

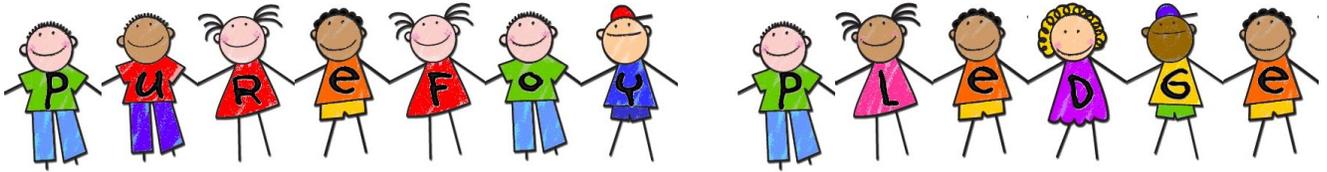
Purefoxy



Procedures

George and Debra Purefoy Elementary
11880 Teel Parkway
Frisco, Texas
Phone: 469-633-3875
Fax: 469-633-3885

A proud part of the Frisco Independent School District



THE STUDENT MISSION STATEMENT

I define myself by my efforts, not by my results. When my effort is there my results will come.

THE PUREFOY PROMISE

Our Purefoy promise is to choose the me I want to be, by being **SAFE** every day. I will Show respect, Act responsibly, Focus on learning, and Expect the best.

We have high expectations for behavior as well as learning. We understand that you want to be informed regarding your child's success in all areas. We will maintain active communication regarding both.

PLEASE!!

Take time and review the information in this procedure book and share pertinent student information with your child.



*Students should not arrive on campus before 7:15 a.m.

Supervision is not provided until 7:15.

Teachers' arrival time is 7:20.

Arrival

This year our start time is 10 minutes earlier so we are changing our morning arrival procedures. At 7:45 all students are expected to be in their classroom ready for learning.

In the mornings, students arriving before 7:30 will go to the cafeteria. At 7:30 all students will go to their classrooms. Students arriving after 7:30 will go straight to their classroom.

Kindergarten students will go to the library starting at 7:30 to meet their teacher.

Teachers are unavailable for conferencing at this time. Teachers may be reached during conference periods and welcome the opportunity of setting a time to visit regarding your student.

