2021-2022

PARENT HANDBOOK

Welcome Hancock Families,

We are so excited that you are here and can't wait to build a partnership with you and your child.

Lissa Archuletta, Principal

ATTENDANCE

Norma Slaughter, Attendance/Registrar Office Phone Number 281-897-4523

Your child's attendance at school is very important. However, if absences are necessary, please keep in close contact with your child's homeroom teacher and the registrar. Students are required to provide a note from a parent or guardian for each absence within three days of the absence or consecutive absences.

*New this year-if your child's learning mode is face-to-face and is not feeling well, they may stay home and attend via Connect. They just simply log in to Schoology through my.cfisd.net and complete the engagement task and assignments. They will be counted present if they are engaged online.

If they are not well enough to attend via Connect, you may send a note that is to include:

- student's name,
- grade,
- reason for absence,
- telephone number of parent or guardian,
- signature of parent or guardian

This note may also be mailed, faxed, or delivered in person by the parent or guardian. If the student does not bring a note for being absent, the absence is considered unexcused.

Class attendance is taken at 10:00 a.m. Students not present at that time will be marked absent for the entire day. A student shall be excused for a temporary absence resulting from visits to health care professionals **only** if the student leaves class or returns to school on the same day of the appointment. The student must provide a note from the health care professional to the attendance office upon his/her return.

ARRIVING LATE

Children arriving after 8:00 a.m. will be signed in at the office (this will be handled by staff, parents may not enter the building). Students arriving after 8:00 a.m. will be counted tardy unless they are arriving at school via CFISD buses.

MAKE-UP WORK DUE TO ABSENCES

Doing classwork and homework is crucial for academic progress, so students are given the opportunity to complete make-up work for all absences. They will be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstances, teachers will grant students additional time to do their make-up work. Students who fail to make up all of the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive a zero in the gradebook.

Opportunities to make up work occur at lunch, recess, or during Hawk Time.

WARNING NOTICES/EXCESSIVE ABSENCES

A student between the ages of 6 and 18 must attend school and district-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-kindergarten or kindergarten program must attend school. The District employs attendance officers to support students in maintaining good attendance.

A court of law may impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year.
- Is absent on three or more days or parts of days within a four-week period.

- For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

All students must adhere to the 90% attendance law. Once a student's attendance falls below 90%, all subsequent absences will require a note from a doctor, a health clinic, or the student may be taken to school to be assessed by the nurse in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class.

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless he/she has been in attendance for at least 90% of the days during the school term or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course.

Parents of elementary students will receive written notice following the tenth (10th) absence.

EARLY RELEASE OF CHILDREN TO PARENTS AND GUARDIANS

In order to protect your children, we have a very firm policy regarding early release of students.

For the student's protection, the following procedure will be used in the event you must pick up your child before regular dismissal:

- The parent must send a note notifying the child's teacher that he/she will be picked up early.
- Phone calls will not be permitted for transportation changes.
- All requests must be in writing and in the office by 2:30 p.m. Please include in the note the date, time, and reason for the early release. The student will take the note to the front office and receive an early release pass/sticker.
- Your child will meet you in the front office and you will need to sign him/her out.
- All persons, including parents, must show a hard copy of a picture ID to school personnel when requesting the release of a student.
- Do not go into the classroom, cafeteria, onto the playground or any other area of the school to get your child.
- Brothers, sisters, aunts, uncles, grandparents, friends, etc. will not be allowed to pick up a child unless we have written permission from the parent. A hard copy of a picture ID must be shown.
- Please do not plan to pick up children early for extracurricular activities. Your child's education is very important, so we ask that you do not take your child out of school before the end of the day. Students miss valuable instructional time when they leave early.

Under normal circumstances, either parent of a student will be allowed to take the student from school. If parents are separated or divorced, the school will release the student to either parent of record.

In the event that one parent has limited custodial or visitation privileges, the school must be provided a copy of the most current divorce decree stipulating the custody agreement. In the event a student has a guardian, the school will release the student to his/her legal guardian. The school should have a certified copy of the guardianship order. It is the parent's responsibility to provide the campus registrar with current legal documents when custody rights have been determined by a court of law. Legal documents are those that have been signed by a judge and contain a court's stamp.

