

# Scott Elementary Parent Handbook

## 2014-2015

### Scott Beliefs...

"What we know matters, but who we are matters more."  
Brene Brown

Here at Scott, we:

- Lead by example.
- Foster Intentional Relationships.
- Remain Devoted in the Moment.
- Stay the Course.
- Maintain a Positive Attitude.
- Collaborate with One Another.
- Sustain High Expectations.
- Celebrate Others' Successes.
- Work Hard; Play Hard.

At Scott, 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 handbook and share pertinent student information with your child.

### Campus Arrival and Dismissal

Students should not arrive on campus before 7:20am.

Supervision is not provided until 7:20am.

Teachers' arrival time is 7:20am.

### Arrival

At 7:50am, 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 or gym. At 7:30, all students are dismissed to go to their classrooms. Students arriving after 7:30 will go straight to their classrooms. Kindergarten teachers will pick-up their students in the gym at 7:30. 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:*

- The car line on the side/back is multi-lane with drop-off ONLY from the inside lane (along the right hand curb).
- After drop-off, cars may pull out using the middle lane to merge and the outside lane to exit.
- Cars should pull forward as space allows within their line.
- To remain in your car and wait in the car line until a staff member can assist your child to/from the car.
- To adhere to the posted 10mph speed limits.
- Please exercise kindness and patience during drop-off and pick-up.

## Dismissal

*Students are expected to:*

- Walk to designated pick-up area with a teacher.
- Walk in a quiet, single file line to ensure safety.
- Walk bikes and scooters while on school grounds.
- Cross streets only at designated crosswalks.
- Watch, listen and obey the crossing guards.
- Wait for a teacher to walk them to the car if he/she is a car rider. Student needs to not walk or run into street, lanes, between cars, or parking lot unattended.
- Pick-up will be from the 2 inside lanes with staff members placing students in cars. Third lane is for exiting.
- Listen carefully for name to be called when their car arrives.
- Inform the teacher on duty when leaving campus.
- Not remain on campus after dismissal without adult supervision.
- Students will cross at locations of designated crosswalks or where a crossing guard is stationed, regardless of whether a parent encourages otherwise. Please obey the crossing laws.

### **Car riders/Pick-up – Dismiss at 2:50pm**

- KN/1<sup>st</sup>: Exit the side doors closest to the gym.
- 2<sup>nd</sup>/3<sup>rd</sup>: Exit the back doors closest to the KN hall.
- 4<sup>th</sup>/5<sup>th</sup>: Exit the north door outside the 1<sup>st</sup>/2<sup>nd</sup> grade hall.
- KN and 1<sup>st</sup> grade parents should use the inner two lanes all the way around to gym for pickup and proceed to appropriate stopping area by the gym. This will allow vehicles picking up 2<sup>nd</sup>/3<sup>rd</sup> grades to stop in the back by the KN wing and the 4<sup>th</sup>/5<sup>th</sup> grade parents to proceed to the first stop by the 1<sup>st</sup>/2<sup>nd</sup> grade wing. There are signs posted around the drive to signal where to begin lining up for dismissal.
- Drivers should utilize their blinker as a signal that their child is in the car and that they need into the outside passing lane. Please be observant and allow people into the lane to pass.

### **Carpool/Sibling Pick-up – Dismiss at 2:50pm**

Oldest siblings of carpool riders will pick-up younger siblings/students and dismiss at the oldest child's dismissal location.

### **Walkers/Bike Riders – Dismiss at 2:50pm**

Oldest siblings of walkers/bike riders will pick-up younger siblings/students, and the teachers will drop-off walkers and bike riders at the cafeteria. Parents who are meeting walkers should wait in front of the café for these students to be dismissed. All students must walk on the sidewalk and cross at the crossing guard.

Bikers and walkers will not be sent home during severe thunderstorms and lightning until weather condition improves. During inclement weather, you can expect delays if your child is a walker or a bike riders.

\*If your child is going home in a means different than their set plan, you **MUST** send a note with your child at the beginning of the day or via email by Noon of that day. YOUR child will only be released to the authorized adults that have been documented on their registration form. Please note: Requests will **NOT** be accepted over the phone – written documentation must be provided by the set time listed above. Please email your teacher with these changes; do not leave these requests on teachers' voicemail. If your child does not have a note, he/she will be sent home by the usual means. Please know that safety of your child is always our number one priority.

**\*\*House Bill 55 prohibits drivers from using hand-held cell phones while moving in a school zone or on the school grounds.**

### **Forgotten Items**

To protect our instructional time from interruptions, please leave all drop-off items for your child in the front office, and we will deliver to the class. Lunch is always a great time to visit with your child during the school day.

### **Pets on Campus**

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

### **Drills and 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 that 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, and we will ensure they are adequately prepared for these types of situations.

In the event of an emergency, forcing school closure, our children would be moved to Sonntag Elementary. Transportation would be provided by Frisco ISD.