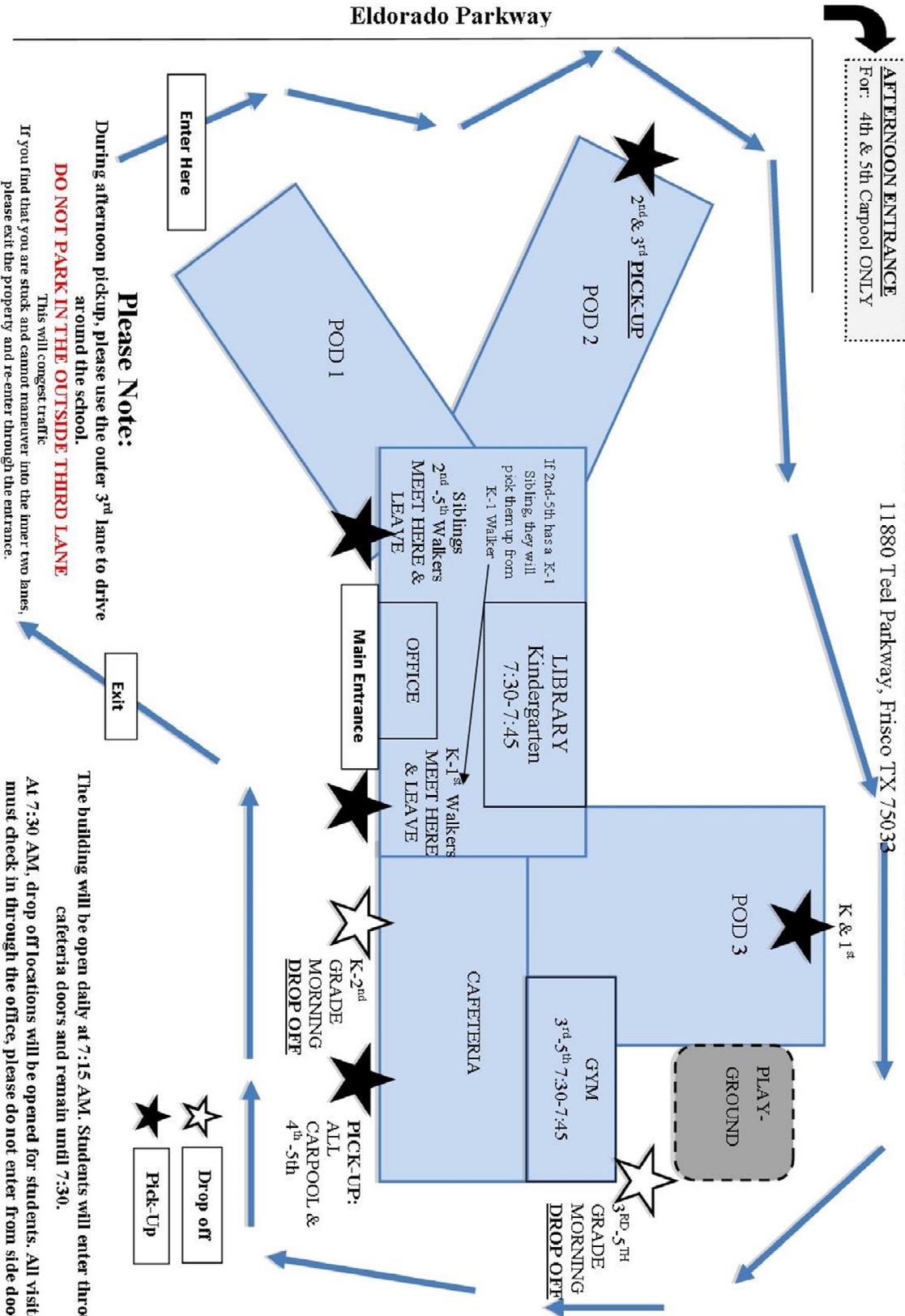
For the safety of our families and students, when dropping off or picking up your child by car, please remember:

1. The car line in the back/side is multi-lane with drop-off **ONLY from the inside lane (along the right hand curb)**.
2. After drop-off cars may pull out using the middle lane to merge, and the outside lane to exit.
3. Cars should pull forward as space allows within their line.
4. To remain in your car and wait in the car line until a staff member can assist your child to/from the car.
5. To adhere to posted 10 mph speed limits
6. **The new entrance from El Dorado is only open during the afternoon pickup.**

PUREFOY ELEMENTARY SCHOOL

11880 Teel Parkway, Frisco TX 75033

AFTERNOON ENTRANCE
For: 4th & 5th Carpool ONLY



Please Note:

During afternoon pickup, please use the outer 3rd lane to drive around the school.
DO NOT PARK IN THE OUTSIDE THIRD LANE
This will congest traffic.
If you find that you are stuck and cannot maneuver into the inner two lanes, please exit the property and re-enter through the entrance.

The building will be open daily at 7:15 AM. Students will enter through cafeteria doors and remain until 7:30.
At 7:30 AM, drop off locations will be opened for students. All visitors must check in through the offices, please do not enter from side doors.

Dismissal

Students are expected to:

1. Walk to designated pick-up area with a teacher.
2. Walk in a quiet, single file line to ensure safety.
3. **Walk bikes and scooters while on campus.**
4. Cross streets only at designated crosswalks.
5. Watch, listen and obey the crossing guards.
6. Wait for a teacher to walk them to the car if he/she is a car rider and not walk or run into street, lanes, between cars, or parking lot unattended.
7. Listen carefully for name to be called when their car arrives.
8. Inform the teacher on duty when leaving campus.
9. Not remain on campus after dismissal without adult supervision.