PERFECT ATTENDANCE

In order for students to receive Hancock's Perfect Attendance Award at the end of the school year, they must have attended school every day, and may not have had more than 3 tardies or 3 early releases. A "Return to School" doctor's note does not count as a tardy.

BEFORE AND AFTER SCHOOL CARE

Club Rewind is the fee-based before/after school care program designed and managed by Cy-Fair ISD. It is on site at each elementary campus. Club Rewind morning care begins at 6:45 a.m. The after-school program begins immediately

after dismissal and operates until 6:30 p.m. The children are divided by age/grade and participate in a variety of games and activities. All-day programs (Day-Camps) are offered on specific days the campus is closed to students. More details and enrollment information are available on the district's website at www.cfisd.net or by calling the Office of Community Programs at (281) 807-8900.

BIRTHDAYS

Due to state guidelines (FMNV, competitive foods), parents are not permitted to bring cookies or cupcakes (or any other food or drink) to the school to share with classmates. We have established the following procedures as a way for parents to provide birthday treats to honor their child on their birthday.

Parents may choose to purchase either cookies or ice cream for their child's birthday from the cafeteria. The coupons should be purchased a month in advance by a parent in order for our cafeteria manager to guarantee we have enough cookies or ice cream on hand that day. It is best to schedule this as early as possible because it is possible the cafeteria will not have the treats on hand if you wait until just before your child's birthday.

Coupons may only be purchased for your child's homeroom.

On the morning of your child's birthday, the cafeteria manager will give the Birthday Treat Coupons to your child's homeroom teacher. There must be a coupon purchased for each child in the homeroom. The cafeteria manager will be able to tell you at the time of purchase how many students are in the homeroom. The students will exchange their coupon once they are in the cafeteria for their cookie or ice cream.

Birthday gift deliveries will not be allowed. All other celebrations should take place outside of school.

Individual party invitations to private, non-school sponsored parties may not be delivered at school unless the ENTIRE class is invited. They may not be delivered to students in other classrooms.

We recognize student birthdays on the morning announcements.

CAFETERIA SERVICES

Cafeteria Manager phone number: 281-897-4523

MEAL PURCHASES

Hot nutritious meals and lunchables are served daily in the school cafeteria. Each student will be assigned a personal identification number (PIN). These PIN's will be the same as the Student Identification Number. Student PIN's will follow students throughout their years at CFISD and will be universal to all campuses. It is best for all students to have money in their lunch account at all times.

The following website (SchoolCafé), is the website that enables parents to get more information about their children's purchases. The Food Services department encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling.

A student may purchase one dessert item with their lunch. The system allows an account to be blocked for dessert purchases, should parents desire. You can monitor what your child eats and how much money they spend by setting up an account. You can also call the manager for a printout to be sent home with your child. Students will be able to add money to their account in the morning as well. Cash or checks will be accepted for deposits.

BREAKFAST

Students in grades Kinder – 5th may proceed through the breakfast lines beginning at 7:40 AM. Pre-K students will meet their teacher in the cafeteria and sit with their class for breakfast. **K-5 students will eat breakfast in the cafeteria.** Due to space and time, we will not have parents in the cafeteria for breakfast.

Breakfast is not served after 8:00 a.m. (with the exception of late buses), and students are not allowed to eat in class after 8:05 a.m.

Students should not bring in outside food for breakfast.

LUNCH SCHEDULE

Any parents wishing to have lunch with their child must check in at the front desk, show a hard copy of their picture ID, and wear a visitor's name tag. Any guest visiting for lunch (without a child's parent being present) must have prior written permission from the parent/guardian.

There is a designated visitors' table where you will sit to eat with your child. You are welcome to bring lunch for your child if you are eating with him/her that day. Bringing lunches or other food for other students is not permitted by state guidelines.

The visitors' table is reserved for parents and their child(ren) only. Students are not allowed to invite additional guests to eat with their parents. Five minutes before lunch is over, teachers will signal to students to return to their assigned table. Parents are asked to exit the cafeteria at this time.

