

# Student Handbook

**2024-2025**

*Nurturing a Love for Learning*

# SILVERCREST ELEMENTARY



**10 ESSENTIALS 4 HOUSES 1 FAMILY**

PRINCIPAL .....Stacie Muras  
ASSISTANT PRINCIPAL .....Melynda Wood  
COUNSELOR ..... Lindsay Sanchez  
ADMINISTRATIVE ASSISTANT.....Michelle Moulton  
REGISTRAR..... Maritza Elizarraras  
RECEPTIONIST ..... Kristin Fowles  
NURSE..... Chandlyr McLeod  
SCHOOL PHONE.....832-736-6000  
SCHOOL FAX..... 713-436-2209  
SCHOOL ADDRESS.....3003 Southwyck Parkway  
Pearland, TX 77584

**MISSION STATEMENT**

Silvercrest Elementary will provide an exemplary educational program that empowers our students intellectually, physically, and socially to become well-rounded citizens.

**SCHOOL DAY**

Upon arrival to school, PreK-1<sup>st</sup> grade students are to go directly to the cafeteria and 2<sup>nd</sup>-4<sup>th</sup> grade students are to go directly to the gym where they are to study or read while under supervision until 7:45 a.m. when they are dismissed to go to their classrooms. Students are expected to be in their seats when the tardy bell rings at 7:55 a.m. Students are dismissed at 3:15 p.m. **Students should not arrive at school before 7:15 a.m. as monitors are not on duty before 7:15 a.m.**

## **MORNING DROP OFF PROCEDURES**

Parents are allowed to walk their students into the school the first 3 days. Doors will open at 7:15 a.m. each day. We welcome parents to walk with their children directly to their classrooms on day 1 and on day 2 and 3, to the cafeteria for Pre-K through 1<sup>st</sup> and the gym for 2<sup>nd</sup> through 4<sup>th</sup>. **Starting Thursday, August 15<sup>th</sup>, parents will NOT be allowed beyond the vestibule.** The trip to the classroom gives students time to transition mentally from home to the school setting enabling them to engage immediately in learning activities planned to begin at 7:55 a.m. This will assist us with school safety.

Parents who drop off or pick up their children should come through the driveway following the flow of traffic. **Students should not be dropped off at school before monitors are on duty at 7:15 a.m.** All students should be dropped off at the front of the school between 7:15 and 7:55 a.m. From 7:40 to 7:50 a.m., parents may also drop students off in the bus lane. **The back doors will be locked at 7:50 a.m.** We ask that all students exit the car on the right-hand side of the vehicle on their own. Parents should not get out of their car. If you wish to walk your child to the front of the building, please park in the Visitor Parking Lot and walk with your child from your car to the front of the building. Please do not drop your child off in ANY of the parking lots due to safety concerns.

## **ATTENDANCE**

Attendance for state funding is taken at 10:00 a.m. If the student has an appointment, please try to schedule it at a time other than the attendance time to avoid loss of valuable instructional time. Students that are absent from Silvercrest Elementary or another Pearland ISD school are not allowed on campus for field day, field trips, lunch, parties or any other activities.

The only excusable reasons for a child to miss school are personal illness of the student, communicable disease control or death in the immediate family. A student is also excused for a temporary absence resulting from a visitation to a health care professional if the student commences classes or returns to school on the day of the appointment. **A note from the healthcare professional verifying the appointment will need to be turned in upon arrival in**

**order for the student to be counted present.** Any other absences are unexcused. Excessive unexcused absences constitute a violation of the law for which the parent or guardian may be held responsible. Parents will be warned in writing for children who are failing to comply with compulsory school attendance laws. Students are required to be in attendance for at least 90% of the total days school is in session in order to pass the current grade level.

**In the event of illness of a student, a written excuse from the parent is required within 3 days.** The note should be given to the teacher upon the child's arrival at school following the absence or submitted through our website in the absence reporting. Parents can only send letters for up to 5 days a semester to be excused.