Pick-up ~~ Who? Where?

Car riders- dismiss at 2:55

- K /1st: Exit the back doors located in POD 3
- 2nd/3rd: Exit the back doors located in POD 2
- 4th/5th: Exit east door outside in front of the cafeteria

*K and 1st grade parents should use the two inner lanes for pickup and proceed to appropriate stopping area. This will allow vehicles picking up 2nd - 5th to proceed in the outside lane and enter from the new entrance from /El Dorado.

CARPOOL/SIBLING PICK-UP- dismiss at 2:55

Meet in the cafeteria to sit quietly by grade level, and your older sibling (or person you are carpooling with) will pick you up inside and take you outside to the carpool pickup that is located outside the cafeteria. There a teacher will be calling your names from the dashboard signs and a teacher will escort them to the car and open their door for them to ensure their safety. Please use our new entrance from /El Dorado in order to bypass the younger students' pick-up.

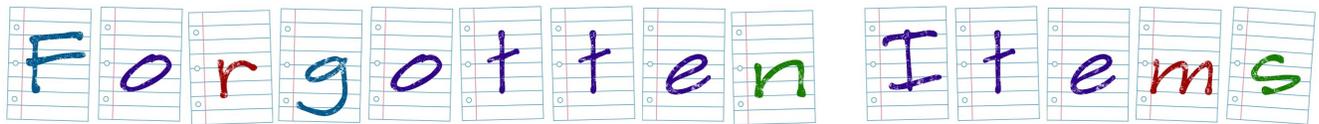
Walkers/Bike Riders dismiss at 2:55- Older students are to meet younger siblings.

- 2nd-5th walkers and Sibling Walkers exit the doors between Pod 3 (4th and 5th grade hall) and the Teacher's Lounge.
- K-1st Walkers will meet their sibling in front of the Music room and exit that door.
- Bike/scooter riders will walk to bike racks, pick up bikes and walk bike to nearest crosswalk to leave campus.
- Parents who are meeting walkers, meet them out front by the bike racks.
- ALL STUDENTS MUST WALK ON THE SIDEWALKS AND CROSS WITH THE CROSSING GUARD.

Bikers/Walkers will not be sent home during severe thunderstorms and lightening until weather conditions improve. During inclement weather you can expect delays if your child is a walker or a bike rider.



If your child is going home in any manner out of the ordinary you **MUST** send a note with your child at the beginning of the day or an email by noon of that day. Your child will only be released to the authorized adults (documented on registration form). Request calls for last-minute pick-up changes can be accepted only until 2:00 PM so we can ensure proper notification to student and staff. Pick-up or schedule change requests should not be left on teachers' voice mail or email. If your child does not have a note, he/she will be sent home by the usual means. Please know that the safety of your child is always our priority.



To protect our instructional time from interruptions please leave all drop-off items for your child in the front office and we will inform the teacher so your child may pick it up. Lunch is always a great time to visit with your child during the school day.



HB 55 prohibits drivers from using hand held cell phones while moving in a school zone

PETS ON CAMPUS



As an added measure of safety and comfort for our students all schools it is an FISD policy that pets are not brought on school campus and grounds at any time during the school day by parents or employees.

