personnel have quick and accurate access to your child's account balance and will notify your child when the funds in his/her account have been depleted. If you would like to view your child's account, add money to the account, or manage your child's purchases, please go to the SchoolCafe' (formerly known as ParentOnline) system at <https://www.schoolcafe.com/> for information. Copies of the food service monthly breakfast or lunch menus can be obtained by checking with the Food Service website at <http://www.cfid.net/en/parents-students/food-service/menus/>. Forms for free and reduced meals are available through the cafeteria or front office.

## **CELL PHONES**

Parents and visitors are requested to turn off cell phones when visiting a class or attending a school presentation.

The Student Code of Conduct regarding student possession and use of cell phones applies to both the school campus and school bus.

During the **instructional school day**, students are prohibited from using all telecommunication devices such as cell phones. Such devices must not be visible and must remain turned off during the instructional school day. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

**Exception:** Teachers have the authority to allow students to use electronic devices, such as, but not limited to, cell phones, Kindles, iPods, and iPads for instructional purposes within the confines of the classroom.

*In accordance with Texas Education Code Section 37.082, the device may be confiscated and returned to the owner after a \$15.00 administrative fee is collected. Failure to relinquish the communication device to school personnel when asked to do so or repeated violations may result in additional disciplinary action, including confiscation of the device for a period of time up to the remainder of the school year.*

**Note: Parents are requested not to contact their child during the instructional school day via cell phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance.**

Students may not possess items at school that school personnel deem to be a distraction to the general learning environment or the student's own learning environment. Belongings that might be lost or stolen, such as, but not limited to, cell phones, headphones, cameras, games, iPods and iPads,

are the responsibility of the student. **District personnel will not assume responsibility for damaged, lost or stolen items.** Because cell phones/paging devices are brought at a student's own risk, the Cy-Fair ISD Police Department will not investigate or file theft reports for students or parents for the loss of a cell phone/paging device at school.

### **CHECK-OUT/WITHDRAWING**

If you find it necessary to withdraw your child from enrollment at Keith before the end of the school year, you will need to notify the attendance secretary. Two days are needed to complete the checkout procedure. All textbooks and library books must be returned or paid for prior to withdrawing from school.

### **CLINIC/MEDICATIONS**

MEDICATION POLICY - Cypress-Fairbanks ISD policy allows school nurses and other school employees to administer medication to students during school hours should medication be necessary to keep a student in optimum health and to maintain maximum school performance under the following conditions:

- The school district has received a written request to administer medication from the parent, legal guardian, or other person having legal control of the student.
- **Prescription Medication** must be prescribed by a healthcare professional and must be delivered *in the original container* properly labeled with the child's name, name of the medication, administration time, and dose.
- **Non-prescription Medication** (over the counter and cough drops): Non-prescription medication must be *in the original container* clearly labeled as to content. Student's name and directions for time/dosage shall be provided by the parent /guardian at the time the request to administer the medication is made.
- **Transportation and Storage of Medication:** All medication must be brought to the clinic by the parent, guardian or other responsible adult and shall be secured there at all times. **Students will not be allowed to carry medication during the day.** A doctor's note is required to be on file in the clinic for any emergency medication a student may need to carry, such as insulin, inhalers and epinephrine pens.
- In the event that 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 shall so notify the principal. Upon receiving such notification from the school nurse, the principal shall notify the parent in writing that no further administering of the medication shall be done by school employees without a written authorization from a person licensed to practice medicine.

EXTRA CLOTHES - If your student is in kindergarten or first grade, always keep a change of clothing that is appropriate for the weather in your child's backpack. There are many reasons for the need to change. These include falls in mud, nosebleeds, spill in the cafeteria, restroom accidents, and rips in clothing during PE and recess. If your child has a health condition which could cause a need for a clothes change, you may leave a change in the clinic. If your child has clothing at school, a change can get them back to class quickly and will prevent you from having to leave work. Athletic shoes are the best type of shoe for your child to wear to school. They have recess every day and must have athletic shoes for PE.

