

Tipps Elementary School Parent-Student Handbook



Felicia Thomas, Principal
Michele Ferdinand, Assistant Principal
Denise Thompson, Assistant Principal
Ursula Herndon, Counselor
Jessica Perez, Counselor

Tipps Tigers Leading the Way Every Day!

General Information

School Address: 5611 Queenston Blvd.
Houston, TX 77084

School Phone Number: 281-345-3350
School Fax Number: 281-345-3355
School Hours: Students 8:15 - 3:40
Admin 7:45 - 4:00

Administrative After Hours: At least one administrator is at the campus until 4:45 each day

Cafeteria Prices: Breakfast and Lunch meals are provided to all students free of charge.
 Cookies \$0.50
 Ice Cream \$0.75

Breakfast is served between **7:55 and 8:30 a.m.**
 Doors to classrooms open **at 7:55 a.m.**
 Office hours are **7:55 a.m. - 4:30 p.m.**

Regular Schedule			
	Large Group/ Conference Period	Recess/Restroom	Lunch
K	2:45	10:30	11:00
1	12:40	11:00	11:30
2	1:40	11:30	12:00
3	11:10	1:00	1:30
4	10:10	12:30	1:00
5	9:10	12:00	12:30
LG	8:15	-----	12:05
PK	1:55	10:00	10:30

Important District Phone Numbers

Mark Henry Admin. Building
281-897-4000

Transportation 713 MYCFBUS (713-692-3287)
7600 N Eldridge Parkway, Houston, TX 77041

JOIN us on Twitter and FACEBOOK this school year!

@tippselementary



Tipps Elementary School - Official Webpage
@tippselementarycfisd

Welcome to Tipps Elementary School! We are excited about your child being a part of the Tipps Community. This handbook has been prepared to provide you with important information about our school and grade-level procedures. We look forward to building a partnership with you so that we can make this a wonderful year for your child!

General Information

-A-

Activities

Many opportunities will exist for parents, students, and teachers to build a partnership during the school year. Check your child's folder regularly for information about Parent Nights, Curriculum Nights, Celebrations, Conferences, and Family Nights. Information will also be posted on the Tipps' website, Facebook webpage, and Twitter account and sent via the Tipps' Times Monthly Newsletter.

Address/Phone Changes

Address/phone number changes should be communicated in writing to the front office. This information should be shared with each child's teachers to ensure consistent communication during the school year.

Attendance and Absences

Attendance Matters Daily! Daily attendance is marked by the homeroom teacher at 10:00 A.M. If your child is absent, please provide a written excuse upon his/her return to school. A written note is also needed to leave school during the school day. State funding is allocated in accordance with student attendance, so accuracy in accounting is critical. Learning time starts at 8:15 a.m. Students arriving after 8:15 a.m. are tardy and will receive a tardy slip **after** he/she is signed in by a parent/guardian in the front office.

TARDIES - If your child arrives at school after 8:15 a.m., you are required to come inside to sign your child in for the school day. Our car rider team comes inside to begin the instructional day at 8:15 a.m. For safety reasons, all students should have a parent or guardian escort them inside if there are no Tipps' staff out to watch them walk inside.

Awards

All "A" Honor Roll Certificates (2nd - 5th Grades)

- An average of at least 90 in each subject area: reading, language arts, math, and science for each nine weeks of the **entire year**. All S's in conduct.

A/B Honor Roll Certificate (2nd - 5th Grades)

- An average of at least 90 (A) in one academic area: reading, language arts, math, and science for every nine weeks of the entire year **and**
- An average of at least 80 (B) in all remaining academic areas: reading, language arts, math and science of the entire school year.
- More A's than B's
- All S's in conduct

Perfect Attendance Certificate (2nd - 5th)

- When a student earns perfect attendance for a nine-week period, he/she will receive a certificate.
- Perfect attendance means zero absences.
- The End of the Year Awards Ceremony will award perfect attendance for the entire school year.
- Perfect attendance for multiple years will be recognized with a medal of recognition.

President's Award for Educational Excellence (5th grade only)

- An average of at least 90 in each subject area: reading, language arts, math, science, and social studies for every nine-week period during the entire 4th-grade year and during the first three 9 weeks of 5th grade.

-B-

Backpacks and Personal Items

We request that each student bring a backpack to school every day. This gives students responsibility for their belongings and provides a convenient means of transporting items between home and school. Please remember to label all personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. No other personal items should be brought to school unless the teacher requests you do so. When personal clothing is labeled, we can quickly identify and return these items to the students. Please check for some of the following items to ensure they are not being brought to school (toys, sports equipment such as basketballs and footballs, and electronic devices). These types of items may become distractions or cause problems in the school environment. We also are not responsible if these items are lost or stolen.