No lunch visitors are allowed the first two weeks of school or the last two weeks of the school year. Certain shutdown days are planned into the year for testing and we will ask parents to reschedule on those dates. Students need this time to learn and practice cafeteria procedures.

LUNCH DELIVERY

We do not allow lunch drop-offs from outside food places. Students will be provided with lunch from the cafeteria.

FOOD GUIDELINES

A list of FMNV is included in the District Student Handbook. Effective August 1, 2004, the Cypress-Fairbanks school district implemented the guidelines of the Texas public school nutrition policy as mandated by the Texas Department of Agriculture (TDA) into its breakfast, lunch and snack programs.

Elementary School Guidelines:

- No food or beverage can be served to students during the school day except those from the school food service department unless it follows the state guidelines and dates submitted for reporting purposes, ex: parties, field day, etc.
- The school day is defined as the start of the first breakfast period until the last bell.
- Snacks for special events may be purchased from food service provided they are served and consumed during a meal period in the cafeteria and meet the nutrition guidelines.
- Elementary classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be provided by the teacher, parents, school food service, or other groups and should be at no cost to the students. No foods of minimal nutritional value (FMNV) or dessert type items are allowed.

Foods of Minimal Nutritional Value (FMNV) and policy exemptions:

School Nurses: The policy does not apply to school nurses using FMNV during the course of providing health care to individual students.

Accommodating Students with Special Needs: Students receiving special education services whose Individualized Education Plan (IEP) plan indicates the use of FMNV or candy for behavior modification may be given these items.

School Events: Up to five different events determined by school officials as part of school policy and included on the school calendar.

CELL PHONES

Parents please turn cellular phones to mute when entering the building. Please refrain from using your phone while in the building. Phones should be turned off when visiting class or attending a school presentation. Students should not carry cell phones during the school day, unless it is for an instructional purpose.

A person who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator.

In accordance with Texas Education Code Section 37.082, the device will be confiscated and returned to the owner after a $15.00 administrative fee is collected. A student's parent, guardian, or non-student owner may pick up the device after showing proof of ownership.

CLINIC MEDICATION POLICY

Cypress-Fairbanks ISD policy provides that school nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physician's orders to students during school hours under the following conditions:

- The school has received a written request to administer medication from the parent or legal guardian or other person with legal control of the student.
- Prescription medication must be in the original container properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the United States.
- Non-prescription medication must be in the original container. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations will not be given at school.
- Students are not allowed to have any medication, including cough drops, in their possession during the school day or at school-related activities.

For the safety and protection of all students, medication cannot be transported by students.

- All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured in the clinic at all times.
- When the period for administering the medication expires, the parent, guardian, or other adult shall pick up the medication at the clinic.
- A doctor's note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or epi-pens.
- Students are not allowed to share any medication with another student.

In the event 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 will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

FOOD ALLERGIES AND OTHER MEDICAL CONCERNS

Parents are asked to speak with the school nurse regarding any food allergy, severe food allergy, or other serious medical condition that you believe should be disclosed to the school/district. This is to enable us to take necessary precautions for your child's safety.

COMMUNICATION

Search for us:

Twitter: @Hancockcfisd Facebook: T. S. Hancock Elementary

School Messenger

It is our goal to establish and maintain effective communication with parents at all times. Teachers will communicate with parents regarding your child's progress through:

- Weekly Campus Newsletters
- Communication/Conduct Cards
- E-mails
- Phone Calls
- Conferences
- Remind

Phone communication and conferences are encouraged whenever school staff members or parents have concerns regarding a student's academic or behavioral progress.

HOME ACCESS CENTER

Our district offers every parent the opportunity to monitor his or her child's grades through the marking period using the Home Access Center System. We encourage parents to stay informed and up to date regarding their child's progress.

Passwords must be picked up in person by the parent requesting this information.

Our teacher newsletters will provide you with information specific to your child's class. You will find information about the TEKS (Texas Essential Knowledge and Skills) being covered, as well as information about homework. Our teachers will share this information with you during Curriculum Night.

CURRICULUM NIGHTS

Fall Curriculum Nights will be held and communication will be sent home with the date and time. A teacher and parent partnership is essential to our students' success. We encourage all parents to participate.

