



2023-2024

**Emmott Elementary**  
**Reference Guide for Parents**  
11750 Steepleway Blvd.  
Houston, TX 77065

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

School Colors: Red & White Mascot: Eagle

Other Telephone Numbers:

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



2023-2024

-A-

**Address/Phone Changes:** Student records must be kept up to date. Changes in address/phone number should be communicated to the front office or contact our Registrar, Ms. Perez.

**Attendance:** Students arriving after 8:15 a.m. are tardy. Attendance is marked daily at 10:00 a.m. Students who are absent should submit a written excuse (parent note or doctor's excuse) upon returning to school. Excessive tardies/absences will be referred to the district's truancy officer. Please be mindful that when a student is tardy or leaves early they miss key instruction and directions. Students arriving late and leaving early also create a certain amount of disruption to the classroom environment. This year our campus Administration will be reaching out to parents after review of excessive absences/tardies to establish a plan for improvement in school attendance.

-B-

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

**Breakfast:** Students in grades PK-5th may proceed through the breakfast lines beginning at 7:55 a.m. and eat breakfast in the cafeteria as assigned upon entering. Breakfast is not served after 8:15 a.m. (with the exception of late buses). We are excited to continue our participation in the Community Eligibility Provision (CEP) program. The CEP is a federally funded option that allows all Emmott students to eat breakfast and lunch during the school day for free. This is exciting for our campus because there will be no cost for breakfast and lunch at Emmott. Because we are a CEP campus once again this year, students will not be permitted to bring in breakfast items from outside of the school to eat in the cafeteria. We will be encouraging all our students to eat breakfast upon arrival as part of our morning routine from the cafeteria.

-C-

**Cafeteria Services:** Due to our eligibility through the Community Eligibility Provision (CEP) process, the cafeteria provided breakfast and lunch meals will be free of charge for all students during the 2023-24 school year. A la carte items are available for purchase at an additional cost aside from the provided lunch. Our Food Services Department will continue to use the computerized lunch account system. Cafeteria personnel have a quick and accurate access to your child's account. When your child's account becomes low, you will be notified by the Food Services automated system of the need to replenish the account. Deposits may be made to the account and accounts may be parent managed online via the Parent Online website located at [www.parentonline.net](http://www.parentonline.net).

**Cafeteria Rules:** Lunch time allows students the opportunity to interact with their peers. However, with so many students in one location, noise level and behaviors can sometimes get out of hand. To help prevent this, cafeteria rules have been established within the first few weeks of school. When in the cafeteria, we ask that students follow the guidelines set in place to maintain a conducive environment for all. Students have been introduced to the EAGLE PRIDE Matrix for the Cafeteria and will routinely revisit the expectations as a grade level. When parents visit for lunch, we ask that they partner with us by encouraging your child/children to follow the matrix as well. Tuesday and Thursdays are designated as "parent lunch" days. Emmott's Cafeteria rules are 1.) Use a 3 inch voice to assist with noise level, 2.) Exhibit good table manners. 3.) Use hand signals to obtain permission to throw away trash, 4.) At the five minute

warning, classes begin cleaning up and students sitting at the parent or buddy table return to their homeroom table, 5.) Classes dismiss together. Thank you for your support in our endeavor to make the cafeteria an enjoyable place for all.

**Cell Phones:** Cellular phones should be turned off when visiting class or attending a school presentation. Students should not carry cell phones during the school day. They may bring them; however, cell phones must be turned off and kept inside backpacks during school hours, unless otherwise directed by their classroom teacher. If cell phones are visible, they will be collected with a verbal warning and parent phone call on first notice, and if repeated action the cell phone will remain in the front office or with an administrator until the parent is able to come in to claim the phone and pay an administrative fee. NOTE: Parents may use their cell phone to take pictures of their own child with teacher permission during a school event. Parents should not be photographing any other students in the building.

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

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

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

**Conduct:** Student conduct is communicated through conduct cards, assignments, Schoology platform, phone calls, conferences, office referrals, progress reports, and report cards. Students are expected to follow the CFISD Student Code of Conduct. At all times, students are expected to interact with respect for themselves, their peers, and adults in the building. Emmott students will exhibit PRIDE behaviors that align with our campus-wide PBIS PRIDE MATRIX. The CFISD Student Code of Conduct can be found at [www.cfisd.net](http://www.cfisd.net).

-D-

**Dismissal:** Emmott has three different types of dismissal. The type of dismissal is determined by the school based on weather conditions at 3:40 p.m. *Regular Day* dismissal is what happens every day when the weather conditions are normal. *Rainy Day* dismissal happens when it is raining outside but there is no lightning detected in the area. Students can still walk or ride their bikes. *Inclement Weather* dismissal happens when there are strong winds, or thunder and lightning in the area. Parents will be notified of an Inclement Weather change in dismissal through School Messenger, Remind, or our Emmott PTO Facebook page. Parents can also call the front desk to ask about dismissal. Please pay close attention to the procedures for each area of dismissal during any of the listed formats above.

