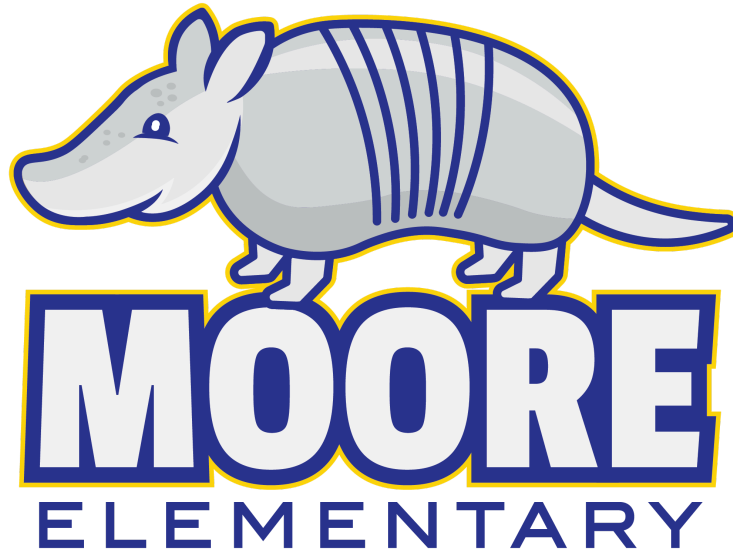


# Parent Handbook



2024-2025

13734 Lakewood Forest Dr.

Houston, TX 77070

Office: 281-370-4040

FAX: 281-320-7978

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Welcome to Moore! We want our families to feel welcome and know that your children are our top priority. Together, we can work to educate your child in a warm and loving environment – while upholding the traditions and values that Moore holds dear. Should you have any concerns, please bring them to our attention.

The following procedures have been set in an effort to help our school run smoothly and to create as few interruptions to your child's classroom as possible. Your child's safety is our first priority; therefore, it is imperative that we ask our community members and families to adhere to these school procedures. Please use this as a reference to answer your questions throughout the year.

As always, you may call the office or stop by at any time when other questions arise. We feel that by making you aware of the procedures at the beginning of school, everyone will know what is expected. With your cooperation, we can make this a successful school year.

## I. ARRIVAL/DISMISSAL/LEAVING EARLY/ATTENDANCE INFORMATION

### Morning Arrival

The school day begins promptly at 8:15 a.m. **For the safety of our children, we ask that they do not arrive earlier than 7:55 a.m.** There is no supervision before this time. Staff members helping with car riders will begin unloading cars at 7:55 a.m. Students who arrive by car, are asked to remain in their vehicles until dismissed by staff at 7:55 a.m. **Students who walk or ride their bikes are asked to arrive after 7:55 when the doors open for students to enter.** Walkers and bikers need to cross Lakewood Forest Drive at the crosswalk with the crossing guard. Breakfast lines will open at 7:55 for those who need breakfast. Students will be dismissed from the cafeteria and buses to go to class at 7:55. Parent drop-off should be completed by 8:15 a.m. **Parents who drop their children off after 8:15 a.m. are required to escort their child to the front door to sign them in as tardy. Parents will need to visit the receptionist and sign their child in on their individual student card. This can take a while if there are a large amount of students tardy.** As a reminder, students who arrive by CFISD bus are never considered tardy.

### Attendance

*Registrar/Attendance Secretary: Tami Biles*

*Office Phone Number: 281-370-4040 ext. 115104*

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. Attendance is taken each day at 9:30 a.m. Students who are not present at this time will be marked absent.

### Excused Absences

Students are required to provide a note from a doctor, parent or guardian within three days from the date of the absence or consecutive absences. If your child is absent for three consecutive days, a doctor's note is required to excuse the absences. This note may be emailed or faxed by the doctor, parent or guardian. All absence notes should include the student's name and grade, reason for absence, and telephone number of parent or guardian. If the parent or guardian does not provide a note for being absent, the absence will be counted as unexcused.

### **Warning Notices/Excessive Absences**

A student between the ages of 6 and 18 must attend school. Also, a student enrolled in a public pre-kindergarten or kindergarten program must attend school. The district employs attendance officers to support students in maintaining good attendance. For a student less than 12 years of age, the student's parent can 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.

