



LLOYD R. FERGUSON ELEMENTARY

Clear Creek Independent School District

WELCOME NEW STUDENTS!!!

We are so excited that you will be part of our school family. Please read over the information provided in this packet for procedures, policies, and how-to guides. Communication is very important to student success, so please feel free to reach out to us with any questions.

Thank you for entrusting us with your children, and we look forward to a successful year with your Sailor!

CONTACT

PHONE:
281-284-5500
281-284-5505 (Fax)

WEBSITE:
ferguson.ccisd.net

ADDRESS:
1910 S Compass Rose Blvd
League City, 77573

SCHOOL HOURS

HOURS

7:45 am – 3:25 pm
Tardy bell rings at 8:10 am.

EARLY RELEASE

7:45 am – 12:25
Dismissal times will be 3 hours earlier than normal.

*There is no adult supervision of students before 7:45.
Please do not leave young students unaccompanied.

OFFICE STAFF

Mark Smith - Principal
MSMITH@ccisd.net

Melissa Rodriguez - Assistant Principal
MRODRIG3@ccisd.net

Sabra Willbanks - Secretary
SWILLBANKS@ccisd.net

Jennifer Ethington - Data Specialist
JETHINGTON@ccisd.net
281-284-5525

Ashli Pierce - Receptionist
APIERCE@ccisd.net
281-284-5500

Clarissa Sanders - Nurse
CCSANDERS@ccisd.net
281-284-5513

IMPORTANT

CCISD POLICY MANDATES THAT ALL VISITORS MUST PRESENT A VALID PICTURE ID WHEN THEY ENTER THE BUILDING AND/OR SIGN OUT A STUDENT.

ANYONE SIGNING A STUDENT OUT MUST BE ON THE APPROVED PICK-UP LIST IN SKYWARD.

Things to know...

- Visitors **must** have a valid ID to enter the building and are required to stay in their designated area. Please check out at the front office when leaving.
- Please do not park in the large parking lot (in front of the gym) between **7:30-8:15 am and 2:45-3:45 pm**. Buses, daycare vans, and teachers need access during these times.
- Transportation changes must be sent in writing with the student, or a guardian may come in with their ID to fill out a change form. **Transportation changes will not be accepted by phone or after 2:30 pm.**
- **Students leaving early must be signed out by 2:45 pm by an approved adult.**
- Lunches and items dropped off after 10:00 am **will not** be delivered to the classroom. To prevent disrupting class learning, please let your child know they need to check the front office to pick-up any deliveries.
- We do not allow food to be delivered to students by delivery services. It may only be delivered by guardians.
- There will be no lunch visitors on early release days.
- Classroom learning is incredibly important to student success. In an effort to reduce distraction, **we do not** call students out of class (unless they need medicine/clothes), transfer phone calls to classrooms, allow parents to visit classrooms, or pull teachers to talk during instructional time.
- **Mr. Smith sends out weekly emails to parents with upcoming information.** Please check that you have the correct email in Skyward, and that you have selected to receive emails in the Skylert tab in Skyward.

School Forms

Back-to-School Forms

- All returning students **and** new students (who registered prior to the opening of Back-to-Forms in August) must submit all forms.
- Forms will be made available in August and should be filled out prior to the first day of school. They can be found in Skyward under the Back-to-School Forms tab. **(Not the Online Forms tab)**
- Only the first guardian in Family 1 will have access to Back-to-School forms.
- Documents can be uploaded in the attachments step, emailed to Jennifer or Belinda (See contact information on first page), or brought to the office once the school has opened.
- Utilities must be gas, electric, or water. All proofs of residency must have a due date of August of the current school year (or later), the guardian's name, and the current address listed. New students and changes of address will require a lease or mortgage **and** a utility.
- Residency and Grandparent Affidavits will need to be completed every school year. These need to be submitted to Safe and Secure **after** the Back-to-School forms open in August. You can find the forms and information at ccisd.net -> Families -> Residency Affidavits. Your student may start school before these are completed.