At Silvercrest Elementary, **a student is tardy after 7:55 a.m.** All children are encouraged to arrive at school and class on time. Tardiness is a matter of habit and once formed is very difficult to break.

### **PERFECT ATTENDANCE AWARD**

This award is given to each student who has not been absent during the school year. The student must have entered school here at the beginning of the year or have his report card from the previous school attended to prove his/her eligibility. Please note that three (3) or more tardies in a nine-week period will constitute an absence for perfect attendance awards. Please note that three (3) or more early withdrawals in a nine-week period will also constitute an absence for perfect attendance awards.

### **DISMISSAL DURING SCHOOL HOURS**

Children who have arrived at school for a particular day may not leave the school grounds unless authorized by the office. Parents or their designee must clear, in person, through the school office for the release of a child during the regular school day. A child will not be allowed for any reason to leave the campus unaccompanied during regular school hours. **If your child changes his/her routine of going home, please write a note to the teacher advising him/her of the change or a parent must call the office before 2:30pm.** Please do not email changes as teachers are not always on their computers. Also, we ask that students not be picked

up early except in case of an emergency. **Check-outs are not allowed after 2:45pm.** Parental cooperation in this matter is very much appreciated. **Parents or an emergency contact MUST have their ID when checking out their student.**

### **DISMISSAL**

Teachers will escort all bikers and walkers to an area along the sidewalk. Once students have been escorted to the sidewalk along Southwyck, they will be dismissed to bike or walk home. If you do not want your child to walk home, please do not designate your child as a walker. Also, please do not meet your child during afternoon dismissal in the foyer of the school as it interferes with our staff safely escorting students during dismissal. We ask that you wait by the tree beyond the speed limit sign for your child to meet you. If your child is a car rider, we ask that all students enter the car on the right-hand side of the vehicle on their own. Parents should not get out of their car.

Teachers are on duty after school until 3:30 p.m. Parents should make arrangements for children to be picked up by this time as there will be no teacher supervision **after 3:30 p.m.**

If you are not here by 3:30 p.m., your child/children will be brought to the front office, and you will need to come into the building with your driver's license to sign them out. If you are unable to pick up your child by 3:30 p.m., you will need to make arrangements with the after-school YMCA program or a daycare to provide supervision for your child. Please notify your child's daycare when your child is absent from school.

### **CONTACTING STUDENTS AT SCHOOL**

We ask that parents and students make every effort to attend to personal planning before the student comes to school in the morning. It is very disruptive when a student has to be called from class for a message concerning family plans for the afternoon. Please limit requests for messages to your child to **EMERGENCIES ONLY.** Your cooperation is greatly appreciated.

## **DELIVERIES FOR STUDENTS**

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch or snack for the student to pick up from the front office during a passing period or lunch.

**No restaurant deliveries will be accepted for students.** *This includes services such as but not limited to: Door Dash, Uber Eats, Grub Hub or any other food delivery service.*

## **MAKE-UP WORK**

If a student has an excused absence, the teacher will determine the need for make-up work. Please contact your child's teacher to discuss any work that was missed due to an absence.

## **REPORTING TO PARENTS**

**Pre-Kindergarten through Fourth Grade:** A computer-generated report card will be issued to or is available through Skyward to all Pre-Kindergarten through fourth grade students each nine weeks. Honor Rolls will be on the district website to recognize students for outstanding achievement.

**Student Promotion and Retention:** Notice of any unsatisfactory grades will be sent to the parents on specified dates every nine weeks in the form of a report card. End of the year retentions will be discussed with the principal, and parents will be notified.

Grade 1      In grade 1, promotion to the next grade level shall be based on proficiency in reading, language arts, and mathematics, as demonstrated by earning a grade of at least Steadily Developing (SD) for a majority of the grades in each of those subjects on the final report card of grade 1.

Grade 2      In grade 2, promotion to the next grade level shall be based on an average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for math, reading and language arts.