PARENT CONFERENCEs

Beginning of the Year conferences have been designated to encourage a working relationship for the benefit of your child. Teachers conferences will be held in person, by zoom or on the phone. Scheduling conferences throughout the year may be arranged with the teacher by sending a note with your child to the teacher or by calling the front office. The teacher will be notified that you called. The teacher will then return your call within 24 hours to arrange a conference. Teachers are unable to use class time for conferences or phone calls.

PARENT TEACHER ORGANIZATION (PTO) We unfortunately do not currently have a PTO at Hancock. There are many activities throughout the year that are typically sponsored by a PTO.

We thrive on the attitude that parents and staff working together can bring about the best possible learning environment for our students and school.

We do have a VIPS program and encourage participation from parents if interested.

DELIVERIES MADE BY PARENTS

In order to protect the instructional environment of our classrooms and to maximize instructional time, we try limiting the number of classroom interruptions during the school day. For this reason, deliveries are not made to the teacher's classroom but are put into the teacher's mailbox. Please be aware that teachers normally check their mailboxes before school, at lunch/conference periods, and after school. Due to early conference periods, meetings during conference times, special events, etc., items placed in mailboxes may not get to the teacher until after students are loaded on buses in the afternoon. We do not have personnel designated to make deliveries during the instructional day. Additionally, we do not allow parents to hand deliver items to children in the classroom. The forgotten items can simply be sent with your child the next day. Parents who consistently follow this procedure can give testimonials about how quickly children learn to assume responsibility.

DRESS CODE

(Refer to the Cy-Fair Student Code of Conduct for a detailed explanation of student expectations regarding dress code.) Every effort will be made to contact a child's parent if he or she is out of compliance with the CFISD dress code. We will

request that a change of clothes be brought to school so that the student can return to class. Specifically, shorts and skirts must be at least mid-thigh level, spaghetti straps are not allowed, and midriffs should not show when arms are raised. Tennis shoes or closed-toe shoes are preferred for safety reasons. Students are required to wear appropriate footwear for PE.

Face masks are optional this year. Parents and students are not required to wear face masks for the 2021-2022 school year.

EMERGENCY INFORMATION PARENTS OUT OF TOWN

If both parents are out of town and the child is staying with a friend or relative, we must have the names and telephone numbers of the adults taking care of your child in your absence. Names and telephone numbers must be in writing. It is imperative that we have this information to assist with transportation arrangements and in the event that a medical problem arises while parents are away. It is also advisable to give written permission to the caretakers to seek medical care.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

It is important to keep address and phone numbers on your Emergency Information Form up to date at all times. This is our only source of notifying you in case of illness or emergency. You may notify us of changes by sending a note with your child or calling the Registrar. If your address changes, you must show proof of residency to verify the address change.

EMERGENCY SCHOOL CLOSINGS

Automated calls will be placed to students' home phone numbers beginning at 6:00 a.m. using the district's Emergency Notification System if conditions warrant the closing of schools. Local television and radio stations are also notified before 6:00 a.m. if conditions warrant the closing of schools.

Television stations that are contacted are Channel 2 (KPRC), Channel 11(KHOU), Channel 13 (KTRH), Channel 26 (KRIV), Channel 39 (KIAH), Channel 45 (KXLN), Channel 47 (KTMD) and CFTV Comcast Channel 16. Radio stations that are contacted are FM Stations 100.3, 102.9, and AM Station 740. Information will also be posted on the district website www.cfisd.net.

FORGOTTEN ITEMS AFTER SCHOOL

Please note that in the name of safety, doors are locked at the close of the school day. Although we recognize that children forget items at school from time to time, we do not have personnel available after school hours to escort students or parents to and from the instructional area to retrieve these items. Club Rewind personnel will not allow parents or children access to the instructional area after school hours. We appreciate your help in keeping our school a safe place for your children.

GRADING

NINE WEEK GRADING PERIODS

Report cards will be issued every nine weeks for elementary students. Progress reports will be issued for all students (Pre-K-5) after the fourth week of the grading period. Student achievement in the mastery of grade level Texas Essential Knowledge and Skills (TEKS) will be reported to parents through report cards each nine weeks. The school uses a computerized report card system. When you receive your child's report card, please examine it closely.