Online Forms

- These forms may be updated throughout the year, once Back-to-School forms have closed, under the Online Forms tab in Skyward.
- Any custodial guardian with Skyward access may update these forms.
- This is where you can update Lunch Attendees, upload documents, etc.
- **Please let the office know if you upload new documents after submitting Back-to-School forms.**

Transportation Information

- ★ **Transportation changes will not be accepted by phone, email to the teacher, or messaging platforms and they must be submitted by 2:30 pm.**

Car Riders

- Car rider pick-up and drop-off is in front of the breezeway in the small parking lot.
- You will be provided with a **Ferguson car sign** at the beginning of the year. Please write your child's name and grade in large print to be displayed in your windshield during dismissal.
- Students may **only** enter/exit the vehicle on the passenger side door. Teachers may open car doors, as a courtesy, however students may exit the car once stopped under the overhang.
- **If you do not have a car tag**, you will be asked to park and present an ID to the front office.

Walkers/Bike Riders

- Regular Walkers/Bike Riders (Compass Rose side) will be release from the cafeteria. South Shore Walkers/Bike Riders will exit through the 2nd grade hallway door. **All walkers/bike riders will be car riders during inclement weather.**
- Kinder-2nd grade students will only be released to an approved adult, unless with a sibling in 3rd-5th grade.
- Please lock bikes/scooters with a personal lock.

Bus Riders

- **If your student is new to the bus after school begins**, please contact the front office to register for transportation. Routing can take several days. (Also applies to address changes.)
- Once routed, you can find their bus information in Skyward under the Busing tab.
- Students will **only** be dropped off at the bus stop assigned in Skyward. They may not get off at another student's stop.

Two Contact Lists

Emergency Contact List-

People we can call when guardians are not able to be reached. This can be for illness, injury, or school emergencies. You **must** indicate whether these contacts may pick your student up. (Can be updated in the Student Info tab by clicking the "Request Changes for student" link)

Authorized Lunch Attendee List-

People who may come in to have lunch with your student. (Can be updated in the Online Forms tab)
*Does not authorize to sign students out.

Volunteering

- Anyone wishing to volunteer must fill out the volunteer application on the district website **every school year**.
- You can find the application by visiting **ccisd.net** -> Community -> Volunteer & Mentor -> Volunteer Application Form
- Volunteer applications must be approved by Safe and Secure before you volunteer on campus.
- Please be sure to check the boxes for **all** campuses and types of volunteering you would like.

Nurse's Nook

We strive to keep our kids as safe and healthy as possible. Here is some info for our families to help us succeed.

- **All medication** must be brought in by an adult with a medication form. **Children may not bring in their own medicine or carry it in school.** (The clinic does not provide medication.)
- Please let our nurse know if your child has any allergies or medical conditions.
- District policy states that **children must be free from fever, vomiting, and/or diarrhea for 24 hours (without medication)** before returning to school.
- We encourage parents to keep a change of clothes in students' backpacks in case of spills/accidents. Students should be able to self-change.
- Visit <https://www.ccisd.net/student-health> for more District information.
- **KINDER PARENTS**- Students **must** be up to date on vaccinations or have an exemption affidavit to start school.

Lunch & Breakfast

School breakfast is \$1.25, and lunch is \$2.35.

You may send cash or set up an account on SchoolCafé. The link can be found in Skyward under the Food Service Tab.

You will need your student's ID# and PIN (Password without 00). These can be found in Skyward by clicking "Skyward Login Information" under the Report Card tab.

In SchoolCafé you can view menus, add funds, set restrictions and low balance alerts, and apply for free/reduced lunches.

ABSENCES

Student attendance is incredibly important for academic progress. Excessive absences and tardies can make it difficult for students to stay on track with educational growth.