Texas Education Code Section 25.095 requires school districts to notify a student's parent or legal guardian in writing if the student is absent from school for 10 or more days or parts of days within a six-month period in the same school year. These notices are automatically generated by our District so that we remain in compliance with this requirement. The notice officially notifies the parent and or legal guardian that:

1. The student's parent is subject to prosecution under Texas Education Code Section 25.093

If a student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for 10 or more days or parts of days in a six-month period, the district will send a notice home to inform the parent that:

1. It is the parent's duty to monitor the student's school attendance and require the student to attend school; and
2. The student is subject to truancy prevention methods under Texas Education Code Section 25.0915; and
3. The parent should request a conference with the school officials to discuss the absences.

### **Leaving Early**

The school day ends at 3:40 p.m. Occasionally, it is necessary to pick children up before this time. All change of transportation requests will be honored until 2:55 p.m. We ask that students be picked up by 2:55 p.m. in order to avoid interruptions to the end-of-day routines.

In order to protect your children, we have a very firm policy regarding early release. In the event you must pick your student up early, the following procedures are in place:

- Parents or guardians must email the school receptionist at [Tania.Montoya@cfisd.net](mailto:Tania.Montoya@cfisd.net) notifying her that your child will be picked up early. Please do not email the teachers as they often do not check email until the end of the day. The note should include the child's name and grade, a contact number in case of questions, the reason for pick-up, and the time for pick-up. We will make every effort to have your student ready for pick up at the requested time.
- Parents, guardians, or a designated person listed on the emergency contact list (parent must specify on the early pick up request) should arrive on time to pick students up.
- The student will be sent to the office at the designated time and parents will need to present an ID at the front desk.
- If the student is waiting for the guardian to arrive for longer than 10 minutes, they will be escorted back to class (Please call if you find you are running late so that your child is not missing instruction.)
- Family members or emergency contacts will not be allowed to pick up a child unless we have received written permission from the parent or guardian. Picture ID must be shown.

Please try to not plan to pick up children early for extracurricular activities. Your child's education is very important, so we ask that you consider not taking your child out of school before the end of the day. Students miss valuable instructional time when they leave early.

Under normal circumstances, either the parent or legal guardian 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 court documents 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.

## **Before and After School Care**

Club Rewind is a 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 6:30 a.m. The after-school program begins immediately after dismissal and operates until 6:30 p.m. Drop off and pick up for this program will take place in the front office. 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.cfsd.net](http://www.cfsd.net) or by calling the Office of Community Programs at 281-807-8900.

## **II. Transportation**

**Bus**      *Transportation Phone Number (713) 692-3287 (713) MYCFBUS*

Bus transportation is provided by the district for eligible students attending their home campus. Students on a transfer must provide their own transportation. Parents may designate only ONE of the following 'eligible for bus service' locations as their student's transportation address:

1. The student's primary residence if it is in the eligible zone.
2. A state recognized child care provider (including in-home care providers) if it is in the eligible zone.
3. A grandparent responsible for providing before and after school care for the student if it is in the eligible zone.

Students are only allowed to ride their assigned bus to and from their assigned bus stop. We cannot place students on another bus for any reason.

\*The school bus is considered an extended part of the school day. Students violating bus rules are subject to disciplinary consequences, which may include having a re-assigned seat on the bus, bus report, and/or suspension of bus riding privileges.

Students in pre-k and kindergarten will only be delivered to an adult or older sibling who is waiting at the bus stop. Pre-k and kindergarten students will not be allowed off the bus unless the responsible party is at the bus stop to **take the hand of the child when he/she exits the bus** or they can walk from the bus stop with an older sibling. Bus drivers are not



permitted to release young students to walk away from the bus to an adult waiting elsewhere (i.e. waiting across the street or on the front porch.) If adults are not present at the bus stop, the student will be returned to the campus for parent pick up.

### **Badges**

Your child will be issued 2 IDs card at the start of every school year. The first badge attaches to the student backpack and is used with the district Tyler Traversa system. This system tracks students riding the bus, in addition it allows parents to track students getting on and off the bus. This card will have their picture, school name and an ID number that is unique to them. This card should remain attached to their backpack at all times. If this ID is lost or damaged, teachers will need to hand write a pass each day until the card is replaced. It is extremely important that parents help students keep these cards attached to student backpacks. The second card is kept at school; students will use this card to check out books in the library. You can find out more information about these cards by going to the following link: [www.cfsd.net/transportation](http://www.cfsd.net/transportation)

Replacement fees for lost school badges are as follows:

ID Badges \$3.00, lanyards \$1.00, plastic sleeves \$1.00.