COMMUNICABLE ILLNESSES - Parents are urged to keep ill children at home. For the health and safety of all students and in accordance with the Texas Administrative Code Chapter 97 rule 97.7, students who have a **temperature at or above 100.0 F** must be excluded from school until fever free for 24 hours without the use of a fever suppressing medication. Additionally, students with **diarrhea** must be excluded from school until diarrhea free for 24 hours without the use of a diarrhea suppressing medication. The best way of preventing transmission of illness is through **good hand washing**, coughing into elbow and limiting exposure to those who are ill. If your student has a fever, has diarrhea or is vomiting, please keep them at home. The only exception is a signed statement from your doctor that the student is **not contagious**. More information can be found here:

<http://www.cfisd.net/en/parents-students/health/keeping-sick-children-home/> The most common illnesses and recommendations are listed as follows:

- **Chicken pox:** Return when lesions crusted over and fever free for 24 hours without the use of a fever suppressing medication.
- **Conjunctivitis (bacterial and/or viral): Also known as Pink Eye.** Excluded from school until signed physicians statement that no longer infectious, after prescription medication has been initiated or no symptoms of infection.
- **Diarrhea:** Must be excluded from school until diarrhea free for 24 hours without the use of a diarrhea suppressing medication.
- **Fever of 100.0 or greater:** Excluded from school until fever free for 24 hours without the use of a fever suppressing medication. Students with fever and/or diarrhea must be picked up at school. They cannot be sent to daycare or on the bus.
- **Head lice:** Head lice occur throughout the year. They are spread by head-to-head contact, sharing items used or placed on the head or from shared surfaces like pillows, upholstered furniture, or car seats. Signs include persistent itching of the head and back of neck and nits (eggs) in the hair. District policy excludes students with live lice. Students found to have lice must be picked up from school immediately. Once treated, the student should come to the clinic to be checked. After confirming that the student is free of live lice, they may return to class. The best prevention is to check your child's head at least once a week.
- **Impetigo:** Return when treatment has begun.
- **Flu:** Return when symptoms subside and must be fever free for 24 hours without the use of a fever suppressing medication.
- **Ringworm:** All lesions must be covered and under treatment.
- **Staph infections:** Keep lesion covered with clean dry bandage and seek treatment. Must be fever free for 24 hours without the use of a fever suppressing medication.
- **Strep throat:** Return after 24 hours from the time treatment began and must be fever free for 24 hours without the use of a fever suppressing medication.

PE/RECESS PARTICIPATION -Participation in PE is mandated by the state. If your child cannot participate in PE or go outside due to illness or injury, please send a note to your child's teacher. If the illness or injury will extend beyond 3 days, a doctor's note will be required. The student should bring the note to the clinic first thing in the morning and The student will receive an orange sticker for NO PE/RECESS. Please note that, if your child cannot participate in PE, he/she cannot participate in recess.

ILLNESS OR INJURIES - All children that are injured or ill will be sent or brought to the clinic for evaluation and first aid. Parents are not routinely notified of clinic visits. If there is an injury to the head/face, the student has been to the clinic twice with the same complaint or in the nurse's opinion should be seen by a physician, the parent/guardian will be notified. If you are called to pick up your ill or injured child, please pick up in a timely manner. Please keep your contact information up to date so that notification will not be delayed.

### **CLUB REWIND**

Club Rewind is the fee-based before/after school care program designed 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 school and operates until 6:30 p.m. The children are divided by age/grade and participate in a variety of games and activities. Children will have a great time in either program or both! In addition, all day programs are offered on specific days the campus is closed to students (Day-Camps). Please check out our website at <http://www.cfisd.net/en/parents-students/community-programs/club-rewind/> for more details and pricing information or call (281) 807-8900.

### **COMMUNICATION**

Establishing clear, open, and efficient communication between school and home is our goal at Keith Elementary. Keep up to date with the latest news and information on the Keith Cougars Facebook page at: <http://www.facebook.com/keith.cougars> and follow us on Twitter @CFISDKeith #be keith

Information about your child's classes can be found on each teacher's webpage. Teacher webpages will be updated every Friday.

Information may be sent to specific grade levels on any given day. For that reason, you are requested to check each of your children's backpacks daily.

Parents may communicate with teachers through email. District guidelines will be followed regarding the type of information that can be shared through email. Specifically, teachers may use e-mail to communicate:

- Upcoming events specific to a teacher's classroom
- Class assignments (book reports, projects, tests, etc.);
- Deadlines for various school activities
- Scheduling of parent conference requests;
- Specific requests for grades by a parent
- Positive social interactions with classmates as long as other students' names are not mentioned.