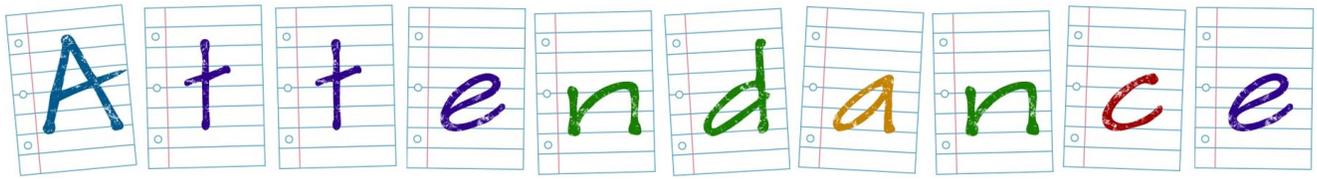
DRILLS & PROCEDURES

We have district personnel that keep us informed of important regulations regarding crisis situations. If we ever have to respond to an emergency we want our students and staff to be well prepared. We have monthly drills to practice the routines for different types of emergencies, such as fire, lock-down, and severe weather. You may at times come to the school and see a sign stating we are having a drill. You are expected to participate in the drills if you are in the building at that time. During severe weather, we have rooms/areas that are designated as *Safe*. If dangerous weather is impending, all students will be moved to their assigned *safe* room or location. Students will not be released to go home, so please do not come to the school to check your student out during severe weather.



We will be having monthly fire drills to practice the best way to exit the building in case of an emergency. We will also be having tornado and lockdown drills in the fall and spring. We work with the students in advance to make sure these are not a surprise or scary.

In the event of an emergency, forcing school closure, our children would be moved to **Fisher Elementary School**.



Regular and punctual attendance is the greatest single factor in school success. Arriving on time is necessary, allowing valuable instruction to begin without the stress of rushing.

Students will be considered tardy if they are not in their classrooms when the bell rings at 7:45 a.m. The *Ready to Learn* music begins, for all to hear, promptly at 7:30 and ends at 7:35. This music signals for students to go on to their classroom where teachers begin daily routines.

Tardy Procedures

- When a student has any combination of tardies, unexcused absences, and/or early release days that **total 3**, the teacher will contact the parent/guardian and you will receive a letter notifying you of your child's attendance record.
- When a student has any combination of tardies, unexcused absences, and/or early release days that **total 7**, the assistant principal will contact the parent to communicate concerns, a letter is sent home and a truancy contract may be set up.
- When a student has any combination of tardies, unexcused absences, and/or early release days that **total 10**, the assistant principal will contact parent/guardian, send a letter and notify the district truancy specialist. **Also at 10, the district will file truancy charges.**

Absence Procedures

When your child is sick or there is a family emergency and your child must miss school, please email our data clerk Heidi Freehling at freehlih@friscoisd.org with your student's name, grade, teacher and the reason for the student's absence. Your email will serve as the required written notice. You may also call but a note will then need to be submitted in addition. Most parents find emailing the most efficient method.

General Information:

- If your child arrives at school after 7:45 A.M. due to a visit to a health care professional, the visit must be supported by a document/note from the health care professional to prevent counting as tardy. **This documentation of absence must be submitted within 3 school days of absence to the front office/data clerk.**
- **All notes, (parent, healthcare professional, etc.) must be returned within three (3) days of an absence. Notes submitted after the third day cannot be accepted.**

- **If after three days, a note is not submitted, the absence will be documented/reported as an *unexcused* absence.**
- If your child misses ten percent or more school days (18, excused and/or unexcused absences) at the end of the school year there will be a required attendance committee meeting to determine whether your child will be promoted or retained. Please refer to the FISD Truancy Notification sent home for more details.

Personal Illness:

- After four (4) consecutive days of absence, a physician or health clinic verification is required, allowing the absences to be excused.

Non-school related trips and vacations

- We understand there are extenuating family circumstances, such as illness or death in the family requiring students to be away from school.
- We strongly discourage students being absent for the purpose of vacations.
- Parents shall submit a written request, in advance, stating that the vacation or trip cannot be taken at another time. **These absences will be considered unexcused.**
- Only one such trip or vacation per family, per year, can be requested.
- No more than five (5) consecutive of absence shall occur, except in extenuating circumstances as determined by the FISD Superintendent or designee.
- If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day.
- The student shall agree to have any pre-assigned work completed upon his/her first day back to school, although a teacher is not required to give the student make-up work prior to the absence.