Birthdays

Due to a state mandate regarding Foods of Minimal Nutritional Value (FMNV), celebratory food items may not be brought to school. In an effort to maintain a learning environment for all our students, we request that you do not have balloons, flowers or gifts delivered to the school. We appreciate your cooperation with this school policy. You may arrange to buy cookies or ice cream from the cafeteria for the class at lunch.

Breakfast

Students in all grades will be served breakfast beginning at 7:55 a.m. Staff members will be in the hallways and cafeteria to assist students as they purchase their meals and walk to class. Pre-Kindergarten and ECSE students will eat breakfast in the cafeteria with teacher supervision. Students in grades K -5 and Life Skills will take a grab-and-go breakfast to their classroom. All students should be finished with their breakfast no later than 8:45 a.m.

Bus Riders

Bus transportation is available to all Tipps students. Each student will be escorted to his/her assigned bus each day, unless written permission is received (**by 3:00 p.m.**) to authorize another means of transportation for the day. Students cannot board another bus without written permission signed by the principal or assistant principal. Temporary transfers from one bus to another will not be allowed except in extreme emergency situations.

Misbehavior on the bus can lead to unsafe conditions and will not be tolerated. Students must exhibit respect for the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus rules can result in a conduct note or bus report (which is equivalent to an office referral) and appropriate consequences. Repeated bus reports will result in the student's removal from the bus. Information concerning student conduct on the bus is outlined in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*. This document is on the district website for you to review yearly with your child.

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Cafeteria Services

All students enrolled at Tipps Elementary will receive free breakfast and lunch as part of the Community Eligibility Program (Federal Program based on Economically Disadvantaged Rates). Every parent must complete a Free and Reduced Meal form for our campus at the beginning of school or during registration. All students in attendance must have a form on file to meet the regulations of this program.

If you would like your student to be able to purchase a-la-carte items such as cookies and ice cream, you will be required to put money into the student's account through cash, check, or electronic payment. You can access your child's account online at www.parentonline.net.

Car Rider Drop Off

Parents who provide transportation for their children are asked to use the appropriate drop-off line as they enter the school site. Students who are eating breakfast should be dropped off beginning at 7:55 a.m. Students should not be dropped off before 7:55 a.m. as staff members will not be on duty to supervise them. When picking up your child, we ask that you wait patiently in your car until he/she is released. Please refrain from skipping other cars in the line, as some of our parents arrive early to get a spot at the front of the line.

Before or After School activities such as Girls on the Run, Art Club, Choir, etc. - Students for these activities will be dropped off in the bus driveway in the back parking lot area. Teachers will meet or dismiss students at the cafeteria doors. Please follow the signs and staff directing cars for a safe and efficient drop-off.

Cell Phones and Electronic Devices

Cell Phones, iPads/Tablets, Smart Watches, etc., must be **turned off** when visiting class, attending a school presentation, or while in the car rider line (school zone). Students must keep cell phones in backpacks and turned off during the school day. **If the cell phone is visible**, it will be confiscated and remain locked up in the office until a parent/guardian can come in to claim the phone and **pay the \$15 administrative fee**.

Childcare

The district offers early morning and after-school childcare in our building. Please visit the Club Rewind Program website at www.clubrewind@cfisd.net or call 281-807-8900.

Communication

- **Monday is Parent Communication Day.** Your child will have a folder or packet of work that he/she will bring home each Monday. The folder will include graded papers from the previous week, as well as information about your child's work habits and conduct. Please discuss the contents of the folder with your child. If applicable, sign and return the form and the folder to the teacher on Tuesday.
- The Tipps monthly newsletter will be available on our School Website's the last Friday of the preceding month. In addition, the newsletter will be emailed in the School Messenger program.
- Always check Tipps's Facebook (search Official Tipps Elementary) for the most current information on all Tipps' programs, activities, and events. Additionally, notifications will be sent out via Twitter (@tippselementary).

Conduct & Discipline

The Student Code of Conduct is available online at www.cfisd.net. Student conduct is communicated through daily communication forms, planners, phone calls, conduct notes, conferences, office referrals, progress reports, and/or report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. Students are expected to always interact respectfully with their peers and adults in the building.

Tipps teachers manage classroom behavior with a focus on positive reinforcement, values, and behavior improvement. There are times when behavior needs to be documented, given consequences, and addressed by the administrative team. We ask for your support and understanding when this must occur. The ultimate goal is always to improve behavior and classroom management so that every student can learn and reach their academic potential during the school year. Below is a list of interventions, communication methods, and consequences that teachers may use to improve behavior:

1. Building a relationship with your child
2. Systems within the classroom that foster support and motivation, such as class leadership roles, PBIS points, and positive reinforcers.