District Guidelines prohibit school personnel from communicating the following information with parents via e-mail:

- Discipline situations;
- Student behavior;
- Any information related to another student because of FERPA (Family Educational Rights to Privacy Act) guidelines.

Additionally, e-mail cannot be accepted in the following situations which would normally require a parent signature, such as:

- ✓ absence from school excuses;
- ✓ medication administration permission;
- ✓ permission to stay for after school tutorials;
- ✓ early release from school; or,
- ✓ field trip permission slips.

Teachers may only check their email during non-instructional times and often have meeting or conferences scheduled during these times. Thank you for understanding that teachers will return e-mails as quickly as possible, typically within 24 hours.

In addition to the scheduled October conferences, parents should contact the teacher any time concerns arise. It is always best to e-mail the teacher or call the school office and leave a message for the teacher to call you when you wish to schedule a conference or to talk to the teacher by telephone. The teacher will return the call as soon as possible, typically by the following day.

## **FOOD ALLERGIES**

Protecting students from exposure to allergens to which they are sensitive is the most important way to prevent life-threatening anaphylaxis. We must promote safety in the following areas: the cafeteria, all classrooms, hallways, common areas, buses and on field trips. Should an exposure occur, we have procedures in place to respond appropriately.

Parents should fill out the appropriate forms at the beginning of each school year regarding food allergies. These forms include Request for Food Allergy Information, Keith Health Awareness Information, Student Diet Modification Form and Emergency Action Plan and Request for an Allergen Free Table.

Teachers will be notified of students with life-threatening food allergies. Teachers will inform parents and school nurse of any event where food will be served. For class parties alternate foods will be offered for these students. Parents will be allowed to provide an alternate food if preferred.

Students should keep their snacks and lunch boxes separate to avoid cross-contamination. Students will not be allowed to share or trade food. Students should not eat anything with unknown

ingredients or known to contain any allergen to which they are allergic. Students should notify an adult immediately if they eat something they believe may contain a food to which they are allergic. All students are encouraged to wash hands before and after snacks and lunch. A “allergen free” table will be provided for students who wish to use it.

Parents should return the appropriate forms with the medications recommended for treatment of exposure as soon as possible to the opening day of school.

### **FOOD IN THE CLASSROOM**

Changes in the legislature were made this year to allow for certain foods to be used as a reward in classrooms along with continuing to allow elementary classrooms to provide one nutritious snack per day under the teacher’s supervision. Reward foods must meet smart snack criteria and can be earned through a token, ticket, or voucher system. A list of healthy classroom snack suggestions can be found at <http://www.cfisd.net/en/parents-students/food-service/smart-snacks/> All other foods exchanged for money, tokens, or tickets are prohibited during the school day. A snack may be in the morning or afternoon but may not be at the same time as the meal period for that class. The snack may be provided by the teacher, parents or other groups and should be at no cost to the students.

### **FORGOTTEN WORK, COATS, BOOKS, LUNCH KITS, ETC.**

Students who have forgotten their class work, homework, or projects will not be permitted to come to the front office during the day to call home. Students are encouraged to get their things prepared the night before so items are not left at home the next day. If you notice that your child’s class work, homework, projects, or supplies are left at home, you may bring it to the front desk and it will be delivered to your child’s classroom as soon as staff is available. Points may be deducted if it is considered late.

The school doors are locked and staff is dismissed shortly after school. Please encourage your child to remember to pack up important things before they leave the campus. Lost and found items are placed on the stage in the cafeteria. Each nine weeks unclaimed items are donated to charity. Students and parents are not allowed in the classroom areas before or after school without a staff member.

### **GRADING POLICY**

#### **Primary Grades**

Kindergarten and First grade students do not receive numerical grades. Content grades in Kindergarten are reported with a check (✓) to show skill mastery or a dash (-) to indicate the student was unable to demonstrate skill mastery. First grade students are graded with an E (Excellent), S (Satisfactory), or N (Needs Improvement). In all grades, grades for art, music, PE, conduct and work habits will be indicated with an S or N.

#### **Grades 2-5**

Student achievement in the mastery of grade level TEKS will be reported to parents on a nine-week schedule. Report card information will include grades, work/study habits, special program services, conduct, and end-of-year placement decisions. Conduct, work habit, PE, Art and Music grades are recorded with an S or N.