- **All absences** require a parent or doctor's note within **three** school days of returning. **Five or more** absences require a doctor's note to be excused.
- The most effective and reliable method for parent notes is the **Parent Absence Request** in Skyward. This can be found under the Attendance tab. (See attached how-to guide)
- A written note may also be sent into the front office. Please keep in mind, written notes may be misplaced or forgotten by students. This is one reason we suggest using Skyward, if possible.
- We **do not** excuse absences via email, messaging apps, or over the phone.
- **Students are allotted five discretionary days** (per school year) for planned absences. These need to be submitted two weeks in advance and are subject to approval by the Principal. They may be submitted in writing or via the Parent Absence Request in Skyward.
- **Students arriving after 10:00 am will be marked absent**, unless they provide a note from a doctor or dentist for an appointment that morning. This also applies to students signed out before 10:00 am for an appointment.

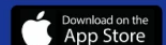
CCISD is offering a mobile app for download. This app will push important alerts to the community. Search for "Clear Creek ISD" in your app store.

In the event of an emergency, the Alerts Feed section of <https://www.ccisd.net/school-safety> will be updated with important information.

DOWNLOAD NOW

**CCISD
ALERTS
EMERGENCY
APP**

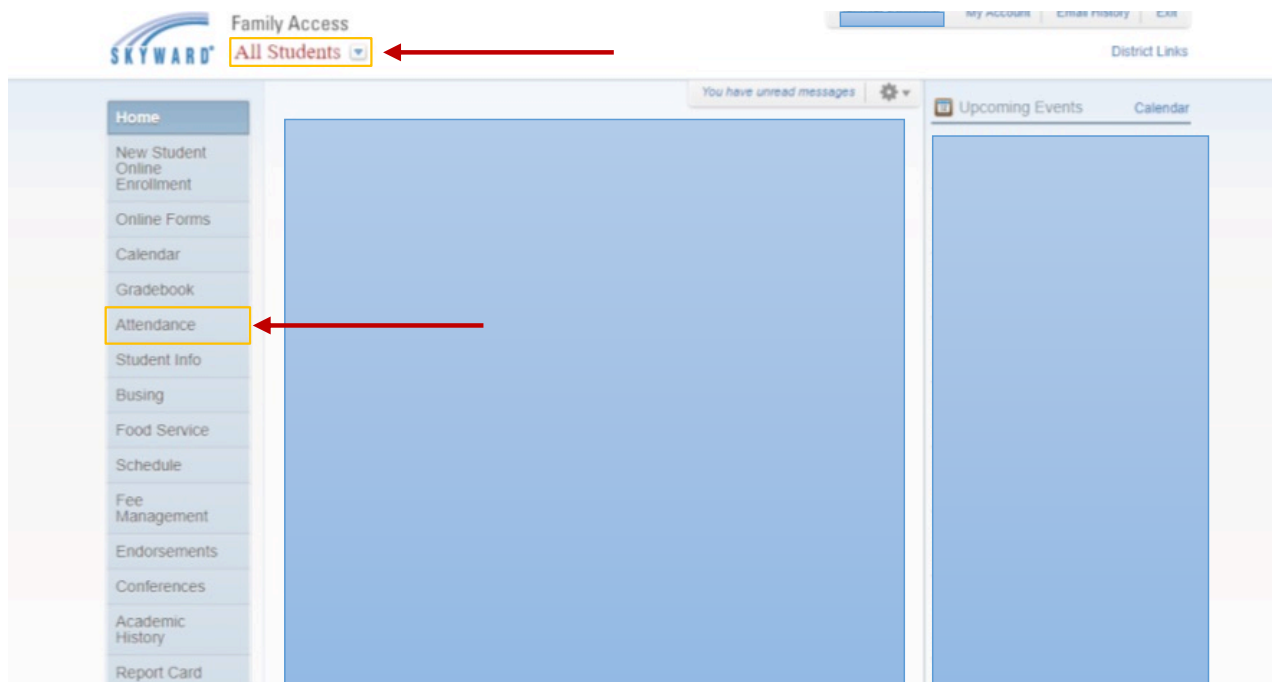
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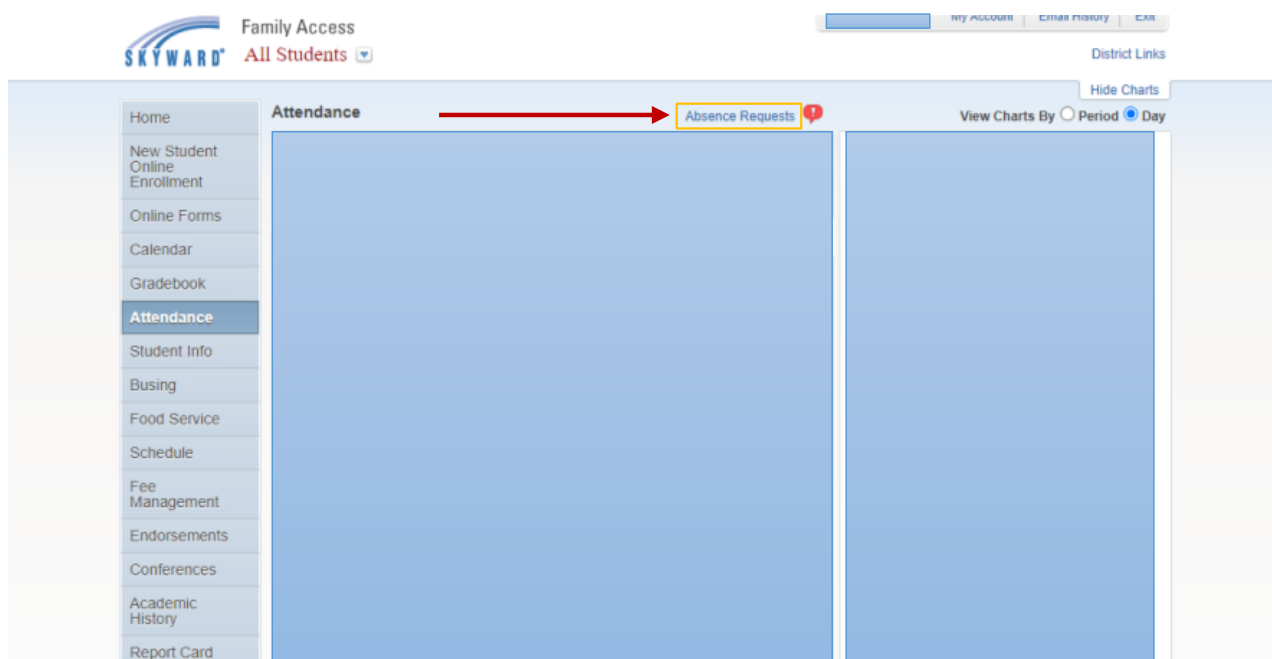
Parent Request for Excused Absences in Skyward