3. Contact/Collaboration with parents through notes, phone calls, and conferences
4. Student/teacher conferences
5. Student/teacher/parent conferences
6. Student/teacher/administrator conferences
7. Loss of privileges in the classroom
8. Silent lunch table assignment (documented on a conduct note from the teacher)
9. Administrative lunch/recess detention (documented on a conduct note and assigned by AP)
10. Office Referral (Communication from Teacher followed by Assistant Principal call)

*Conduct notes will be used at Tipps to assist teachers in communicating behavior concerns with parents. It is not an official office referral; however, it is taken just as seriously. It is a tool used to document misbehavior, consequences, and parent contact. Any staff member may write a conduct note for observed misbehavior. The goal is parent communication, documentation, and improving behavior before it leads to an office visit (referral). We ask for your support when a conduct note is brought home. Please speak with your child about the incident and ways to avoid that type of misbehavior in the future. Also, please sign the bottom portion, detach it, and return it to the homeroom teacher.

(R.O.A.R. Behavior Matrix attached for parent review.)

Conferences

Teachers will schedule a parent conference for all students before or after the first report card and at other times when requested by either the teacher or the parents. Appointments can be made by phone, email request, or by sending a note to the teacher. Conferences are scheduled during the teacher's daily conference period, before or after school.

Crisis Drills

Crisis drills are performed at least once a semester to practice the procedures for safe evacuation and protection in a harmful situation. Fire drills are conducted monthly. We will practice several other drills to ensure the safety and security of our staff and students. These drills include Lockdown, Secure, Shelter (Weather/ Hazmat), Hold, and Evacuation (monthly).

-D-

Dress Code

Generally, students can wear normal clothing as long as it is not "disruptive" to the educational environment. Please refer to the *Cypress-Fairbanks I.S.D.* Student Handbook and Code of Conduct for detailed information regarding the student dress code. Students violating the dress code will be sent to the nurse to borrow appropriate clothing if available. These items must be washed and returned the next day. The school may call you to bring school-appropriate clothing if none is available from the nurse. For your child's safety, please ensure that appropriate clothing and shoes (open-toe and flip-flops are discouraged) for PE and recess are worn daily.

-E-

Emergency Contacts

Changes should be updated in the front office. Person(s) listed as “Emergency Contacts” are called only in an “EMERGENCY” situation and when parents cannot be reached. Being listed as an emergency contact still requires parent permission to visit the child during the instructional day (such as eating with the child during lunch or picking them up after school). Visitors will not have access to your child without written parent permission, and they must have proper identification, such as a driver's license, picture ID, passport, etc.) Persons included are siblings (adult age/18 yrs. or older), grandparents, aunts, uncles, etc. It is important to notify the school and teacher when a cell phone or home number is changed for each emergency contact.

-F-

Forgotten Items

Students are encouraged to prepare the night before so items are not left at home. Students who have forgotten their classwork or projects will not be allowed to come to the front office during the day to call home. If you notice your child's work is left at home, you may bring the item(s) to school. The item(s) will be placed in the teacher's mailbox. If your child forgets a required item (such as a house key, or lunch), he/she will be allowed to call home. If the parent brings the required item to school, the item will be delivered to the classroom.

-G-

Grading Policies & Procedures

Student performance is reported to parents through progress reports and report cards. Parents can access their child's grades throughout the nine-week period using Home Access Center (2nd - 5th-grade students only). We strive to put grades into the system within the same week that the assignment was given. However, they will be **added to the system no later than Friday of the following week**. If you need your Home Access Center-protected password, please contact the front office. Our goal is to keep parents well informed of their child's progress. If you have a question about a grade your child has received, please contact your child's teacher.

Conduct and Work Habits

All Tipps students are expected to follow the school, grade level, and classroom rules. Teachers will use our campus Positive Behavior Interventions and Support (PBIS) methods to teach values and improve behavior. If a child does not meet the behavior expectations, the teacher will reteach the appropriate skill. Repeated misbehavior in any area over a nine weeks period may result in an N on the report card. Should inappropriate behavior continue, parents will be contacted by the teacher, and an administrative intervention may occur.

Our goal is to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing classwork and any outside assignments). If a child has difficulty with a particular work habit, the teacher will assist so the student can develop the appropriate skill. Repeated difficulty with a particular work habit over a nine-week period may result in an N on the report card.