The following code is used to reflect academic performance through the use of numerical grades:

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

D = 70% - 74%

F = 0% - 69%

#### **Grade Calculation**

- Students should receive a combination of daily and major grades. *MAJOR grades* will be weighted in the gradebook at 30%, and *DAILY grades* will be weighted at 70% in Reading, Math and Science. Language Arts daily grades will be weighted at 60%, major grades at 30%, and spelling grades at 10%. Social Studies will be taught through integration in Reading and Language Arts, therefore all Social Studies grades will be weighted equally.



- Major grades may include Benchmarks, DPMs, Quizzes, Projects completed at school, Unit Tests, and checkpoints.
- Any part of an assignment taken for a grade must be completed at school. Therefore, homework will not be recorded for a grade and will count towards work habits.

### **Homework Policy**

- A student will receive an 'N' on his/her report card for "Completes Homework" when he/she has not turned in 3 homework assignments in the 9 weeks. (Please note, this is *any* three assignments in a single content area, not 3 consecutive weeks.)
- Parents will be notified prior to the child receiving an 'N.' When a student has missed their 2nd homework assignment, the teacher will notify the parents to inform them that the next missed assignment will result in an 'N' on the report card.

### **Makeup Work**

District policy for student make-up work due to an absence is as follows:

- Students shall be expected to make up assignments and tests after absences.
- Students shall receive a zero for any assignment or test not made up within the allotted time.
- Students shall have the number of days equal to the number of days missed to complete the make-up work.
- Students shall not be given make-up work in advance of anticipated absences; however, if a student is absent for longer than three days, parents may arrange with the teacher to pick up missed work at appropriate intervals.
- Students shall be permitted to take tests administered in any class missed because of absence.
- For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

### **Redo/Retake**

District policy permits a student a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. The following criteria should guide retest/redo practices:

- A student may have three opportunities each nine weeks to redo assignments/major grades for which the student earned a grade of 69 or below.
- Because our campus weights grades, the three opportunities will include one major and two daily grades.
- The highest grade a student can earn on a "retake or redo" will be a 70.1. A student may not earn a grade lower than the original grade.
- Assignment retakes must be completed 1 week prior to the end of the current 9 week grading period. Retake requests will not be accepted during the last week of the 9 weeks.
- Prior to retesting/redoing, an intervening action plan should be created (teacher directed). Examples include: re-teaching; tutorials before, during, or after school; study guide taken home; etc.
- *DPMs or Benchmarks are not included in the retest/redo opportunities.*

### **Makeup Lab**

Keith Elementary offers the opportunity for students to utilize a Makeup Lab to complete work. This may be work that was not finished in class or work that was missed while absent. Students should fill out the form and teachers will attach this form to any unfinished assignment. Teachers will inform students of the make-up deadline and students will be responsible for deciding when they will complete the work. The following choices will be available to students:

- Working lunch: sit at a quiet table, eat and finish your work
- Working recess: take all supplies to the playground and work
- Before school: 7:45 (Monday & Wednesday)
- Accepted the grade: incomplete responses will be counted incorrect

Grades will be recorded in the gradebook if the student chooses not to complete the work (the last choice). If any of these are not an option for your family, please discuss the allowable options with your son/daughter so they can make an appropriate choice.

### **Progress Reports**

Midway through the nine week grading period, a notice of progress will be sent in Friday folders to the parents/guardians of students. The return portion at the bottom acknowledges that you have received the progress report. Upon receipt of the progress report, please sign and return the acknowledgement to your child's homeroom teacher the following school day. The progress report reflects the grade at the time of printing. Grades viewed on the HAC reflect the most current progress. Parents will be contacted by the classroom teacher if a failing average occurs after progress reports have been issued.

### **HONOR ROLL**

Students in grades 2, 3, 4 and 5 will be eligible for the honor roll. Regular Honor Roll requires a student to have at least 3 A's & 2 B's for the nine weeks. To qualify for the Distinguished Honor Roll, a student must have all A's for the nine weeks. Both Honor Rolls require all S's in Conduct and Work Habits.