### **Car Riders**

Students should be dropped off beginning at 7:55 AM. **Please do not drop off students before this time as they are not monitored by an adult.** Parents who pick up their child after school are assigned a car rider tag to hang from their rearview mirror. Registration for car rider tags can be found on the Moore website. **We ask that all parents remain in the car rider line and NOT walk to the front to wait while the children are being released.** This enables the staff members in charge of dismissal to do their jobs in the safest manner possible and to keep our students safe. Parents who do not have tags displayed will be asked to pull out of line and show their ID so that we can verify authorization to pick up students. Each family is given two tags for use throughout the year. If you lose or need another tag, please see the receptionist in the front office for additional tags.

### **Walkers and Bike Riders**

Students can enter the building at 7:55. **Students who walk or ride their bikes should not arrive before this time.** We do not want students unattended outside our building. Bike racks are located near the front entrance. Bikes should be locked safely during the day. Bikes that are in the bike rack are the sole responsibility of the child and parent. To prevent theft, we encourage all students to lock their bike to the bike rack.

Walker and bike riders are students who live close to the campus and can access this service safely. We do not dismiss students as walkers if their parents are meeting them in the neighborhood to avoid using the car rider line. Parents can not park in the Moore parking lot and then pick up their student if they are a walker or car rider as this interferes with end of day dismissal. Pre-k and kinder grade students who walk, must be picked up by an adult from the area of dismissal for walkers. Staff members will be there to release our young students to their adult escort. If no adult is present, the child will be taken to the office to wait for pick-up. We ask that Pre-k and kinder grade students not ride their bikes to school. All other walkers and bike riders will be escorted by a staff member to the crosswalk. CFISD provides crossing guards for student and parent safety. Please talk to your child about the importance of walking/riding safely on our neighborhood streets. We often have reports of students not crossing safely, or playing in the streets on their way home. **All walkers/bike riders must use the crosswalk on Lakewood Forest Dr. There will be a large amount of walkers due to the 2024-2025 transportation change. Please discuss the importance of safety with your child. Students will not be allowed to cross and congregate by any entrance door to Moore elementary property prior to 7:55.**

### **Severe Weather Dismissal**

In the event of severe weather (lightning/hail) during dismissal, administration will determine if a **Severe Weather Dismissal** is needed by 3:20 p.m. A message will be sent to parents through School Messenger. This will be your indication that students who are normally walkers or bike riders will be sent home as car riders. \*Note: Severe Weather Dismissal is typically used if lightning or hail is present, we generally do not follow severe weather procedures for days it is raining unless it is extremely severe.

### **Transportation Change: Email to Tania.Montoya@cfisd.net**

Should you need to make a change to your child's transportation for any reason, an email from the parent or guardian (from the email address in our system) is required stating the following:

1. Name and grade of student
2. Phone number where parent can be contacted
3. Date(s) of change
4. Name of person picking student up. This person must be a designated emergency contact and I.D. will be requested.

A call will be made to the number on file to confirm the change. Notes should be sent the day of the change. We will not be able to accept phone calls or texts to change a student's transportation. **All requests for a change of transportation must be received by 2:55 p.m.**

**Changes will not be made after this time.** Faxed notes must be accompanied by a copy of the parent/guardian ID or Driver's License. If an email is not received or if designated persons do not come to the office **before 2:55 p.m.**, the child will be sent home in the usual manner.

Note: We are not able to send students home on any bus other than their assigned bus.

### **III. Medication Policy**

*School Nurse: Katie Derosa*

*Office Number: 281-320-7952*

**Parents are asked to speak with the school nurse regarding any medical condition, including food allergies, that should be disclosed to the district in order to enable school staff to take necessary precautions for your child's safety.**

#### **Administering/Transporting Medications**

1. 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 for the safety and protection of all students. When the period for administering the medication expires, the parent, guardian or other adult shall pick up the medication at the clinic.
2. Parents, legal guardians, or other persons having legal control of the student must complete a written medication administration request upon delivering medication to the clinic.
  - a) Prescription medication must be prescribed by a healthcare professional licensed to practice in the State of Texas, must be delivered in the original container properly labeled with the child's name, name of the medication, administration time, and dose.
  - b) Non-prescription medication shall be FDA approved and in the original container.