Parents of second through fifth graders are encouraged to use the Home Access Center system to stay current of their child's grades throughout the marking period.

In an effort to communicate progress to parents, work samples are collected and graded to show a student's mastery of a specific skill. However, all assignments that come home are not necessarily graded. 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. Not all grades are averaged equally. Daily grades may count

toward a higher percentage of the student's final average than tests and quizzes. Specific criteria regarding grades will be shared by the teacher.

In grades Pre-K – 1st, teachers assess student work samples and record their achievement. At this end of the nine weeks, each student's work is applied to a rubric which determines a nine weeks grade.

In grades 2nd – 5th, graded work is recorded by the teacher and averaged each nine weeks to determine your child's nine weeks grade. Numeric grades may be converted as follows:

- A = 90 – 100,
- B = 80 – 89,
- C = 75 – 79,
- C-= 70 – 74,
- F = 0 – 69.

REDO WORK

Students may have three opportunities each nine weeks to redo assignments/major grades for which he/she earned a grade of 69 or below.

The three opportunities will include one major grade and two daily grades. The highest grade a student can earn on the "redo/retest" will be a 70.

Parents must request the redo opportunity within one week of the grade being posted on the Home Access Center or the assignment coming home in the Take Home folder.

All reteach/ redo opportunities will take place before school at 7:40 a.m. The redo date will not be changed or postponed for students who do not attend the re-teaching date. District Progress Monitoring Assessments (DPM) and district benchmarks are not included in the redo/retest opportunities.

TUTORIALS

The school offers in-class tutorial sessions for all grade levels. This includes tutorials during the day by the classroom teacher or other personnel. This is called Hawk Time at Hancock.

GRADE LEVEL PROMOTION STANDARDS Students who meet the academic standards for promotion may not be retained by the school or the parent.

ELEMENTARY SCHOOL PROMOTION STANDARDS

To be promoted at the end of kindergarten and first grade, a student must earn an end-of-year grade of at least "satisfactory" in reading/language arts and mathematics.

To be promoted at the end of grades 2-5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies.

Students in grade 5 must pass the STAAR Reading Test and the STAAR Math Test as prerequisites for promotion to 6th grade.

AWARDS

ACADEMIC ACHIEVEMENT AWARD

Students in grades 2nd – 5th are eligible for Academic Achievement Awards. To receive the award students must earn more A's than B's on the report card. The award recognition at the end of the school year will recognize students who have maintained this academic achievement distinction every nine weeks.

CITIZENSHIP AWARD Students in grades Pre-K – 5th are eligible for Citizenship Award. To earn the award, students must earn all S's on their report card.

PERFECT ATTENDANCE Students in grades Pre-K-5th are eligible for the Perfect Attendance Award. In order for students to receive the perfect attendance award at the end of the school year, they must have attended school every day, and may not have had more than 3 tardies or 3 early releases. A "Return to School" doctor's note does not count as a tardy.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE To be eligible for the award a student must earn a combined average score of 90% or higher on Reading and Math for the 4th grade academic year and first and second nine weeks of the 5th grade academic year. In addition, students must receive Masters on the STAAR tests for 4th and 5th grade Reading and Math and have received all S's in conduct.

HOMEWORK

The goal of homework is to:

- reinforce learned skills
- establish good study habits.

The parent's role in helping students achieve these goals is:

- to encourage students to establish a regular routine
- to refuse to "rescue" the child when he/she fails to get back to school with homework (i.e. bringing forgotten homework to school, writing an excuse, etc.)

This is an important, but often difficult component of helping students develop responsibility. We thank you for your help as we work together to encourage your child to develop good home study habits and to become independent learners.

Homework will be assigned as appropriate by grade level. Teachers will share specific homework guidelines at Curriculum Night.

HORIZONS

The Horizons program is for students who are identified as gifted/talented through the standardized testing criteria defined by the district.

INTERNET ACCESSIBILITY

All students must have documented parental permission to access the internet at school. Teachers may include internet presentations during class instruction without parent permission. Any unauthorized use of the internet will be subject to disciplinary action and parents will be notified.