### **I.D. BADGES**

All students will be issued two i.d. badges. One badge will be attached to the backpack, and one will remain in the classroom. These badges will be used to access the school bus and purchase breakfast and lunch on campus. The badges also provide parents the opportunity to know when their child has entered and exited the bus. Parents may sign up on [www.zpassplus.com](http://www.zpassplus.com) for this access. If the badge stops working and is undamaged, the campus will replace the badge. In the event that the badge is damaged by the student, the cost for replacement is \$5.

### **LUNCH**

**Beginning of the year** –While parents are always welcome at Keith, we will have visitor-free days for the first two weeks of school for all grades. This will allow teachers to establish lunch routines and procedures. Thank you for understanding the importance of establishing consistent routines and procedures during lunch. Parents are welcome to drop lunch off for their child in the front office.

After the second week of school, parents are welcome to visit their child during lunch. If you are planning to eat with your child, we ask that you follow a few guidelines:

- Check in at the front and get a visitor's sticker.
- Enjoy lunch with your child at the designated "Visitor's Table."
- Friends will not be able to join your child for lunch at the "Visitor's Table."
- Sharing or bringing lunch for other students is not permitted due to food allergies and legal restrictions. Food may only be brought for your own child.
- **Send a note if you intend for anyone other than a parent/guardian to have lunch with your child.**

Students who have forgotten their lunch at home will be permitted to come to the front office before announcements to call home. Parents are also asked to drop off forgotten lunches at the front desk and fill out a form. Forgotten lunches will be tagged and held on the stage where students may pick them up during their lunch period.

### **Lunch times are as follows:**

Kindergarten: 12:00–12:30

First Grade: 11:30 – 12:00

Second Grade: 11:00 – 11:30

**PARENT – TEACHER CONFERENCES**

At any time throughout the year, you may request a conference with your child's teacher. In addition, school will be dismissed for the entire day in early October to enable teachers to have time to meet with all parents on a designated conference day.

**PARTIES**

School parties will be held twice yearly. The first party will be prior to winter break and the second will be on the last day of school. Parents are welcome to attend the parties. School-aged children are not permitted. This includes children who may have been checked out from other campuses (i.e. middle school or high school), visiting from out of state, or who may be home-schooled. Homeroom parents will organize the food, drinks, etc. for each party. Please feel free to contact your child's homeroom parent if you would like to help contribute to either party.

Valentines will be exchanged on Valentine's Day. Individually-wrapped, store-bought candy may be attached to Valentine's cards, however, due to FMNV regulations provided by the Texas Department of Agriculture and CFISD, candy may not be opened or consumed during school hours. Students may eat their Valentine treats once they get home.

**PERSONAL PROPERTY**

Backpacks may be used to carry materials to and from school. Please label lunch kits, sweaters, and other personal items your child brings to school. This will assist us in identifying lost or misplaced items.

Any money sent to school with a student for payment of pictures, book fair items, etc. should be enclosed in an envelope clearly labeled with your child's name, homeroom teacher's name, and the purpose for which the money is intended. This will help ensure the money gets to the place it was intended to go.

Students should not bring school supplies other than those on the school supply list. Cameras, radios, toys, tape recorders, and other personal items should not be brought to school. We cannot be responsible for valuables being lost or stolen. Such items will be taken up and held in the office for pick up by parents.

**REGISTRATION**

Students who are new to Cy-Fair I.S.D. need to complete an enrollment packet in the office and provide the documentation necessary to allow them to enroll and attend school. All Keith students will receive a beginning-of-school packet, which includes necessary forms to be completed, signed and returned to the homeroom teacher. These will be sent home with each child the first day of school. Your prompt attention to these forms will be greatly appreciated. If your personal information should change during the year, please update your information in School Messenger and/or notify the registrar.

**RELIGIOUS OBSERVANCE APPLICATION**

The school district is authorized by the State of Texas to excuse a student to observe holy days when it is a tenet of their faith. Parents or guardians must provide written request that would identify the dates of the holy days to be observed. In addition, the student(s) may be allowed to be excused for one day for traveling to the site and one day for returning to their residence. Reasonable time (usually a number of days equal to the days absent) will be allowed for students to make up work missed. Failure to make up work will cause the student to be charged with the absence. An application form, available through the attendance office, must be received by the teacher in advance of such absence.

## **SCHOOL EVENTS**

School-age children will not be allowed to check out and attend sibling events held on campus, such as, Field Day, music performances, grade level activities, parties, etc. In addition, school-age children who may have been checked out from other campuses (i.e. middle school or high school), visiting from out of state, or who may be home-schooled may not attend these events.