- c) Substances without FDA approval such as vitamins, homeopathic, and herbal preparations will not be administered by school staff.
- d) In the event the school nurse believes the administration of any particular medication could be excessive or otherwise potentially harmful to the student, the nurse will consult with the school principal and others as appropriate, cease to administer the medication, and notify the parent and prescriber.

3. Students are **not** permitted to have any medication in their possession during the school day or at a school-related activity.

### **Emergency Medical Treatment**

**Parents are required each year to complete an Emergency Information and Medical/Parent Authorization form that is maintained by CFISD.** Up-to-date emergency care information (name of doctor, other persons to contact, phone numbers, etc.) can be of critical importance in case of an accident or other emergency. If this information changes during the school year, please provide the updated information in writing to the school nurse and office personnel as appropriate.

### **IV. Food of Minimal Nutritional Value (FMNV)**

Texas Public School Nutrition Policy Effective August 1, 2004, the Cypress-Fairbanks Independent 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.

The following is a list of guidelines for the Cypress-Fairbanks I.S.D. meal programs.

- No food or beverage can be served to students during the school day except those from the school food service department.
- 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.

### **V. Visitors on Campus**

- Parent lunch visitors are welcome during their child's lunch time. We will not have parent lunch visitors the first three weeks, during district and state testing days, and the last two weeks of school. Parent and guardian visits are limited to one time a

week. This allows for all students to have the opportunity to have a parent/guardian visit due to seating limitations. Parents are only allowed to bring food for their own child. Lunch is an important time for students to socialize with peers. When you visit, please only bring lunch and no additional decorations, balloons, etc.

#### Lunch Schedule

11:45-12:15 Pre-K	10:30 – 11:00 Kinder	11:00 – 11:30 1 <sup>st</sup> Grade
11:30 – 12:00 2 <sup>nd</sup> Grade	1:10 - 1:40 3 <sup>rd</sup> Grade	12:40 – 1:10 4 <sup>th</sup> Grade
	12:10 – 12:40 5 <sup>th</sup> Grade	

#### **VI. General Guidelines for Student Dressing and Grooming**

For further campus/district policy, please refer to the Cypress-Fairbanks Student Handbook

##### Guidelines and Restrictions

Appropriate student dress and grooming are important factors in the safe and orderly operation of the school.

Students should wear garments, shoes, jewelry, accessories and hairstyles that

- are appropriate and modest in length and coverage.
- reflect a positive image of the school and contribute to a distraction-free learning environment, and
- do not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is tight, loose, sagging, cut, torn, baggy, revealing, spaghetti-strap, backless, low cut or short.

- **Pants** – must be worn at the waist or upper hip and must not reveal underclothing.
- **Shorts and Skirts** - must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer.

- **Tops, Shirts and Blouses** – must not reveal underclothing, midsection, torso, back, chest, breasts or cleavage. Students are not permitted to wear spaghetti strap garments such as tanks, camis, sundresses, etc.
- **Dresses** – must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage and must be mid-thigh in length or longer. We encourage female students to wear shorts under their dress.
- **Shoes** – Tennis shoes or closed-toe shoes are preferred, due to the fact that students play outside on a daily basis. For safety, flip flops, sandals or slides are not to be worn to school.
- **Head Coverings** – no type of head covering is to be worn with the exception of (1) a cap or hat that is part of a uniform worn at a school activity or (2) for religious or medical purposes.
- **Underclothing** – must wear appropriate underclothing.
- **Pajamas/loungewear** – **any and all pajamas/loungewear** are prohibited unless it is a designated school activity.
- **Coats** – Trench coats or any oversized coats are prohibited at all times. Students who wear hooded jackets must remove the hood while in the building.

### **Dress and Grooming Violations**

Students who come to school in violation of the district and/or campus dress code will have the option of changing their attire or being placed in Discipline Management Class (DMC/in-school suspension) for the remainder of the day. Parents will be notified and may be asked to bring appropriate attire to school. In addition, the campus nurse may have appropriate clothes students may wear for the day and return the following day. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

## **VII. Electronic Devices**

### **Electronic Communication Devices**

During the **instructional school day (including recess, lunch, and bus)**, students are prohibited from using all telecommunication devices such as, but not limited to, cell phones, and/or tablets. Such devices must be stored in the student's backpack and must remain turned off. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited. This also applies to all smart watches. Using any

device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded, is prohibited.