LOST AND FOUND

Every year many lunch kits, coats, sweaters, jackets, etc. are turned into Lost and Found. In order to help us return lost items to the owner, we recommend that parents label all outer articles of clothing, as well as lunch kits and backpacks. Lost and Found is located in the cafeteria on the stage. If you would like to check the Lost and Found for something specific, please call and schedule an appointment with the student's administrator. Unclaimed items will be donated to a charitable organization at the end of each month.

PARKING

Parking is available to visitors in either of our main parking lots. Please do not park alongside the red curbs, as these are fire lanes and bus loading zones. Designated handicap parking areas should only be utilized by those persons displaying a handicap parking permit or license plate. Unauthorized vehicles may be ticketed if parked in these spaces without a permit.

PARTIES

Each grade level will have two parties during the year.

- Holiday Parties
- Valentine's Party

Our class parties are very well attended. We offer the service of a pre-registration form, to speed up the check in process on party days. If you have been scanned into our Vsoft system, our staff will pre-print your visitor's badge if you have completed the pre-registration form. Those with only a passport and not a license will need to check in on the day of the party due to the system not allowing a pre-registration for passports. Please look for the pre-registration flyer when the party date draws near. Only parents, guardians, and adult family members with written permission may attend parties.

We don't allow siblings that are school-aged (Age 5-Age 17) to attend classroom parties. We will not sign out siblings from other grade levels to attend classroom parties.

We will not have an End of the Year party; however,teachers will plan wonderful activities for their students. No guests are permitted during the last day events.

PERSONAL BELONGINGS BROUGHT TO SCHOOL

Students are expected to have appropriate supplies (paper, pencils, notebooks, etc.,) for completing their school work. Students may not possess items at school that could be distracting to the learning environment. Students may bring their own device, such as, iPods, iPads, kindles, cell phones, or other electronic devices for instructional purposes only, as determined by the teacher. The devices are the responsibility of the student. Campus and District personnel will not assume responsibility for damaged, lost or stolen items.

When the devices are not in use for instructional purposes, they must be turned off and put away. If students violate the use of the electronic devices during the instructional day, the devices may be confiscated.

The instructional school day is defined as anytime students are under the direct supervision of a CypressFairbanks I.S.D. employee. This includes, but is not limited to, riding the bus to and from school; students waiting in the campus bus loading zone (morning and afternoon); in the building before and after school; class time, before, during or after any state assessment or district testing; transitions between classes; lunch time; and before or after school tutorials.

A person who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator.

In accordance with Texas Education Code Section 37.082, the device will be confiscated and returned to the owner after a $15.00 administrative fee is collected. A student's parent, guardian, or non-student owner may pick up the device after showing proof of ownership.

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 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.

For safety reasons, students need to wear the appropriate shoes (tennis shoes, boots, shoes with a back strap) to participate. No flip flops. Please, remember they will be participating in activities that require running.

PROHIBITED ITEMS

Some common items used at home may create disruptions if brought to school. Students should refrain from bringing toys and games to class. Inappropriate items will be collected by the teacher and held until they can be retrieved by the

parent/guardian. Also, sharp, pointed objects that could be potentially dangerous are prohibited as well as glass jars and/or bottles. Live animals are not allowed. Students are prohibited from the engagement of distributing, trading, or selling items at school.

QUESTIONS

Teachers are not always able to correspond during the school day. Our policy allows teachers 24 hours to respond to parent communication. Teachers are not allowed to check email during instructional time. If it is an emergency or you would like to talk personally to the teacher, we ask that you call the front office and leave a message.

RECESS/PARENTS ON THE PLAYGROUND

Hancock students have 30 minutes in their schedules devoted to recess. This is a combination of outdoor recess and a restroom break. Parents are not allowed to accompany their children to recess. We do not allow visitors on the playground during the school day. In addition, any cars parked on the perimeter of the school grounds while students are at play will be reported to the Cy-Fair Police Department.

Recess is very important for the development of social skills with children and exercise. At Hancock, we value recess and will not use it to complete work, tutoring, or as a discipline measure. If your child is to miss recess, you will be notified by an administrator.