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

- Shorts, skirts, and dresses must be mid-thigh length or longer.
- Students should wear shoes that allow for safe play during recess, P.E. class, and allow for safe transitions throughout the school day. Shoes with wheels, cleats, slides, slippers, and houseshoes are not permitted. Crocs may be worn but in "sport mode" during the instructional day. We encourage students to consider the activities throughout the day that may cause unsafe situations.
- Hoodies, hats, scarves, and other head coverings are prohibited in the building unless it is for religious or medical reasons.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to midriff tops that reveal bare skin on the mid-section of the body while standing or sitting, tank tops, tops with spaghetti straps, backless apparel, spandex shorts and oversized or baggy clothes. A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.
- Jeans that are ripped, frayed, or display holes in an excessive manner may not be worn. We encourage our students not to expose undergarments or bare skin.

- The student's hair style/color must not distract from or interfere with the learning environment.
- Students are prohibited from wearing tear-away type apparel, dusters, overcoats, and trench coats.

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

-E-

**End of Year Placement:** Promotion: State law mandates the following minimum performance standards for promotion from one grade to the next. (1) A composite grade of at least 70 in language arts (reading and language), mathematics, science, and social studies. (2) A cumulative grade average of 70 in language arts (reading and language) and mathematics. These grades must be calculated on the basis that the child is completing "on-level" work. In grades Pre-K through 1<sup>st</sup>, a student must be working "on-level" by the end of the year with an overall "S" in order to be considered for promotion. Placement: Students who fail to meet state promotion standards, but who are identified by a campus review committee to have achievement deficits that could be remedied at the next grade level without invoking retention may be "placed" into the next grade level. Retention: Any student who fails to meet promotion standards set by the state or district will be screened for possible retention.

-F-

**Foods of Minimal Nutritional Value (FMNV):** The Texas Department of Agriculture has created nutrition guidelines (Texas Public School Nutrition Policy) by which all schools must abide by. According to the policy, an elementary campus may not provide access to food or beverage to students anywhere on campus during the school day, unless it is provided through the school breakfast/lunch program or can be correlated with the curriculum. Under these new guidelines, parents, teachers, and others are prohibited from serving any food or beverage to students, including cupcakes, cookies, etc. during the school day.

-G-

**Grading:** In an effort to communicate progress to parents, work samples are collected and graded to show a student's mastery of a specific skill and/or objective. Not all assignments that come home are necessarily graded, but may serve as examples of your child's progress academically and display work habits during classroom instruction. In addition, some assignments that come home with grades may not be recorded in the teacher's grade book. A student may occasionally receive a holistic score on a scale of 0-4 for projects or writing assignments. Tests and quizzes may count toward a higher percentage of the student's final average than daily grade. Specific criteria regarding grades will be shared by the teacher.

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

-H-

**Homework:** The goal of homework is to: (1) reinforce learned skills (2) establish good study habits. The parent's role in helping students achieve these goals is (1) to encourage students to establish a regular routine (2) to provide repeated practice for strengthening skills outside the classroom environment and, (3) to assist when students begin to falter academically. We thank you for your help as we work together to encourage your child to develop good home study habits. *Homework is assigned as needed by content, grade level, and teacher.*

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

**Horizons:** The Horizons program is for students who are identified as gifted/talented through the standardized testing criteria defined by the district. For more information you may contact our school Counselors.

-I-

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

**ID Badges:** Students will receive an ID Badge and lanyard to wear throughout the day while on campus. Each student is expected to maintain their badge while on campus and care for their ID and lanyard. Students will also receive an ID for their backpack to utilize for Bus Transportation and Cafeteria setting. All students will receive a backpack ID without lanyard regardless if they ride a bus or eat in the

cafeteria. It is the student's responsibility to keep track of his/her badge throughout the school year. Students requiring a replacement badge or lanyard may be asked or communicated to parents to provide a fee of \$3.00 for lanyard and \$5.00 for Picture ID. Please talk with your students about the importance of our safety identification process in CFISD. Please encourage your student to maintain active accountability of his/her ID lanyard at school and ID tag on the backpack. A student without a CFISD Badge may be limited from participating in campus-wide activities.