To submit an absence note in Skyward:

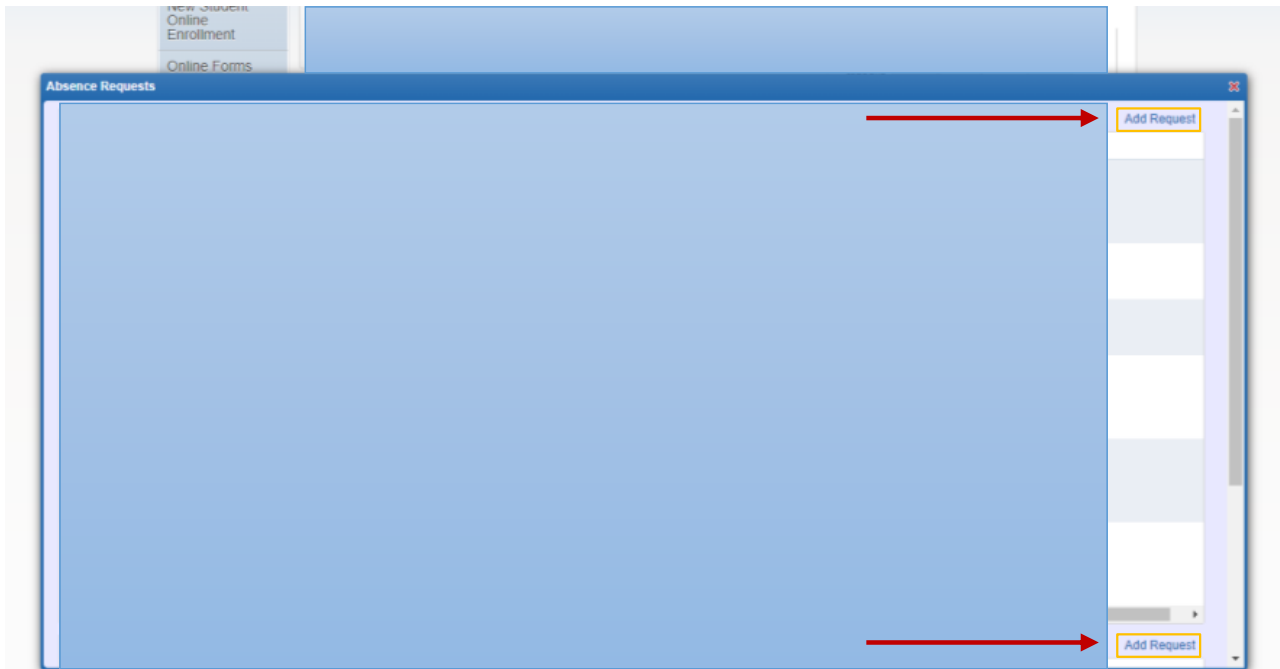
- Log in to your parent Skyward account
 - Navigate to ccisd.net -> Logins -> Skyward Family Access
- Select student (if applicable)
- Click on the Attendance tab