District Progress Monitoring (DPM/Benchmarks/End of Unit Tests/Checkpoints)

Benchmarks, DPM's and unit tests cover material over a longer instructional period and are of a length requiring an entire class or longer to complete. While a benchmark, DPM, and/or unit test is graded and recorded in the grade book, the main purpose is to review student progress and use the information to assign interventions that determine student mastery of TEKS. Teachers "reteach" after all benchmarks, DPM, or unit tests, giving the students an opportunity to review the information and evaluate where mistakes were made. These types of assessments are not sent home; however, parents can view them during a conference with the teacher.

Progress Reports and Report Cards

On Tuesday of the fifth week of each nine-week grading period, a progress report will be sent to the parents of all students in kindergarten through fifth grade. Teachers assess student work samples in kindergarten and first grades and record their achievements. Each student's work is applied to a rubric that determines the grade at the end of the nine weeks. In 2nd - 5th grades, graded work is recorded by the teacher and averaged every nine weeks to determine the student's report card grade.

Students will receive a report card every nine weeks reflecting their mastery of grade-level TEKS. The following numerical scale reports achievement in language arts, mathematics, science, and social studies for grades 2 through 5.

A = 90 - 100%

B = 80 - 89%

C = 75 - 79%

C - (minus) = 70 - 74%

F = 0 - 69*

* A 50 may be recorded in lieu of a lower grade if the teacher, in exercising his or her professional judgment, thinks the student's academic efforts warrant it. A zero may be recorded if a student refuses to respond to an assignment.

Lost and Found

We have an area in the cafeteria near the stage (left side) where all lost and found clothing items are kept. Your child can check this area during lunch to look for missing items. Please encourage your child to check this area regularly when items are missing. Unfortunately, we cannot house all lost clothing items for the entire year. Therefore, the clothing and other items will be donated to the nearest charity at the end of each nine weeks.

Lunch Visitors

Parents are invited to have lunch with their children occasionally. If you are planning to eat with your child, we ask that you follow a few guidelines:

- Parent visitation days are Mondays and Fridays. The campus does not currently permit breakfast visitors, so make arrival procedures more efficient.
- Check in at the front desk and get a visitor's badge.
- Sit with your child at the designated "Visitor's tables" during your child's lunch. Since teachers must monitor all students during lunchtime, friends cannot join your child at the visitor's table.
- Due to food allergies and FMNV (Foods of Minimal Nutritional Value) guidelines, food, and snacks can only be brought for your child. Sharing of food is not allowed.
- **When lights are turned off at the end of lunch, please return your child to their homeroom class table and quietly exit the cafeteria. (If you want to eat with another grade level, please return to the office until your next child's assigned lunch time.)**
- At the end of lunch, you will return to the office to sign out and exit the building through the doors at the front entrance of the building. You will be asked to return your nametag.

If your child forgets to bring his/her lunch to school, you may bring it during the school day. Students who do not have lunch may get a hot lunch from the cafeteria at no charge. In an effort to ensure that our students establish successful lunch routines that will be maintained throughout the school year, lunch visitors will be permitted beginning Friday, September 29th. Lunch visits will also not be permitted during Benchmark, DPM's, and STAAR Testing dates, the last two weeks of school, and the week before major holidays.

Marquee

The Tips Marquee is located at the front of the campus and provides quick reminders for upcoming events.

Medication

If it is necessary for medication to be administered to your child at school, the medication must be delivered to the school by the parent/guardian. The nurse will examine, take inventory, and allow you to sign any necessary paperwork. In addition, parents must transport the medication home. Students are prohibited from transporting or possessing any medication (over-the-counter or prescription). All medications must be in their original containers.

Money

If you must send money to school for any reason, we ask that you send it in a sealed envelope with your child's name, homeroom teacher, and the purpose for which the money was sent.

-N-O-P-Q-R-S-

State Assessments

- TELPAS (Texas English Language Proficiency Assessment System)
 - Writing Samples collected from February - March
 - Online Reading, Listening, & Speaking Assessments from February - March

- Math STAAR for 3rd, 4th & 5th grade - April/May
- Reading Language Arts STAAR for 3rd, 4th & 5th grade - April/May
- Science STAAR for 5th grade - April/May

-T-

Tipline

Cy-Fair Tipline allows students and parents to anonymously communicate school concerns or threats to the administration through the Internet or Mobile APP. Search P3Tips on your mobile device and download it.

Transportation

The modes of transportation are bus, car, daycare van, or Club Rewind program.