-L-

**Late Work:** At Emmott Elementary, it is expected that students will complete and turn in all assignments on time. Students may be required to stay in during recess to complete an assignment, or incomplete work may be sent home. Grades may be reduced a maximum of ten points for being turned in late, unless the student refused to complete the work. Refusal to complete an assignment after intervention is provided may result in a grade of "O". Communication will be made to parents in order to inform them of the accountability of a student not completing an assignment. "Needs Improvement" will be noted in the "Completes Class Work"/Work Habits section on the report card.

**Library Books:** Students are responsible for all library books checked out to them. Lost and damaged books must be paid for as needed. *All CFISD students may check out books from their campus library. If you **do not** want your student to check out books from the campus library, you may **OPT-OUT** of this access by visiting the [parent portal](#). If you need assistance with your parent portal login, please contact CFISD Customer Care Center at 281-897-4357. If you would like for your child to check out books from the campus library no action is needed on your part.*

**Lost and Found:** Lost and Found is located in the cafeteria. If an item is lost, students/parents are urged to check the lost and found. On the last Friday of each month, all unclaimed items will be collected and donated to a charitable organization within our CFISD Community.

**Lunch:** While parents may not bring food for other children they may provide food or beverages for their own child's consumption. Many parents treat their children to special lunches from outside restaurants occasionally. While we encourage you to reward your children with these special celebrations, we ask that if you are bringing your child's lunch that you arrive on time. To protect instructional time, any student waiting on a parent ten minutes after lunch has begun will be sent through the cafeteria line. We also ask that when you come to eat with your student, that you only eat with your child, not friends of your child. NOTE: in order to teach and review cafeteria procedures and routines, lunch visitors are not permitted the first few weeks of school. In addition, lunch visitors will not be allowed during testing days. Tuesday and Thursday are designated as "parent lunch" days beginning Tuesday, September 26, 2023.

-M-

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

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

-N-

**Notes:** Because teachers are not always able to get to a phone during the day, it is very helpful when parents send notes regarding questions. Teachers make it a habit of asking for notes each day and are happy to respond to any parent questions. If you would like to personally talk to the teacher, we ask that you call the front office and leave a message. The teacher will return your call as soon as possible. Should a note need to be delivered to the front office or nurse, your child may stop by on their way to class that morning.

-P-

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

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

**Physical Education:** State law requires that children have access to a minimum number of physical education minutes each week. Under some circumstances, a child may be required to not participate in physical education activities due to certain health issues. In this case, the parent may write a note to be given to the homeroom teacher, P.E. teacher, and nurse. If the amount of time requested exceeds three P.E. classes, a doctor's excuse from physical activity will be required. Students not participating in P.E. will complete class work assigned by the P.E. teachers.

**Prohibited Articles:** We want our students to have a distraction free zone of learning while they are at school. At times, additional items get brought to school and may cause disruption, get lost, or keep our students from participating fully in the classroom. For this reason, we ask that no additional items be brought to school. Students should refrain from bringing toys and games to class, unless instructed to do so by the classroom teacher. Items include, but not limited to, toys, electronic games, musical devices, mini backpacks, purses, walkie-talkies, cameras, radios, sunglasses, baseball caps, laser pens, trading cards, and other costly articles that may get lost. If a child must bring a mini backpack or purse it is to be kept inside the backpack for the instructional day. Inappropriate items may be collected by the teacher and held until the end of day, or held until a parent/guardian can retrieve them. Please refer to the Student Handbook and Code of Conduct for more detailed information on specific items such as sharp, pointed objects that could be potentially dangerous as well as glass jars and/or bottles. Students are also prohibited from the engagement of distributing, trading, or selling items at school.

-R-

**Rainy Day Dismissal:** In the event of a rain storm, Emmott will dismiss using our rainy day dismissal procedures. Car riders will still be dismissed through the front entryway. We ask that parents remain in their car, so that we can get students through the line quickly. If your student is a walker or bike rider and you are picking them up by car, please have your Car Rider Number # and follow the car rider procedure. If you are picking them up and walking/riding bikes home, please pick your student up outside the enclosed gate nearest the bike rack. This will assist us in keeping traffic congestion at the front entry to a minimum. All students must have a rainy day transportation assignment. If your child is to walk home or ride their bike home come rain or shine, a parent must provide this direction in writing to the front office or their homeroom teacher. Please note that during **Inclement Weather Dismissal**, no students will be released as a biker/walker and will be placed in the Car Rider line for pick up.

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

-S-

**School Hours:** 8:15 am. to 3:40 p.m.

**School Supplies:** Each student enrolling at the beginning of the year will be responsible for purchasing all of the supplies listed. Consumables may need to be replenished throughout the year and parents will be notified should additional supplies be needed for the classroom.

**School Telephone:** The telephones in the school building are business phones and may not be used by students unless directed with an adult staff member. Parents should not call the school to talk to a child or leave messages for him/her.

