

Cockrell Elementary



Student Handbook 2024-2025

BARBARA COCKRELL ELEMENTARY

STUDENT AND PARENT HANDBOOK

2024-2025

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SCHOOL FAX.	281-485-7763
SCHOOL PHONE	832-736-6600
SCHOOL ADDRESS.	3500 McHard Rd. Pearland, TX 77581

SCHOOL DAY

The regular school day for PK-4 students is from 7:55 a.m.-3:15 p.m. Students arriving after 7:55 a.m. are tardy.

Early dismissal times for students are: Grades PK-4 7:55 a.m. – 12:55 p.m.

Cockrell Vision: *Children are our future: we are dedicated to their success. Cockrell Elementary exists to ensure all students feel respected, treasured, loved and empowered.*

Cockrell Mission: *Through modeling compassion, kindness and acceptance, all students will become world-class leaders. We will teach innovation, independence and resilience in a positive environment while preparing students to be safe, respectful and responsible citizens.*

ABSENCES Section 25.095 of the attendance law (SB 1432) passed by the Texas Legislature states that the school district is required to notify parents of the following:

A school district shall notify students’ parents in writing at the beginning of the school year that if the student is absent from school 10 or more days or parts of days within a six-month period in the same school year or three or more days or parts within a four-week period

1. the student’s parent is subject to prosecution under Sec. 25.093 (Parent Contributing to Truancy) and

2. the student is subject to prosecution under Sec. 25.094 (Failure to Attend School)

This law refers to unexcused absences. Excused and unexcused absences are defined in the Pearland ISD Student Code of Conduct. The term “parent” includes those standing in parental relation.

- **Attendance:** Attendance is taken at 10:00am daily. If your child is not present at that time, he/she will be counted absent. The exception: Texas law accommodates a child who is absent from school part of the day because of an appointment with a health care provider. A child is counted present if he/she begins or completes the school day and provides the school with a signed note from the health care professional. Your child’s instructional time is valuable, so please make appointments after school whenever possible. If your child is absent to observe a religious holiday, which is not listed as a school holiday, please send written notification one week in advance.
- **Excused Absence:** If it is necessary for your child to be absent, please provide a written note explaining the reason for the absence upon your child’s return to school. No emails will be accepted. The note should be provided to the school within three (3) days of the absence and include student’s legal name, grade, teacher’s name, reason for absence, and parent/guardian’s signature. All excuse notes are used to document absences and become part of the child’s attendance record.
- **Monitoring:** In the case of excessive absences of a student, administrators will monitor attendance and will work with the teacher, student and parent. If you have a concern regarding student absences, please contact the office. It is district policy to send a letter to the parent/guardian once students have accumulated five (5) or more absences. The letters are generated regardless of whether an absence is excused or unexcused. A truancy report will be filed for excessive absences (whole or partial school days)

ARRIVAL PROCEDURES

Doors open at 7:15 a.m. Staff are not on duty until 7:30 a.m. Please do not drop students off and leave them waiting outside the building before 7:15 a.m. We are unable to ensure their safety without adult supervision. Students will report to their assigned areas when they arrive to school between 7:15- and 7:55.

Breakfast is served each day from 7:15-7:55 a.m. Students eating breakfast will go directly to the cafeteria for breakfast.

- 7:15-7:30 Students will sit in the cafeteria.
- 7:30-7:45 Students will be dismissed from the cafeteria to sit in their grade level hallway.
- 7:45-7:55 Students will enter their classroom and begin preparing for their day.

Parents are not permitted to walk students to their classrooms after the first 3 days of school.

Car Riders: Morning drop off procedures

- **Students should not be dropped off at school before the building opens at 7:15 a.m.**
- School staff is on duty from 7:30-7:55 to assist students if needed.
- Car drop off is in the front of the building only; students may not be dropped off in the front or back parking lots.
- Parents are not permitted to park and walk students in unless they have business in the building.

- Parents must stay in their vehicle when dropping off and picking up students to ensure the continuous flow of traffic.
- Plan to arrive by 7:45: *students are dismissed to class at this time and begin the morning process of putting away lunch kits and backpacks and getting ready to begin class at 7:55*
- The tardy bell rings at 7:55.
- Drivers should pull all the way up to column **number one** or the next available numbered column: please do not block the crosswalk.
- Be sure that students are ready to exit the car as you arrive at the drop off area.
- Students must enter and exit the passenger side of the car.
- Do not pass cars during arrival and dismissal.
- We ask that you remember to be patient in our car rider line.
- Students are encouraged to open their doors and exit the car to enter the building independently. If your child needs assistance, pull up to the first column for assistance. This will help promote independence in all children.