Make-up work for Planned Absences (unexcused)

- Students are responsible for requesting make-up work the first day they return to class.
- Students will turn in work as follows: one day of absence, one day (next day) to make up the work; two days absence, two days to make up work; three days or more absent, three days to make up work.
- Full credit can be earned as long as the work is turned in within the allotted time.
- The student will not be entitled to additional tutoring either before or after the trip.

Make-up work for students who are absent 10 or more consecutive days and are withdrawn and reenroll

- The teacher may assign the student make-up work based on the instructional objectives and the needs of the individual student.
- Thank you for your support of this important policy.

Hallway Procedures

1. Hands to yourself.
2. All Eyes Forward.
3. Low Speed.
4. Low Voice.
5. Walk on the right side of the hallway.

RESTROOM PROCEDURES

1. GO
2. FLUSH
3. WASH
4. LEAVE
5. ZERO VOICE LEVEL
6. RESPECT OTHER'S PRIVACY AT ALL TIMES



Assembly Procedures

Purefoy students will:

1. Enter and exit quietly
2. Sit cross-legged, on pockets
3. Hands in lap.
4. Practice audience etiquette
5. Participate and celebrate



GOOD MORNING PUREFOY!

Good Morning Purefoy is on Friday mornings, 8:00-8:40, beginning the first Friday of school. This will be a time to come together to recognize and celebrate the week's accomplishments and activities. There is a schedule on the Purefoy website. Due to fire code, we alternate grades each week, dividing the campus K-2 and 3-5.

For the Friday assembly, parents have the opportunity to pre-register for the assembly so they may avoid lines. The pre-registration link can be found on the Purefoy website. Parents may enter through front doors where they will receive their pre-registration visitor label or they may sign in at the kiosk and be given a visitor's sticker. If parents need to enter the main part of the building (any area outside of the cafeteria), they will need to re-enter through the front office and sign in using the computer system.

Due to space, we ask that parents sit at the back of the cafeteria in the chairs. Please do not stand along the sides of the cafeteria. We need that space for our students.

Your participation in the assembly is encouraged, and we do ask that you model audience etiquette for your students as well.

Breakfast Guidelines

- Breakfast service begins at 7:20 and closes promptly at 7:35.
- Enter the cafeteria quietly and choose your breakfast.
- Have a seat at one of the breakfast tables.
- Eat your breakfast and clean up your items before joining your class.
- All regular cafeteria procedures should be followed.



It is our goal to reinforce what you teach your children at home, with over 600 children eating in our cafeteria every day, it is important that our students use table manners and pick up after themselves while in the cafeteria. These are life-skills that will be addressed and reinforced during our lunch time.



Students will:

- Enter and line-up to exit in an orderly manner
- Sit on pockets
- Eat with utensils over tray
- Quietly visit with friends at table
- **If you have a lunch visitor, pick 1 friend to join you and sit at guest table**
- Stay seated and raise hand when needing help
- Use walking feet at all times
- Pick up trash on the table and floor before leaving table/area
- Leave chairs and tables clean for next group
- Wait to put up lunch trays and trash until directed by adult
- Line up and walk quietly with your class and wait for directions from a teacher or staff member



A peanut free table is available for any student with a nut allergy. Please contact classroom teacher and the school Nurse if your child has any food allergies. There is also a specific form to fill out for our Nutrition Department:

<http://www.friscoisd.org/departments/ChildNutrition/Forms.htm>

LUNCH GUESTS

- Check in at the office and get a Visitor's Sticker.
- If waiting to eat lunch with your child, please wait in the cafeteria so your child can easily locate you.
- **Since this is a special time for you and your child, we have reserved a "guest" table especially for parents to have lunch with their children. Due to assigned seats, and space at student's lunch tables, we ask that you and your child sit at the visitor's table. Your child may ask 1 friend to join them.**
- The Texas Department of Agriculture does **not** permit parents to bring food at lunch time for any other child other than their own. Please help us monitor this guideline from the state.