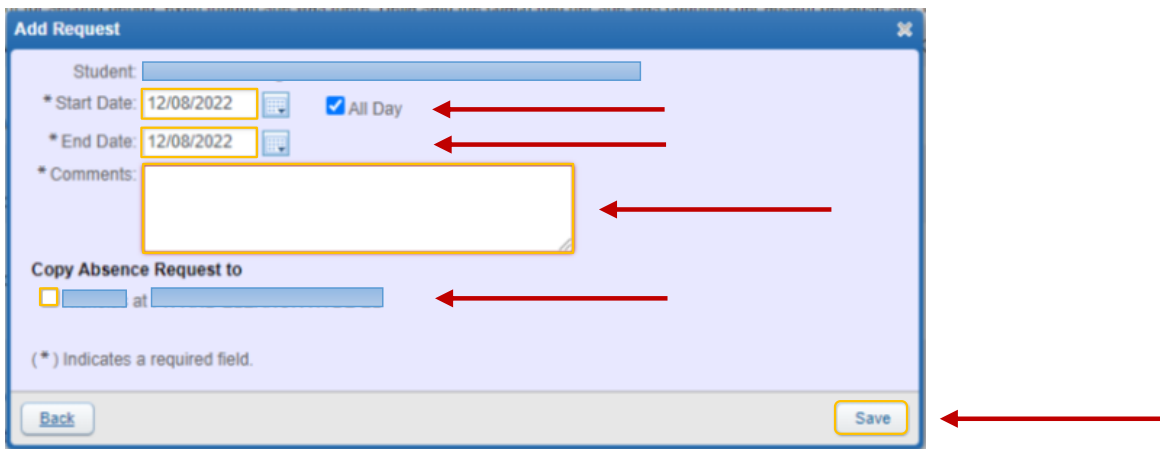
- Click "Absence Requests"



- Click “Add Request”