### **Attendance**

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

**\*Students will be considered tardy if they are not in their classrooms when the bell rings at 7:50am.**

#### **Tardy Procedures:**

- When a student has any combination of tardies, unexcused absences, and/or leave early release days that total 3, 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 the concerns, and a letter is sent home.
- When a student has any combination of tardies, unexcused absences, and/or early release days that total 10 in a six month period, the assistant principal will contact the truancy specialist, and truancy charges will be filed.
- Fisd believes in regular and punctual attendance to help ensure every child's academic success.

**Absence Procedures:**

When your child is sick or there is a family emergency and your child must miss school, please call to let us know. This is a courtesy; however, it does not take the place of the required written and signed parent note upon your child's return. Thanks in advance for your support in this important policy and all of the information listed below.

**General Information:**

- If your child arrives at school after 8:00am due to a visit to a healthcare professional, the visit must be accompanied by a document/note from the healthcare professional to prevent it from counting as a 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 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 FSD Truancy reminders that were sent home in the first Thursday folder.

**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 from 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 absences shall occur, except in extenuating circumstances as determined by the FSD superintendent or designee.
- If a student is going to be absent more than ten (10) consecutive days, the student will be withdrawn on the 10<sup>th</sup> 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 then re-enroll:**

- The teacher may assign the student make-up work based on the instructional objectives and the needs of the individual student.

**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. Use the restroom
2. Flush
3. Wash
4. Leave
5. Zero Voice Level
6. Respect Others' Privacy at all Times

### **Assembly Procedures**

#### **Scott Students will:**

- Enter and Exit quietly
- Sit Cross-legged, on pockets
- Hands to self
- Practice audience etiquette
- Participate and Celebrate

### **Celebrate Scott Assembly!!**

Celebrate Scott is on Friday afternoons at 2:00pm, beginning the first Friday of school. This will be a time to recognize and celebrate the week's accomplishments and activities.

Grade levels will attend our Friday assembly every week. Parents may enter through the front doors where they will sign in and be given a visitor's sticker. We will begin letting parents in at 1:55pm, and please allow for additional time for checking in. Please note: all students will dismiss in the same means established to keep consistency. No students will be allowed to leave from the assembly with a parent.

Scott families are always welcome to join our celebrations. 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 students and staff. Your participation in the assembly is encouraged, and we do ask that you model audience etiquette for the students as well.

### **Breakfast Guidelines**

Breakfast service begins at 7:20am and closes promptly at 7:40am.

#### **Students will:**

- Enter the café 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 the cafeteria every day, it is important that our students use table manners and pick-up after themselves. These are life-skills that will be addressed and reinforced during our lunch time.

## **Cafeteria Procedures**

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, please join them at the 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 nut-free table is available for any student with a nut allergy. Please contact your classroom teacher and the school nurse if your child has 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**

Guests should:

- 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" designated especially for parents to have lunch with their children. In order to avoid children getting their feelings hurt, we ask that you do not invite any additional students/friends to join you. Due to assigned seats, and space at student's lunch tables, we ask that you and your child sit only at the visitor's table.
- The Texas Department of Agriculture does not permit parents to bring food at lunch time for any other child other than their own for safety reasons. Please help us monitor this guideline from the state.

## **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 and 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 cushioning, but it can create an uneven walking surface. We strongly discourage wearing flip-flops outside to play.

### **Recess**

Students will not have outdoor recess on days when the temperature reaches 94 degrees (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 effect, time spent outside will be restricted to half its normal length. During the winter months, all students should come dressed appropriately for weather and prepared for outdoor play with coat, gloves, scarf, etc. The temperature would have to be very cold (below 40 or 32 degrees wind-chill) before students would not be allowed to enjoy their recess time. However, that time allowed outdoors may be reduced. It is very important to us at Scott that 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, visitors and siblings may not attend recess.

### **Study Trip Procedures**

Students will:

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

### **Volunteering**

Because you place your child in our care every day and we take that responsibility very seriously, it is 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 5<sup>th</sup> grade at Camp, helps on field day, or otherwise is in direct contact with our students, must have an updated background check on file.

We appreciate and welcome volunteers on our campus. To access the FISD Parent Volunteer Application, please go to the following website: <http://www.friscoisd.net/back/forms/htm#volunteer>.

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

**\*Please note: Background check must be completed EVERY school year. Please complete by mid-September!!**

### **Dress Code**

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

- Shoes must be worn at all times.
- Shorts and skirts should be finger-tip length or longer.
- Inappropriate or revealing clothing will not be permitted and is subject to building administration discretion.
- Straps on shirts should be no less than 2" wide, for girls and boys.

- 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.
- Items advertising alcoholic beverages or tobacco products will not be permitted.
- All students are expected to meet school policies with regards to health, cleanliness and appearance.
- No sagging pants or shorts will be permitted.
- No gang paraphernalia.
- No jeans with large holes or tears are permitted.
- Students may not wear colored hair paint or colored get to school at any time.
- 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.
- For more details refer to FISD's student handbook.

### **Visitors**

Visitors to Scott 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 must 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 hall area.

Lunch is a great time for you to come up and visit with your child. After signing in, please go to the cafeteria to meet your child. If you arrive prior to your child's lunch time, you will be asked to wait in the reception area so as to not interrupt instructional time.

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. Their website can be accessed at: <http://www.scottpta.com/>