**Note: Parents are requested not to contact their child during the instructional school day via cell phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance at 281-370-4040.**

Each student is provided a district laptop and must follow the guidelines in the Student Code of Conduct.

### **Confiscated Communication Devices**

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. The student's parent/guardian must pick up the device from school administration.

### **Internet Accessibility**

All students must have documented parental permission to access the internet at school. Teachers may include internet presentations during instruction without parent permission. Any unauthorized use of the internet will be subject to disciplinary actions and parents will be notified. **Parents must submit to the child's teacher a signed letter that they approve of their child using specific software during the instructional day.**

## **VIII. Practices of General Interest**

### **Birthday Celebrations**

Students may pass out party invitations only if there is one for each student in the class. Due to Foods of Minimal Nutritional Value, parents can not bring outside treats to the class for a student's birthday. (See section IV.) Student birthdays will be announced in the morning during announcements.

### **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 an emergency. You may notify us of changes by sending a note with your child. If your address changes, you must show proof of residency to verify the address change.

### **Class Party Days**

Our students may participate in two celebrations this year. For safety reasons, we will not have visitors during these events. Our PTO will provide all materials needed for the celebrations.

### **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 schools will be closed. Information will also be posted on the District's website. [www.cfsd.net](http://www.cfsd.net)

### **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, we recommend that parents label all outer articles of clothing, as well as lunch kits and backpacks with your child's first and last name. Lost and found is located in the cafeteria. Unclaimed items that are not labeled will be donated to charitable organizations every Friday afternoon.

### **Newsletter**

Moore publishes its newsletter once a month. Newsletters are sent via email to parents using the email addresses provided by parents. Parents are encouraged to read the newsletter each time it is published as it contains important information about upcoming events and news about our school community. Newsletters may be sent through School Messenger or Remind if it is available for district use.

### **Parking**

Parking is available to visitors in the front or side 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.

### **Personal Items at 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. Toys, collectables, and items of special value should not be brought to school. It is best if students leave these items at home for safe keeping. Items that are lost, broken or stolen are not the responsibility of staff personnel. Inappropriate items will be collected by the teacher and held until they can be collected by the parent or guardian.

### **Parent Teacher Organization (PTO)**

*Aurora Wakefield, President*    [angela.wakefield.pto@outlook.com](mailto:angela.wakefield.pto@outlook.com)

We feel very fortunate to have a strong, supportive PTO at Moore. There are many activities throughout the year sponsored by our 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. Each year, nearly 100% of our staff joins our PTO to support our school community. We encourage all families to join each year and volunteer through this fine organization. Our PTO's website is <https://moorepto.membershiptoolkit.com>

### **Physical Activity**

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 activities due to certain health issues. In this case, the parent may write a note to be given to the nurse. A sticker will be placed on the child stating "No Recess/PE." If the amount of time requested exceeds 3 P.E. classes, a doctor's excuse from physical activity is required. Students not participating in P.E. will complete class work assigned by the P.E. teachers. For safety reasons, students must wear closed toe shoes with a back (no flip flops/sandals/slides) to participate. Students will be running and climbing on equipment each day.

## **Records Request**

The school has 10 days to process any request for records. A records request must be in the form of a written/typed request sent to administration.

## **Snacks and Beverages**

Students may bring a healthy snack and a water bottle each day. Teachers do not provide snacks and students are not permitted to share food. If there is a student with a severe food allergy in the class, all parents will be notified of what type of allergy is present. Foods containing ingredients that trigger a reaction will not be permitted in the classroom. Juices, soda, and colored water will stain carpets and are therefore not allowed in the classroom area. It is suggested that water bottles have sport-type lids that can easily be opened and sealed to avoid spills.

## **Social Media**

Stay connected and up to date with everything related to Moore.

Facebook “Moore Elementary” @MooreCFISD

Facebook “Moore Elementary Library-Armadillos” @Moorearmadillolibrary

Twitter “MooreCFISD” @MooreCFISD

Twitter “Moore Library” @ReadMooreCFISD

## **Teacher Questions**

Teachers are not always able to respond to emails or make phone calls during the school day. Our policy allows teachers 24 hours to respond to parent communication. Teachers are not allowed to check email or text messages during instructional time. If it is an emergency, we ask that you call the front office so the message can be delivered to the teacher.

## **Withdrawing from Moore**

In order to withdraw your child before the end of the school year, you will need to notify your child’s teacher and the school’s registrar. Two days notice is needed to complete checkout procedures, which includes clearing your child’s library books and laptop returns.