Grades 3-4      In grades 3-4, promotion to the next grade level shall be based on an

overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for the following subject areas: math, reading, language arts, science, and social studies. In addition, students must have a grade of 70 or above in each of the following areas: math, reading, and language arts.

### **PARENT-TEACHER CONFERENCES**

Please schedule all conferences in advance with your child’s teacher by emailing the teacher. **Please do not go to classrooms for conferences without an appointment.** Instruction and student learning will not be allowed to be interrupted.

### **CAFETERIA**

Each student has a meal account where funds may be deposited by sending cash or check to the campus cafeteria or by accessing [www.schoolcafe.com](http://www.schoolcafe.com) to make a payment online using a credit card. Breakfast and lunch are served in the Silvercrest cafeteria each school day. Breakfast is not served after 7:55 a.m. Lunch is served beginning at 10:30 a.m. with classes eating at different times. Lunch and/or breakfast items may be purchased in advance or on a daily basis. When making advance payment, the child should bring the payment (check please) to the cafeteria manager upon arrival to school in the morning. It is suggested that the payment be in an envelope with the child’s name and teacher’s name on it. When possible, we encourage **the parent** to make advance payment before the lunch period begins. Your cancelled check will be your receipt. Negative balances must be paid off at the end of each school year. If a student account has a negative balance from the previous school year, the account will be deactivated (a restriction will be placed on the account and no charging will be allowed). A re-activation fee must be paid before the account is activated. Below is a schedule of lunch/breakfast prices:

	<b>Daily</b>	<b>Advance Payment</b>		
Student Lunch . . . .	\$2.50	\$25.00	\$50.00	\$75.00
Milk/Juice. . . . .	\$.60			
Breakfast. . . . .	\$1.45	\$14.50	\$29.00	\$43.50

## TRANSPORTATION

The district provides free transportation for students who live two or more miles from the school they attend. Those living inside the two-mile limit are charged a fee for bus transportation. Good student behavior on the bus is very important for the safe transportation of the children to and from school. If the bus driver feels a student's behavior is too disruptive and the student does not respond to the driver's effort to discipline him/her, the bus driver will file a discipline report.

Due to safety concerns, no permission will be given for a student to ride on a bus other than his/her assigned bus. If you live within the two-mile limit and you wish to pay for your child to ride the bus, the transportation fees are as follows:

- One child . . . . . \$64.00 monthly
- Two children . . . . . \$74.00 monthly
- Three or more children. . . . . \$84.00 monthly

Please contact the transportation department if you have any concerns at 281-485-3562.

## SCHOOL PARTIES

There are normally three authorized school parties during the school year: Christmas, Valentine's Day, and the end of the year. Due to FMNV (Foods of Minimal Nutritional Value) restrictions; cupcakes, cookies, etc. may **not** be brought to lunch to share with others. We ask that birthday party invitations not be distributed directly to the class. The only exception to this rule is a birthday invitation for every child in the class or all boys/all girls.

## PETS AT SCHOOL

We love seeing your child's pet, but we cannot allow them at school because animals are unpredictable. This becomes a liability for the school, and we want our students to be in a safe environment.



## SEVERE WEATHER AND DRILLS

In case of an emergency or inclement weather, tune in to local news, district/campus Facebook page, E-news, Twitter, and district website [www.pearlandisd.org](http://www.pearlandisd.org). A Connect Ed message or Skyward e-mail may also be sent from the district to inform you as well. Pearland Independent School District will be included in the media reports. Emergency drills will be practiced by the students throughout the year. Fire and lockdown drills will also be practiced by the students on a regular basis.

## SCHOOL SAFETY

Parents should urge their children to exercise safety precautions at all times in their play, in their journey to and from school, and while at school.

Any student riding his/her bicycle to school should place it in the designated area. Students should secure their bicycles since the school is not responsible for damage or theft.