School bus transportation is available to every student; therefore, we encourage all students to ride the bus. At the beginning of the year, it takes a couple of weeks for bus drivers and students to become familiar with routes and establish routines. The bus may be later than normal during these first few weeks, and we appreciate your patience as we go through this process. **All students must have a badge attached to their backpacks. PreK and Kinder students will have their badge in a red plastic sleeve. Your child must keep this badge on throughout the school year. Each year we issue new identification badges to all students. If the badge is lost, there is a \$5.00 replacement fee that must be paid to issue a new badge. Please contact the registrar for more information. Encourage your students not to play, chew or break the plastic covers for these badges.**

If you decide to provide car transportation for your child, we ask that you drive through the car rider line in the front parking lot. You must also register as a car rider at registration, Meet the Teacher, or at any other time at the front desk to get a car rider tag. After the first day of school, if you do not have a car rider tag, you will be asked to park and go inside to get your child and the tag. While in the line, a staff member will escort your child to the car and open the door for him/her.

Students who participate in the Club Rewind program in the afternoon will be escorted to the cafeteria by their teacher at dismissal and can be picked up at the Front office. The Club Rewind staff will be available at the front desk.

Transportation Changes

Temporary changes in transportation must be kept to a minimum. To make a temporary change, please write a note and send it to your child's homeroom teacher. Calling the front office to ensure the school receives the transportation change is a good idea.

Note: All transportation changes must be received in writing by 3:00 p.m. (no emails or phone calls accepted). Students leaving for appointments should be picked up by 3:15 p.m.

Transportation changes should:

- Be sent **in writing** to the school or faxed to 281-345-3355 with a copy of the parent/guardian's State issued photo ID or passport.
- Clearly, state who is picking up the child if it's not the parent/guardian
- Be made before 3:00 p.m. that day
- Have a pickup time before 3:15 p.m.
- The person picking up a child **must be a guardian or on the emergency contact list** (with permission)

All transportation changes made after 3:00 p.m. **must be approved by an administrator.** This policy is to ensure the safety of all students as the day comes to an end. We appreciate your patience and courtesy if this request is made late in the day. With 1,000 students, the end of the day is a critical time, and student safety, order, and following procedures must be our #1 goal. (Note - we cannot make any transportation changes over the telephone or by email.)

-V-

Visitation Procedures

Visitors are always welcome. For the safety of our students, school personnel will request identification from any person on school property - even if he/she has visited before frequently. All visitors must use our doorbell to request access to the building. Each visitor will be asked to state their name, purpose of the visit and show a valid form of identification before being admitted to the

building. This new procedure has been implemented to ensure that all persons visiting our campus have a valid purpose for the visit. Visitors will show their ID to receive a Visitor's Pass/Badge. Visitors must wear the school-issued visitor badge on the upper part of their chest for easy verification. On the nametag will be a designated location where the visitor will be permitted. This procedure helps ensure the safety of all our students and staff. Visitors must return to the front office to sign out and return their visitor badge after their visit. Visitors will exit the building using the front entrance.

Visit the classroom

If you would like to visit your child's classroom, we request that you make an appointment in advance by contacting the assigned assistant principal. This process lets the AP advise you of schedule changes or instructional/testing times that might prevent your visitation. The AP will inform the teachers so that on the agreed-upon date, you can be checked in appropriately and escorted to the classroom. Visitations to the classroom can last up to 20 minutes.

-W-

Who to Call?

Front office	281-345-3350
Nurse	281-345-3354
Registrar	281-345-3352
Counselor	281-345-3361

Always contact the teacher first if you have questions about any classroom-related event or procedure.

Principal - Felicia Thomas

Assistant Principal - Life Skills, 1, 3, 5 - Michele Ferdinand

Assistant Principal - PreK/PPCD, K, 2, 4 - Denise Thompson

DISCLAIMER

The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but do not necessarily cover every situation. The Cypress -Fairbanks Handbook and Code of Conduct provides full details and can be viewed by visiting www.cfisd.net/parents/academics.

As new policies or regulations are developed by the school board, the State, or Federal Statutes, additions and/or deletions will be made to this material. School employees will make every effort to help students understand what is expected of them. The updated document will be placed on our school's website as revisions are made.

Felicia Thomas, Principal

Please read the following statements, then sign and return this sheet to your child's homeroom teacher.

- ★ I have read the Tipps Parent-Student Handbook.
- ★ I am aware that the information in this handbook is subject to change.
- ★ I know that as updates are made, the current document will be posted on the school's website.
- ★ The CFISD Student Code of Conduct and CFISD Student Handbook are available on the District's website.

Child's Name _____ Homeroom Teacher _____

Parent's Signature _____ Date _____