## **IX. Academic Information**

### **Home Access for Parents (HAC)**

Parents are able to view student grades at home through the District's Home Access Program. The HAC is also where parents can get test scores, such as STAAR, TELPAS, etc. We encourage parents to stay informed and up to date regarding their child's progress. HAC passwords and student information are emailed to parents. In the event that you lose your username and password, please call the district helpdesk at 281-463-4357.

### **Parent/Teacher Conferences**

Parents may choose to meet virtually or in person with teachers. All conferences must be scheduled. More information will be shared with parents as the time for conferences gets near.

### **Progress Reports**

Progress reports will go home with students the 4<sup>th</sup> or 5<sup>th</sup> Friday of each 9-weeks according to district guidelines to inform parents of their student's progress. Pre-k does not send progress reports the first 9-weeks of school. Grades Pre-k, kindergarten, and 1<sup>st</sup> will send progress reports only if the student is not meeting grade-level standards. All other students receive a computer-generated progress report.

### **Report Cards**

Report cards go home at the end of every 9-weeks for all students. Parents are required to sign and return the report card along with the envelope in which grades were sent. Grades are always updated and available on Home Access Center for grades 2-5.

### **Honor Roll – Each 9 Weeks** (Grades 2-5)

**All A Honor Roll:** Students must receive all As and no "Ns" in conduct or work habits to receive this honor for the current 9-Week's grading period.

**A/B Honor Roll:** Students who make more A's than B's and no "Ns" in conduct or work habits will receive the A/B Honor Roll for the current 9-week's period.

***"N" in Conduct or Work Habits:*** Teachers have the ability to give an "N" in conduct or work habits for students who have repeatedly struggled with work habits or behavior issues during a 9-week period. Students who receive a processed office referral during a 9-week period will receive an "N" in conduct for that 9-weeks for the subject area the behavior

occurred; therefore, disqualifying them for Honor Roll. Any “N” in work habits or conduct during the year will disqualify students for end-of-year academic awards (All A, A/B Honor Roll and Presidential Award for Academic Excellence.) ***Conduct is considered to be an important part of being an honor student.***

### **End-of- Year Awards** (Grades 2-5)

**All A Honor Roll:** Students must receive all A’s and no “N’s” in conduct or work habits every 9 weeks to receive “All A’s End-of- Year Award”

**A/B Honor Roll:** Students must receive more A’s than B’s and no “N’s” in conduct or work habits every 9 weeks to receive “End-of- Year A/B Honor Roll”

### **Perfect Attendance**

In order for students to receive Moore’s Perfect Attendance Award at the end of the year, they must have attended school every day, and must not have more than 3 tardies or 3 early releases; a “Return to School” doctor’s note does not count towards these.

### **President’s Award for Educational Excellence (5<sup>th</sup> Grade only)**

To be eligible for this award, a student must earn an average of 90% or higher in Reading/Language Arts and Math for the 4<sup>th</sup> grade academic year and the first and second 9 weeks of the 5<sup>th</sup> grade academic year and have received all S’s in conduct and work habits on report cards.

### **Grades**

- Pre-k, kindergarten, and first grade report cards that show progress or mastery, but do not receive numerical grades.
- 2<sup>nd</sup> – 5<sup>th</sup> grade students receive numerical grades as follows:

90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
0 - 69	F

In grades Kinder-5<sup>th</sup>, S and N codes are used to grade art, music, PE, conduct, and work habits. Teachers will communicate with parents when a student is struggling with work habits or behaviors. N's on report cards prevent students from receiving academic awards.

<b><i>Grade</i></b>	<b><i>Criteria</i></b>
S = Satisfactory	Student masters the TEKS, completes most assignments and consistently produces work of a satisfactory quality.
N = Needs Improvement	Students master the TEKS with difficulty, complete some assignments, and frequently need re-teaching of skills and concepts to achieve mastery.

### **Make-up Work Procedures**

Students shall have the number of days equal to the number of days absent from a class to complete make-up work. Students will not be given make-up work in advance of anticipated absences; however, if a student is absent for longer than 3 days, parents may arrange to pick up missed work from administration. Any assignments completed at home will not be considered for a grade.

### **Re-Do Work**

Students have the opportunity to correct up to 2 daily assignments per 9 weeks they have failed for a revised grade of no more than a 70. Any assignment that a student chooses to redo but be completed while at school.