## **SCHOOL HOURS**

School hours are 8:45 to 4:00. Students may enter the building no earlier than 8:30 am. All students are expected to be in class no later than 8:45. Students who arrive after 8:45 will need to be checked in at the front desk by a parent/guardian. The receptionist will issue your child a tardy slip that will allow them to be admitted to class.

## **SCHOOL MESSENGER**

SchoolMessenger, the district's mass notification system, will keep you informed about district and school activities, attendance, transportation and food service; and, most importantly, accurate, real-time information during an emergency situation. This system is designed to send phone calls, emails and text messages, allowing you to select how you prefer to be contacted. You may update your contact information to ensure that we have the most current information on file. The system also works like a mailbox, giving you a place to review messages you may have missed.

The easy, one-time process requires only three things for parents:

- The ID number for each student in the family;
- The primary phone number on file with the school(s); and
- A valid email address.

Registration information can be found here:

<http://www.cfid.net/en/parents-students/contacts-communications/schoolmessenger/>

## **SCHOOL SUPPLIES**

The school supply list is provided to meet student needs in the most economical and effective manner possible. Some of the materials are used collectively, and some of the items are used in the art room. Student supplies are generally collected and stored in the classroom.

## **STUDENT CONDUCT**

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. Keith Elementary utilizes the Positive Behavior Intervention and Supports (PBIS) to provide an operational framework for achieving these goals.

Keith staff created a matrix of what the behavioral expectations will look like and sound like in all areas of the school. The Keith ROAR matrix focuses on showing Respect, being On-Task, having a positive Attitude and being Responsible (ROAR).

At Keith, the attainment of responsible citizenship, like academic achievement, is viewed as a developmental process which requires time and practice to master. This task is approached in a systematic way, placing emphasis on reinforcement of positive behavior and consequences for negative behavior.

Specific information on student conduct is detailed in the Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct at the following:

<http://www.cfid.net/en/parents-students/academics/student-code-conduct-handbook/>

## **STUDENT DRESS CODE**

Students and parents are expected to utilize good judgment when selecting clothing for school wear. We enlist your help in discouraging disruptive or inappropriate clothing as school attire. With consideration of our goal in providing the ultimate learning environment for all Keith students, there are several items of clothing that will **not** be permitted in school.

**Items NOT permitted are:**

- Pants/shorts: biker shorts, tights or leggings (unless covered by another piece of clothing to the mid-thigh), mini-skirts. Shorts and skirts that are of appropriate length (mid-thigh) may be worn.
- Shirts/tops: spaghetti straps, strapless, tank tops with less than a 2" wide strap at the shoulder, sleeveless apparel that is revealing, low-cut or backless apparel/halter tops.
- Shoes: Flip-flops
- Other: Hair colors and styles that are *distracting to the learning environment*, clothing may not be too tight, loose, revealing, or sagging.

If there is a question concerning the appropriateness of a student's attire, the teacher will ask the student to see an Assistant Principal. The Assistant Principal will then refer to the Cy-Fair District Code of Conduct, the Cy-Fair Student Handbook, and the Keith Student Handbook to determine whether the attire is or is not appropriate. At that time, the action taken will be in accordance with the guidelines contained in the booklet. If you have any questions or concerns that an item of clothing may not be appropriate, please do not allow your child to wear it and consult the teacher or Assistant Principal.

**TAKE-HOME FOLDERS**

Students will bring their work home each Friday in a folder. Parents should remove your child's completed work, review it, and supervise your child in making any requested corrections. Folders should be returned to school on Monday.

**TEXTBOOKS/LIBRARY BOOKS**

Students will be required to pay for lost, damaged, or defaced textbooks and library books that are checked out to them.

**TARDINESS**

The school day officially begins at 8:45. It is extremely important that each child arrives at school on time daily. The first fifteen minutes of any class is a very important part of the period. Parents must sign students in who arrive after 8:45. Students will then be given a pass to enter class late. After 5 tardies, a letter will be sent home notifying parents of those tardies. After 10 tardies, the student will be referred to the truancy officer. We appreciate your help in getting your child to class by 8:45 a.m.