-T-

**Technology LTE 1:1:** All students have access to a 1:1 technology laptop for classroom instruction and home. Each day the students are required to charge their laptops overnight and arrive at school with 100% battery charge ready for classroom learning. Students are to carry their laptop and charger daily back and forth to and from school. If support and services for technology equipment are of a concern, please complete a **HAPPY FOX** ticket through the student or parent portal at <https://launchpad.classlink.com/cfisdparents>. Taking care of our Technology Devices is part of our Emmott PRIDE and misuse, destruction, loss, or inappropriate handling may result in follow up with our Student Code of Conduct. Our district Technology Department will be charging the following for lost or broken Chromebook Chargers: \$30; Intentional damage to Chromebooks: 300e or 14e Chromebook: \$427; 500e \$579. Fees will be paid through SchoolCash and replacements will not be sent until balance is paid.

**Textbooks:** Students have full responsibility for the textbooks issued to them as requested by the guardian. Textbooks are available to all students inside the classroom to utilize as needed for instructional purposes. Students will be required to pay for lost, damaged, or defaced textbooks that have been checked out by a student/guardian.

## Transportation:

- **Bus Rider:** Please review the following information on our CFISD Traversa 360 Bus system that helps to identify transportation routes in progress for morning and afternoon travel [CFISD Transportation Traversa](#). Bus transportation is available to all elementary students in our district. Each student that does receive bus transportation will be placed on his/her scheduled bus each day, unless written permission is received to allow other means of transportation. Students are not allowed to board another bus without written permission by a parent or guardian. We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions and will not be allowed. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. With the privilege of bus transportation goes the responsibility of each individual bus rider to exhibit safe behavior at all times. Failure to observe the bus rules will result in parent notification through a bus report. Excessive bus reports may result in the denial of transportation. Information concerning student conduct on buses is detailed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.
  - *Students will be expected to wear seatbelts this year.*
  - *With the new Traversa 360 software, student badges will be a safety and security focus. This is necessary for the Traversa 360 system to verify student ridership and stop assignment as well as to report information to parents.*
  - ***After Sept. 11<sup>th</sup>, there will be a No Badge, No Ride guideline on all afternoon (and late run) routes. Students will need to obtain a temporary badge before loading the bus in the afternoon.***
- **Car Rider:** Those parents that provide transportation for their children are asked to use the appropriate drop-off/pick-up location which is at the front of the school. For the safety of our students, they should **NOT** be dropped off and left at the front or back covered areas before 7:55 a.m. Due to daily preparations that must be made by staff in the morning, students will be unsupervised if dropped off before 7:55 a.m. Club Rewind is available for those parents needing morning or afternoon care. For more information, please visit the district website, <https://www.ezchildtrack.com/cfisdcclubrewind/parent>. When picking up your child, we ask that you follow the afternoon Car Rider procedures established by the team. Our goal is to provide a safe and secure method for our students to unload/load at school.
- **Day Care:** Daycare vans unload and load along the side of the school nearest Paddock Way. Daycare vehicles must have clearly identified signage relative to the childcare facility for picking up children from school.
- **Walker/Biker:** Parents who will be meeting their child as Walker/Biker will need to wait in the greenbelt area (nearest the light post) outside of the Secured Entry Gate. Staff on duty will clarify the location that parents have to wait for dismissal. Parents are not allowed to enter the gate or continue to playground areas.

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

-V-

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

-W-

**Water Bottles:** Students are permitted to bring water bottles (filled only with water) to school, provided that they use them responsibly. Closed container water bottles **ONLY** are allowed. Open bottles/Straw containers/Glass Water Bottles are **not allowed** on campus. Our campus has 5 water bottle filling stations available to students to refill throughout the day during whole group restroom opportunities.

**Withdrawal from School:** In order to withdraw your child before the end of the year, you will need to notify your child's teacher and the school's attendance secretary. A two day notice is needed to complete checkout procedures, which includes clearing your child's library, technology, and textbook records (as applicable).

**Parent Quick Reference Links:** Click the links below for quick access to 2023-24 school year information.

[CFISD Main Website](#)

[Emmott Elementary Main Website](#)

[Nutrition/Cafeteria Information](#)

[CFISD Student Handbook and Code of Conduct](#)

[CFISD Transportation Traversal](#)

[CFISD Parent Portal](#)

[CFISD School Calendar](#)

**Follow us on Social Media:**

**Twitter** - @CFISDEmmott

**Facebook** - Emmott Elementary PTO

# SCHOOLMESSENGER

CFISD'S EMERGENCY NOTIFICATION SYSTEM



Stay informed with important school messages in the palm of your hand!

**TEXT "Y" TO  
67587**

**OPT IN TODAY  
FOR SMS NOTIFICATIONS**