We follow the state guidelines regarding regulations and allowable foods at school.

PLAYGROUND EXPECTATIONS

- Have fun with your friends
- Be SAFE - Follow rules at all times
- Be a good sport and a good friend
- Be respectful to all teachers/staff on duty
- Go to the teachers on duty if there is a problem
- Be respectful of learners in the classroom
- All playground equipment must be used properly as intended
- Remain outside unless you have permission to go in the building
- No tackling, pegging or rough play with or without balls
- Wood chips stay put
- Play in designated areas only
- Walk on sidewalks and avoid muddy areas.
- If cones are on the playground they are there for a reason, please use caution if approaching an area with a cone
- Line up quickly and orderly when requested to do so



For safety reasons- Appropriate play shoes should be worn to school for outdoor recess. Our play area is covered with wood chips to provide additional cushion but creates an uneven walking surface.

We strongly discourage wearing flip-flops outside to play.



If a health condition or an injury prohibits your child from participating in physical activity please send the Doctor's note regarding release from activities.

RECESS

Students will not have outdoor recess on days when the temperature reaches 94° (at the time they would be outside) or when the heat index is 100 degrees or greater OR when an actual red ozone warning has been issued in Collin or Denton County. When there is an actual orange ozone warning in, time spent outside will be restricted to half its normal length. During the winter months all students should come prepared for outdoor play with coat, gloves, scarf, etc. to be appropriately dressed for the weather. The temperature would have to be very cold, (below 40° or 32° wind-chill) before students would not be allowed to enjoy their recess time, even though that time may be reduced.

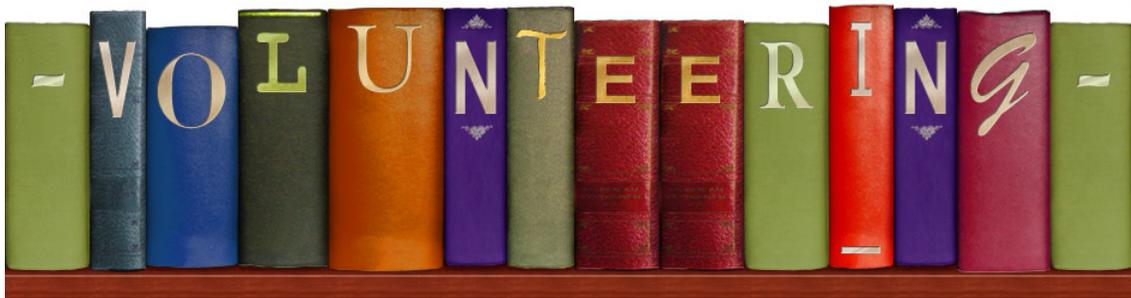
It is very important to us that Purefoy students have a safe playing environment; therefore, we require that teachers on duty actively monitor the playground. In order to maintain a high level of safety, we request that visitors and siblings do not attend recess.



Study Trip Procedures



1. Follow directions of adults.
2. Stay with the group.
3. Keep hands, feet, and objects to yourself.
4. Use appropriate bus/audience procedures.
5. Participate appropriately.
6. Be courteous and respectful.



Because you place your child in our care everyday and we take that responsibility very seriously it is the policy in FISD that all employees and volunteers pass a *Background Check*. **Therefore, any person that volunteers in our school, helps supervise students while on study trips, chaperones 5th grade at Camp, helps on field day, or otherwise is in direct contact with our students, must have a background check on file.** We appreciate and welcome volunteers on our campus. To complete your background check, you will need to go to the *Frisco ISD Home Page* under the *Parents* link and at the bottom of the page, click on the *Volunteer Form* icon under *Popular Links*, or go to <https://forms.friscoisd.org/backgroundcheck/> and click on "*submit this background check.*" Please note, the results can take up to 2 weeks to be processed.