RECORDS REQUEST

The school has 24 hours to process any record request.

SAFETY AND SECURITY

Safety for our campus is a top priority.

Please expect the following when visiting our campus:

- All exterior doors will be locked.
- To gain entry into the building, you must go to the front doors and ring the bell.
- The staff member will ask “What is your business?” and if you have your ID?
- No one will be admitted into the building without an ID.
- Once the lock is released to let you in, you must report to the front desk.
- All visitors are required to carry their hard copy of their ID and should expect that their ID will be scanned upon each visit. This is for the protection of our children.
- All visitors are expected to wear the name tag that is printed and given to you. This sends the message to all adults and children in the building that you are a “safe” visitor and the location in which you have access.

All CFISD campuses require emergency drills. Fire drills are conducted once per month. In addition, lockdown, hold, lockout, and severe weather drills are conducted once per semester.

To promote a safe learning environment for our students, Hancock has implemented a PBIS (Positive Behavior Intervention & Support) model. We use the acronym “SOAR” to communicate consistent behaviors and expectations throughout our building. Students are recognized with “HAWK” bucks for demonstrating this appropriate behavior. The students are able to spend their “HAWK” bucks in their classroom or on Fridays during lunch at the Hawk Buck store and on the classroom rewards menu.

The skills will be reviewed at the beginning of the year and revisited as needed.

SCHEDULES

Students may begin entering the building no earlier than 7:40 AM each day. School begins at 8:00 AM and ends at 3:30 PM.

SCHOOL TELEPHONE

The telephones in the school building are business phones and may be used by students only on an emergency basis. Parents should not call the school to talk to a child or leave messages for him/her. After-school plans should be made in the morning before your child leaves home. Assignments or items left at home do not constitute an emergency.

STUDENT ID BADGES

Each student is issued two student ID badges. The first badge attaches to the student backpack and is used with the district Z-pass Rider system. This system tracks students riding the bus, in addition it allows parents to track students getting on and off the bus. If lost, the replacement fee is $3.00. It is not interchangeable with the second issued student ID badge.

The second badge is used for library checkout and purchasing lunch.

STUDENT CONDUCT

Responsible citizenship, like academic achievement, is a developmental process which requires time and practice to master. Student conduct will be evaluated for each subject and parents will be notified through the communication card. Teachers will follow their grade level continuums and communicate with parents.

Students are expected to:

- Follow classroom and school conduct rules
- Exhibit respect for adults and peers
- Exhibit respect for property of others
- Cooperate with adults and peers
- Exhibit self-discipline

Teachers and administrators work diligently to nurture the value of "good citizenship" in students. Parents will be notified of behavior problems if they arise and will be encouraged to participate as partners in a corrective plan of action.

We regularly teach the expected behaviors that are outlined in our PBIS Matrix through class meetings, and as needed. Along with this, classroom guidance lessons are taught by our counselor..

STUDENT SUPPLIES

Students are asked to purchase school supplies from the Hancock school supply list for their specific grade levels. Due to COVID-19, we ask that students have their own supplies for school. Please replenish consumable supplies as needed.

TEXTBOOKS, LIBRARY BOOKS & HOME READERS

Students have full responsibility for textbooks and library books issued to them. State approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully. If a student loses an issued textbook, library book, or home reader, then a notice will be sent home with the student.

TRANSPORTATION

BUS TRANSPORTATION Bus Transportation Phone Number 281-897-4565

Bus transportation is provided by the district for eligible students attending their home campus, and we encourage parents to take advantage of this service. Students are only allowed to ride the assigned bus to and from their assigned bus stop or state licensed daycare. Any change in that assignment can only be made on an emergency basis if a request is submitted by the parent in writing and it is approved by transportation. Requests related to after-school activities, such as sports and scouts, will not be approved. Masks must be worn on the bus.

CAR RIDERS

All car riders shall be dropped off and picked up at the appropriate locations. For your child's safety, and the safety of the other children, please follow all traffic laws upon your arrival and departure from campus. Staff will be moving children to load students.

Please have your car rider number displayed from your rear-view mirror, this allows our staff to quickly collect numbers. This will speed up the dismissal process.