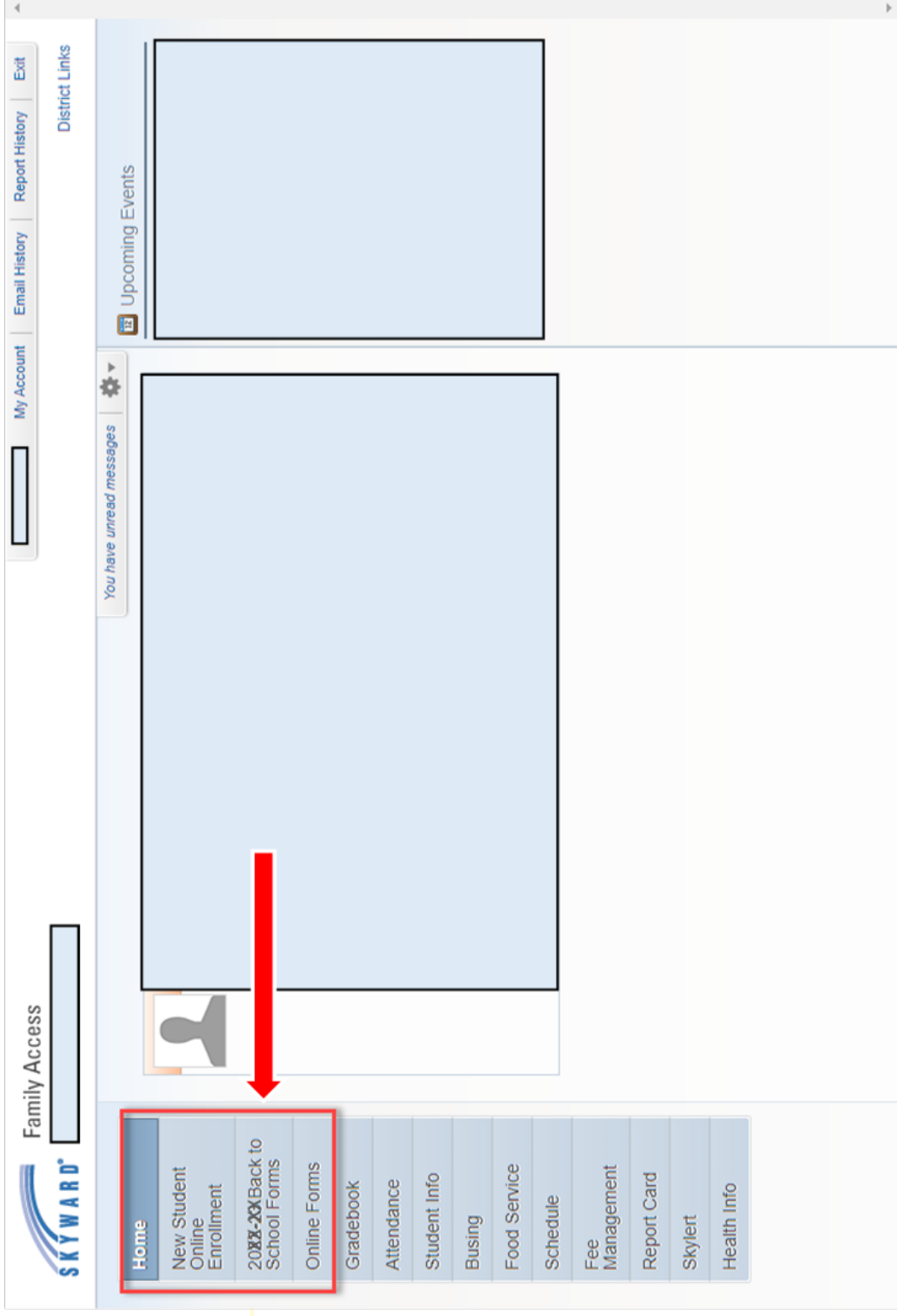


- Select the dates of the absences and add a reason in the “Comments” box
- If you would like request applied to multiple students, check the “Copy Absence Request to” box
- Click Save



- ❖ You will be able to monitor the status of your request in your Absence Requests
- ❖ Five or more consecutive absences will require a doctor’s note to the front office
- ❖ You may also submit an Absence Request for Discretionary Days (two weeks in advance)
- ❖ All Absence Requests are subject to approval by the Principal

Back-to-School Form Guide



Returning Students and New Students that enrolled

BEFORE Back-to-School Forms open for the year:

Click on the upcoming school year's Back to School Forms button. You will fill out each form, clicking Complete after each step. Once all steps have a green check mark, click the Submit to District button.

- New Student Online Enrollment is only for adding a new student to your family (Pre-K, Kindergarten, etc.) or for students who left the district and are coming back.
- The Online Forms button is for updating certain forms throughout the year if you have changes to transportation, need to upload documents, etc.