We understand this procedure requires additional time to complete, but please know we appreciate your willingness to volunteer and comply with the above policy.

Background checks must be completed EVERY school year.

~~~~~Please complete by mid-September~~~~~

# Dress Code

## **We ask that students follow these guidelines:**

1. \*Shoes must be worn at all times.
  2. \*Shorts and skirts should be finger-tip length.
  3. \*Inappropriate or revealing clothing will not be permitted and is subject to building administration discretion.
  4. \*Straps on shirts should be no less than 2" wide, for girls and boys.
  5. \*Clothing items with provocative, offensive, violent, or drug related pictures or slogans will not be permitted. If worn your child will have three choices: call home for another shirt to be brought to school, wear shirt inside out, or choose a different shirt from the nurse's office.
  6. \*Items advertising alcoholic beverages or tobacco products will not be permitted.
  7. \*All students are expected to meet standard and school policies with regard to health, cleanliness and appearance.
  8. \*No sagging pants or shorts will be permitted.
  9. \*No jeans with large holes or tears are permitted
  10. \*No gang paraphernalia.
  11. \*No caps, hats, head rags, bandanas, and other headwear permitted.
  10. \*No shoes with wheels.
  11. \*Students may not wear colored hair paint or colored gel to school at any time.
- \*For more details refer to Fisd student handbook.

**PLEASE label your child's jacket, coat, scarf, mittens, lunch box, back pack, etc.**

**For safety concerns, tennis shoes must be worn during physical education class. Flip-Flops will not be worn in P.E. You will be called to bring shoes to school if your child repeatedly fails to wear the proper shoes for P.E.**

\*For safety reasons, we discourage students from wearing flip flops on the playground during recess.

**The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations.**

# STUDENT BIRTHDAYS

We want to celebrate with you your student's birthday. When a student's birthday arrives he or she will be allowed to come to the office and receive a special birthday pencil. In addition, students with birthdays will also be recognized on the morning announcements and during their grade level's scheduled Good Morning Purefoy Friday assembly. We will also continue to offer students the opportunity to stand and dance during GMP in honor of their birthday week (you can see the GMP weekly schedule on the Purefoy webpage).

Please keep in mind that the Frisco ISD School Health Advisory Council has recommended that for this 2016-2017 school year, we as a school district continue to celebrate birthdays but discontinue the food and drink component of the celebration. The concerns for student health have increased, with the issue of children and allergic reactions to certain foods



and food ingredients growing in particular. The cupcakes and treats parents and grandparents are providing come from many sources and there is no real control regarding the ingredients and/or the processing of the treats. Thus, while we will continue to celebrate the birthdays of your children we will continue to do so this year in a non-food oriented way.

We hope that as you reflect on this you will understand our reasoning; many of you will probably feel some relief as it adds complications and stress to your day in order to achieve this expectation.

# VISITORS

Visitors to Purefoy are always welcome. We ask that you first report to the front office area to sign in and receive a visitor's sticker. Upon conclusion of your visit, you will then return to the front office to sign out.

Visits to the individual classrooms during instructional time shall be permitted only with the principal's prior approval and such visits shall not be permitted if they interfere with the delivery of instruction or disrupts the normal school environment. If you are volunteering, we ask that you work in your designated area instead of working in your child's classroom or pod area.

Lunch is a great time for you to come up and visit with your child. When you sign in, please go to the cafeteria to meet your child. You are welcome to wait in the hallway outside the cafeteria, but we do ask that you don't go to their classroom.

Our Goal is to celebrate empowered lifelong learners who have high academics, well developed interpersonal skills, and optimistic attitudes necessary for future success. Each child's family plays a vital role in achieving this goal. We look forward to building our partnership

Our fabulous PTA has set up a website to help us coordinate volunteers. Please check it out and sign up!