For safety reasons, parents driving their children to or from school are requested to load and unload children from **one single lane** of traffic. Do not park and get out of your vehicle or leave your car unattended along the curbs designated for student drop-off in cars, buses or daycare vans. Please park in the visitor's area and/or enter the school building should you need to discuss items with your child before school.

**Pearland ISD has implemented a security system from Raptor Technologies. This system requires that anyone entering a Pearland ISD school must enter through the front doors of the facility and present either a driver's license or a state identification card to the receptionist and receive a visitor badge.**

## WITHDRAWALS

Any student moving from the district should either bring a note from home or have his/her parents contact the school. All library books must be returned, and all records must be cleared before the student may withdraw.

## MEDICATION DISBURSEMENT

If possible, all medication should be given by the parents at home. However, if the student needs to take medication during school hours, medication should be dispensed by the nurse according to the following guidelines:

1. Written permission and specific directions must be signed by a physician/medical provider AND parent/guardian. Directions must include student's name, dates, time to be given, and name of medication.
2. Prescription and non-prescription medication must be in the original container.
3. The student should not carry the medication (including cough drops) with him/her or administer it to himself/herself. The nurse will supervise the storing and dispensing of medicine.

## EMERGENCY FIRST AID CARE

Any treatment given at school is limited to first aid. When a student is sent to the clinic and found to be ill or is injured at school, parents are notified. If they cannot be reached and the situation requires medical attention beyond our resources, the family physician is contacted for instruction. If no physician has been named by the parents, it may be necessary to send the student to the hospital emergency service for needed care until the parents can be reached. Parents are responsible for emergency care costs.

Parents should supply the school with information concerning special health problems as well as how they may be reached and the family physician's name and phone number. The name of a friend or relative who might be contacted when we are not able to reach parents has proven very helpful. **Please inform the school of changes to work or home phone numbers.**

## WHEN TO KEEP YOUR CHILD HOME

**Illness**- Please adhere to the following PISD guidelines before sending your child to school.

We want to minimize the spread of any illnesses at school. A child cannot be at school with any of the following:

- Fever of 100 degrees or higher. Students **MUST** be fever free for 24 hours without the use of a fever reducer before returning to school.
- Vomiting or diarrhea- must be free of symptoms for 24 hours.
- Any communicable diseases
- Contagious rashes or weeping sores

**Head lice**- A child is excluded from school until treated with appropriate medicated shampoo.

Upon returning to school, they must come to the clinic for a head check. It is important to develop a routine at home to check your child for lice.

**Medication**- Please give all medications at home when possible. When at school, all medications must be in the original labeled container or box. Beginning September 1, 2024, Pearland ISD cannot accept prescription or over-the-counter medications (including, but not limited to, ibuprofen, acetaminophen, cough drops, oral or topical allergy medication) without a physician/medical provider signature AND parent/guardian signature authorizing the medication to be administered at school.

## **PARENT TEACHER ASSOCIATION**

The PTA asks each parent to join and support the local unit at Silvercrest Elementary. You may join PTA via [jointpta.org](http://jointpta.org). We appreciate your support of the Silvercrest PTA.

## **SILVERCREST'S VOLUNTEER PROGRAM**

The Silvercrest P.T.A. supports the staff through the Volunteer Program. Regular volunteers serve as aides to the teachers. Volunteers can provide enrichment to the school program by making applicable talents, careers, hobbies, or travel experiences available to teachers.

**All volunteers** are required **each school year** to register as a volunteer by logging onto [www.pearlandisd.org](http://www.pearlandisd.org) and clicking on the "*Volunteer/Chaperone*" tab to complete a background check.

## **SUPPLIES**

Each child is responsible for furnishing his/her own school supplies. These supplies will vary at each grade level.

## **STUDENT DRESS AND GROOMING**

The Pearland Independent School District has a dress code for the students. A copy of Pearland ISD's dress code is attached to the student handbook and can also be found on the district website. Additional copies may be obtained from the school attendance clerk as needed.