**TRANSPORTATION**

Please refer to specific transportation procedures sent to all parents prior to the beginning of the school year. Information regarding transportation can be obtained all year by accessing the campus website and looking under Parents and Students, Transportation.

**School Bus:**

Each student will be placed on their scheduled bus unless written permission is received to allow students to be a car rider or hiker/biker. Since it takes approximately three weeks for bus drivers and students to become familiar with routes and establish routines, the bus may be later than normal these first weeks. We appreciate your patience as we go through this process.

Students on a district approved transfer are ineligible to receive CFISD bus service. Transfer students are also ineligible for district bus service provided to and from childcare establishments within the school's attendance zone (including in home care providers).

Board policy (Transportation Management, Student Transportation, CNA Legal, Designation of Child-Care Facility or Grandparent's Residence) and the Texas Education Agency (T.E.A.) guidelines for transportation funding eligibility both make an allowance for parents to establish their student's transportation address as one of the following;

1. Residence

2. State recognized (Department of Family and Protective Services licensed, certified or registered) and parent designated child care provider
3. Grandparent's home (when the grandparent is responsible for providing before and after school care).

Note, the campus may request parent or guardian to provide birth records as a source of confirming the relation of the grandparent to the student.

Students are only allowed to ride their assigned bus to and from their assigned bus stop (*one of the above three parent-designated locations*). Any change in that assignment can be made only on an emergency basis if a request is submitted by the parent in writing and it is approved by school personnel or designee. Requests related to afterschool activities, such as sports and scouts cannot be approved (Student Handbook HB-36).

Thank you for your assistance in helping us to remain in compliance with district policy and T.E.A. transportation funding guidelines.

Students will not be permitted to board a bus that they are not zoned for without written permission signed by the principal or designee. This includes students who desire to ride a bus that they are not assigned to for play dates, to attend clubs or organizations, etc. **Temporary transfers from one bus to another will not be allowed.**

We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that bus misbehavior can lead to unsafe conditions and will not be allowed. Students should exhibit respect to the bus driver and courtesy to fellow passengers during their bus ride, and when entering and exiting the bus.

Should failure to observe safe bus rules occur, parents of students involved will be notified by a bus report. The consequences for inappropriate bus behavior occur in graduated levels according to the severity of the infraction; therefore, a first offense could result in either a written warning or denial of bus transportation privileges. For further information about the district bus rules, see the Department of Transportation website at <http://www.cfid.net/en/parents-students/transportation/transportation-information/>

The school bus loading zone is located at the left front staff parking lot. To ensure the safety of our students, all car riders are required to use the right front parking lot. Signs are posted at the entrance of the lot designating it as a "bus loading zone". Cars that park in this area during arrival or dismissal will be asked to move and failure to do so could result in adverse actions.

**Car Riders:** Students who will be picked up at afternoon dismissal as a car rider more than 3-5 times per year will need to register for a car rider number. The form can be obtained from our Keith App or requested by calling the front desk.

Car riders will load and unload from the right front driveway. Parents who bring their children to school in the morning must drop them off by 8:45 a.m., entering the driveway to the front right of the building, and following school procedures. Parents who enter the building in the mornings with their children must park in the right front parking lot and enter the school through the front door, check-in at the front desk, provide a driver's license for identification, sign in and obtain a visitors' sticker.

The car rider line will end at 8:45. The doors to the cafeteria will be closed and staff will not be available to unload cars. Students who arrive after 8:45, or when the cafeteria doors are closed, are considered tardy and must be escorted to the front office by their parent/guardian. Parents must sign their child in to school. Students will be given an "admit to class" pass to give to their teacher, indicating they have checked in at the front office.

Daily car riders will be dismissed in the afternoon from the car rider area, located on the right side of the school. Procedures are in place to ensure the safety of students, staff and parents. Parents will wait in their car and follow the car rider route as indicated by Keith staff. Please wait inside your car for your child to be released. Place the car tag number issued by the campus on your rear view mirror and keep the number there until your student is loaded and you exit the campus parking lot. Staff members will call for students to go to an assigned cone to wait for you. Children **WILL NOT** be released to parents from the front office, in the hallway or on the front porch to walk across the parking lot.

### **Hiker/Bikers:**

Hiker/Bikers are dismissed from two locations – Fairfield Green and Back Door/Hard Top.