I*f you do not have a school issued number visible, you will be asked to park and come in and check your child out with a hard copy of your license. We will not accept homemade numbers.*

Once in line, it is important to stay in your car. If you get out of your car or cut off another car rider parent, you have slowed down our ability to bring your child to your car in a timely manner.

If you arrive to school after 8:00 AM, your child(ren) are tardy. Parent(s)/Guardian(s) must walk your child(ren) to the front door. A staff member will admit them and send them to class. Parents are not to enter the building. Please do not drop your child(ren) off at the front of the building after 8:00 AM alone. This could create a very unsafe situation as staff members are not outside to watch your children. Remember: Cell Phones are prohibited for use in school zones while driving.

CROSSING GUARDS

Because bus transportation is available for all eligible Hancock Elementary students, we will not provide crossing guards for students who walk or ride bikes to school. Parents who choose to have their child walk or ride a bike to school assume full responsibility for their child's safe journey to and from school.

DAYCARE BUSES

If your child is transported by a daycare bus, the daycare is required to observe the same daily schedule as other modes of transportation. If your child's regular end-of-day transportation is a daycare bus, please be sure to always inform the daycare if your child will be going home a different way. This prevents a delay in releasing the daycare buses since the daycare is careful to check that they have all of their students before departing.

DISMISSAL

Please follow all dismissal procedures for the safety of ALL our children. The playground is closed from 7:40 A.M. until 3:45 P.M. or until all buses have departed from the campus.

TRANSPORTATION CHANGES

Parents must send a note to school regarding any transportation changes. In the case of an emergency, parents may fax the school their note and signature. A copy of the parent's driver's license MUST accompany the fax. We will call the parent/guardian on file to confirm.

In addition, an email may be accepted if it includes a copy of the parent's driver's license. If an email or fax is sent, the parent must verify if the fax or e-mail was received by calling the school. **Phone changes will NOT be accepted.**

All transportation changes should be made before 2:30 PM so that we may have adequate time to get a message to the teacher.

VISITATION AT SCHOOL-ADULT VISITORS

Please note, we have a visitor check-in system which requires all visitors, volunteers, and guests to show a valid driver's license or state identification upon entering the school. Each visitor's name will be processed through the RAPTOR database.

- All parents and visitors must sign in when they arrive on campus and sign out when they leave.
- Visitors must wear a visitor badge at all times and make sure that it is visibly displayed at all times to show what part of campus the visitor has access to.

Parents or legal guardians are encouraged to visit their child's school. Visits by parents or legal guardians to individual classrooms during instructional time are only permitted in accordance with District policy and with the principal's and

teacher's approvals, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The parents/guardians may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities or a possible absence.

For this reason, you should: Contact the teacher and call the AP at least 3 days in advance to schedule your visit.

After request to observe is granted:

1. Sign in at the office and wear a visitor's tag showing location of access on campus.
2. You will be escorted by an assistant principal to the classroom.
3. Sit at the back of the class or where the teacher directs you.
4. Get in touch with the teacher at a later time if you have questions or comments. His/her full attention must be with the children during class time.
5. Do not visit with the students or the teacher during class.
6. Do not record or video the classroom as student confidentiality is a priority.
7. Make other arrangements for your preschool child/children as they will not be allowed in the learning environment during instructional time.
8. Observe no longer than 20 minutes in the classroom one time per semester.
9. Visitors will not be permitted during testing (STAAR, Benchmarks, etc.) days.

STUDENT VISITORS

Student visitors from other campuses are not permitted without the principal's knowledge and permission. This includes visits during lunch and dismissal times. Student visitors are not permitted to attend Hancock events that occur during the school calendar days regardless of their own attendance at their home campus.

WATER BOTTLES

It is recommended that students bring a water bottle to school. Water fountains will be used as filling stations only. Students will not be permitted to drink from the water fountains.

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. Two days' notice are needed to complete checkout procedures, which includes clearing your child's library and textbook records.

ADDITIONAL INFORMATION The CFISD Student Handbook and the Student Code of Conduct provide detailed explanations of additional topics. If concerns arise that are not addressed in one of these handbooks, please contact the appropriate grade level assistant principal.