Administrators have the responsibility and right to determine appropriateness of attire and grooming for the school setting. Parents will be contacted during the school day if their child is not appropriately dressed in the school district's standardized dress. Consequences for dress code violations may be found in the Pearland ISD Student Code of Conduct Handbook.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

Parents have the right to access and amend student records and to determine whether information will be released to the public or remain confidential. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating those rights.

## **LIBRARY USE**

Students are encouraged to use the library. All students will have access to library books on a regular basis. Any library materials lost or damaged will be paid for by the student.

## **COUNSELOR**

Silvercrest Elementary has a counselor on staff that would be glad to talk to you about counseling services for your child. Please call the Silvercrest office if you wish to schedule an appointment with the counselor.

## **VALUABLES AND PERSONAL ITEMS**

Students should not bring large amounts of money or valuables to school. Students are encouraged to leave their personal toys and playthings at home. When children bring toys from home, it creates a safety problem and there is always the risk of them being lost or broken. Toys will be confiscated if they appear on campus.

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items or are disruptive to the educational process due to the nature of the item. Except in the case of prohibited items, students will be warned prior to property being confiscated. If a student continues to display or use the item in a disruptive manner, school personnel will confiscate the property from the student. If the item has not been picked up by the parent of the student from whom the item was confiscated within four weeks, the district is free to dispose of the property in an appropriate manner. Any items which are illegal to possess such as controlled substances, alcohol, or weapons may be turned over to law enforcement authorities.

During the school year, students misplace many personal items. When found, these items are placed in the Lost and Found cabinet located in the hallway near the front entrance. Items not collected by the end of the year will be donated. Valuable items such as watches will be turned into the front office.

### **Communication Devices**

For our students' safety, the district permits students to possess telecommunication devices including cell phones; however, these devices must not be visible and must remain turned off during the instructional day including during all testing. If a student's telecommunication device is confiscated for the first time, parents will be notified, and the

device will be returned at the end of the day to the student. The second time a student's device is confiscated, the parent or guardian must come up to the campus to retrieve the device. Any time after the student's second confiscation, the parent or guardian must come up to the campus to retrieve the device and pay a \$15 fee in Skyward. The Student Code of Conduct also states, "Any cell phone, paging device or other electronic computer device that a student possesses that contains illegal obscenity and/or pornography, contraband, or other material, the possession of which is a violation of Texas law, will be confiscated and turned over to law enforcement authorities." Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunication devices. Students are allowed to wear smart watches but are prohibited from actively using them during the school day, such as texting, playing games, etc. Smart watches that are used in this way will be treated as telecommunication devices.

### **TOBACCO FREE DISTRICT**

Pearland ISD has declared all schools "Tobacco Free". No employee or visitor will use tobacco on any campus or on any school grounds. We hope this will help set an example for the students not to begin a practice which could be detrimental to their health in the future.

### **DRUG FREE SCHOOL**

We have an ongoing program in our school which endorses the Texas Education Agency's declaration that,

*"The use of illicit drugs and unlawful possession and  
use of alcohol is wrong and harmful."*

We would appreciate any constructive input from our parents on this subject. We ask that you please assist us when material is sent home to be shared between parent and child.

## **SKYWARD FAMILY AND STUDENT ACCESS**

Skyward is a district initiative to increase communication and parent awareness. All grade levels will participate. Skyward will give parents access to their child's attendance and grades. Parents may login to Skyward Family Access at [www.pearlandisd.org](http://www.pearlandisd.org).





**2024-2025 STUDENT DRESS CODE (Pre-K – 12<sup>th</sup>)  
PEARLAND INDEPENDENT SCHOOL DISTRICT**

06/11/24

The Pearland ISD Dress Code is established to teach grooming and hygiene, prepare students for success, prevent disruption in the instructional setting, and maintain a safe environment for all students.