Students are hiker/bikers if they walk or ride their bikes to school. Students who are picked up in cars from neighboring streets are car riders. Students entering or exiting cars near Keith must be in the car rider line. Only students who walk or ride their bikes are allowed to be hiker/bikers. Children who are released as hiker/bikers but are picked up in a vehicle should be utilizing the car rider line. Once students have been released by school personnel, parents are responsible for ensuring the safety of their children. For the safety of your children, we encourage you to meet them near their exit.

Once bike riders, including children and adults, reach the designated cross-walk or school property, must dismount their bikes and walk them the remainder of the way. Bikes must be properly placed in the bike racks and not left on the sidewalks to create a safety hazard.

### **Fairfield Green**

Fairfield Green walkers will exit the building from the front door. Parents are welcome to meet their children at the bike racks or at the edge of the property. Students will be released at the edge of school property. Two crossing guards will be at the crosswalk located near the intersection of Fairfield Green and Crooked Lake. The guards will be on duty beginning at 8:30 for morning arrival and at 3:45 for dismissal time. All students crossing Fairfield Green **must** use this crosswalk.

### **Hardtop**

Hardtop walkers will be released by the main back door. Parents are welcome to meet their children by the back door on the hardtop.

### **Special Needs Transportation**

Students who participate in the Life Skills or Adaptive Behavior program or require the use of the wheelchair ramp will be dismissed through the circular drive that is located directly behind the front, right staff parking lot. Students will be loaded with adult supervision from this location as transportation arrives each day.

### **Inclement Weather Procedures**

Since safety is our top priority, it is important to have a detailed plan ready for all hiker/bikers on inclement weather days. Inclement weather will only be determined under severe weather conditions. Severe weather will be called if lightning is indicated within 5-8 miles as indicated by a lightning detector. Weather conditions, weather reports, district recommendations, and common sense will also be factors in our decision. If there is only rain, students will be dismissed according to their regular mode of transportation.

The decision to call inclement weather will be made at 3:40 PM in order to prepare for the appropriate dismissal with the most current information. Please do not call the front desk at any time prior to 3:40 PM to inquire if there will be inclement weather. We will push out a notification through School Messenger so ensuring your information is updated will be critical.

### **Hiker/Bikers Inclement Weather Procedures**

- 3:40 – Determine if Inclement Weather dismissal is necessary due to SEVERE weather

- Announce to staff & students that inclement weather has been called
- Notification pushed out through School Messenger

All hiker/bikers will be dismissed as car riders or as bus riders. Parents are responsible for having a plan for how each child will be picked up in case of inclement weather. We do not have staff on contract that can stay past 4:30 PM, so staying is not an option for your student.

Since the students will still be dismissed as hiker/bikers when it is only raining, it is recommended that you have a poncho or rain gear in your child's backpack. As with any items brought to school, each item should be labeled with the student's name and remain in the backpack.

### **Transportation Changes**

Parents will complete a regular transportation plan which designates that students will be one of the following: car riders, bus rider, day car, or hiker/biker. Parents are asked to choose the method that their children will use the majority of the time. Changes in the normal routine for dismissal of a child must be made in writing, indicating how the child will dismiss from school and signed by the parent/guardian.

**In an emergency situation, parents may notify the school in writing about a transportation change by faxing (281-213-1749) by 3:00 p.m.** In cases where a fax machine is unavailable, only the principal or assistant principals may authorize a change without written consent of the parent/guardian. Transportation changes will not be accepted via email.

### **TUTORING**

Morning tutoring is offered at the discretion of the teacher in consultation with campus interventionists.

### **VISITORS**

Parents are welcome to visit. Many parents choose to occasionally eat lunch with their child, or attend special events at Keith during the year. All visitors and volunteers must first report to the front office to obtain a visitor's sticker. Visitors will need to provide a valid driver's license/military identification.

Visits to individual classrooms during instructional time shall be permitted only with principal or assistant principal approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parents may suggest a date and time for the visit. The teacher has the prerogative to accept the suggested date and time or request another date/time due to possible interference with classroom activities. Visitors are not allowed during recess time.

School-aged children are not permitted during the instructional day. This includes children who may have been checked out from other campuses (i.e. middle school or high school), visiting from out of state, or who may be home-schooled may not attend these events.

School personnel may request identification from any person on school property and may ask any person not having legitimate school business to leave.