Pearland ISD sets the following general expectations for grooming and dress:

- Students should come to school bathed and wearing clean clothes.
- Students' hair should be clean, neat, and well groomed.
- Appropriate undergarments should be worn and not visible.
- Clothing should be appropriately sized and of appropriate length.
- Sleep wear (pajamas) is not allowed except for campus designated days but must comply with the policies in this document.
- Clothing and accessories may not be worn in any way that reflects gang affiliation or conceals contraband.
- Apparel and accessories, including face masks, face shields, or face coverings with inappropriate writing, drawings, or advertisements, to include but not limited to, alcohol, tobacco, drugs, violence, occult, death, suicide, gang activities, sexual innuendos, cultural divisiveness, and racial intolerance may not be worn.

**Bottoms: Slacks, Jeans, Pants, Skirts, Shorts, Sweatpants, and Athletic pants/shorts:**

- Shorts and skirts must be worn no shorter than mid-thigh.
- Pants, shorts, and skirts shall be appropriately sized, fit securely at the waist, and shall not expose skin above the mid-thigh.
- Shorts, leggings, or skirts must be hemmed, not cutoffs.
- Leather, suede, vinyl, or sheer (see-through) fabrics are not allowed.
- Stretch slacks and leggings are allowed and should be appropriately sized and shall not be see-through or expose any skin.
- Distressed jeans are allowed but shall not expose skin above the mid-thigh.
- Any student that violates these rules when wearing shorts or skirts, may lose the privilege of wearing shorts or skirts for the remainder of the year.

**Shirts and Blouses:**

- Shirts and blouses may be any color including solids, stripes, prints, and plaids. No see-through fabrics allowed. Collars are not required.
- Spirit shirts must be campus/district specific and may include college or professional sports teams.
- Must have sleeves, be appropriately sized, and of appropriate length.
- Spandex, leather, suede, vinyl or sheer (see-through) fabrics are not allowed.
- Will not expose the chest area, undergarments, or skin, which includes but is not limited to the midriff or open back.



**Dresses or Jumpers:**

- May be any color including solids, stripes, prints, and plaids.
- Must have sleeves, be appropriately sized, and must be worn no shorter than mid-thigh.
- Spandex, leather, suede, vinyl, or sheer (see-through) fabrics are not allowed.

**Hair:**

- Hair must be neat, clean, and well groomed.
- Distracting colors are not allowed.
- Facial hair must be neat, clean, and well-groomed/trimmed, and worn in a style that is not distracting.
- Head coverings such as hats, caps, or bandanas are not allowed. (An exception will be made for religious headwear)

**Jackets and Coats:**

- Sweatshirts, sweaters, windbreakers, sports coats and blazers may be worn inside and follow the same guidelines as shirts and blouses.
- Full length jackets or coats commonly referred to as "trench" coats or "dusters" are not allowed.

**Shoes:**

- Students must wear shoes appropriate for school.
- House slippers, slides, or flip flops are not allowed.
- All shoes must include a back strap over the heel.
- Wheels, noise makers, or lights are not permitted.

**Accessories/Miscellaneous:**

- No more than two (2) earrings may be worn in the earlobe only.
- Nose rings, lip rings, tongue piercing rings, or other body piercing accessories are not allowed.
- Spacers or gauging of the earlobe are not permitted.
- Tattoos must be covered.
- Sunglasses or sunshades are not to be worn in building.
- Heavy chains or accessories with spikes or studs are not allowed.
- Any accessory that could cause injury will be prohibited.

**THE PRINCIPAL/ASSISTANT PRINCIPAL(S) ARE AUTHORIZED TO MAKE DETERMINATIONS REGARDING WHETHER ANY FASHION, FAD, HAIR, JEWELRY OR ARTICLE OF CLOTHING IS INAPPROPRIATE FOR SCHOOL WEAR OR DISRUPTIVE TO THE EDUCATIONAL PROCESS OR SAFETY OF THE CAMPUS.**