Bus and Day Care

- School and daycare buses drop off in the turnaround in the back of the building.
- Bus riders typically arrive at the school at 7:30 and may go into the cafeteria for breakfast.

Walkers and Bikers

- This should only consist of students who walk or ride their bike from school property to their home.
- Walkers and Bikers should always stay on the sidewalks and use the crossing guard to cross the street.
- Student will need to secure their bike on the bike rack before entering the building. The school is not responsible for theft or damage.
- Students should not be dropped off from cars on the street and allowed to walk up to the campus.

ATTENDANCE

Students that are absent from Cockrell or another Pearland ISD school are not allowed on campus for field day, field trips, lunch, parties, awards, or any other school day activities.

In the event of illness of a student, a written excuse from the parent is required within three days. The note should be given to the teacher upon the child's arrival at school following the absence. A student may be excused for a temporary absence resulting from a visitation to a healthcare professional if the student returns to school on the same day as the appointment and presents a note from the healthcare professional verifying the appointment.

Excessive 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 currently grade level—this includes both excused and unexcused absences.

A student is considered 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. Students may enter the school at 7:15 a.m. Excessive tardies count as days and parts of days in recording attendance and may be turned over to the PISD truancy officer. ***Consider having your child at school at 7:45 so they are prepared for an 7:55 start. It is extremely important that your child***

be in class and ready to begin with materials ready by 7:55. This will begin the day positively and prevent disruption to your child's learning as well as the learning of other students.

BACKPACK TRANSPORTATION TAGS

Students will receive backpack tags on their first day of school. Teachers will write your child's name, teacher's name, and grade level on the tag. We ask that parents please help us keep these tags on students' backpacks all year for our students' safety. These tags are color coded by how students go home on a regular basis. Please follow the procedures below for the tags:

- Make sure that the tag is on the backpack every day; if your child changes backpacks, please move the tag to the new backpack

BIRTHDAYS

Student birthdays are celebrated by recognizing students during the announcements each morning. Birthday parties are **not** allowed at school. We ask that birthday party invitations not be distributed in class.

- **Treats:** Parents may choose to send store-bought cupcakes or cookies (no cakes) with the child in the morning for the teacher to pass out to the class at the end of the day. Birthdays will be announced each morning, students having summer birthdays will have their ½ birthday announced. Ex: June 1st birthday will be announced December 1st.
- **Invitations:** Please handle private party invitations outside of school. If you send invitations they will be sent back home. The only exceptions to this rule are if there is an invitation for every child in the classroom.
- **Gifts:** Do not send birthday gifts/balloons/flowers to the school for students.

BUS TRANSPORTATION

Pearland ISD provides free transportation for students who live two (2) or more miles from the school they attend. Those living inside the two-mile limit are charged a fee for bus service, which is as follows:

\$640.00.....	per year for 1 child in the household
\$740.00.....	per year for 2 children in the household
\$840.00.....	per year for 3 or more children in the household

Note: Fees are reduced for those students qualifying for reduced or free lunch program.

- Good behavior on the bus is important for the safe transportation of the children to and from school. If the bus driver observes that a student's behavior is too disruptive and the student does not respond to the driver's correction, a bus safety report will be sent to the Transportation Dept. The Transportation Dept. will send home a copy of the discipline report for parent signature. If another report is given to the student, the Transportation Dept. will contact the parents and follow up with the child. Upon receipt of the second discipline report, the student may lose bus riding privileges.
- **Stopfinder Mobile App:** Pearland ISD is now using the Stopfinder mobile app to provide bus route information and important announcements and updates about bus service. Parents and guardians will receive an email inviting them to subscribe to their child's bus route schedule. Once subscribed, parents and guardians will be able to see their child's daily bus route schedule and receive push notifications to their mobile device regarding any service-related updates such as delayed routes, road construction impacting service, etc. The Stopfinder mobile app gives parents and guardians the ability to share their child's bus route schedule with other by inviting them to be a subscriber through the app. When shared with others, they will also receive service-related notifications to their mobile device. This empowers parents

and guardians to include their child and other caregivers in receiving information updates about bus service.

CAFETERIA

Breakfast

- \$1.45 (\$0.30 Reduced)
- Served daily

Lunches

- \$2.50 (\$0.40 Reduced)
- Make sure your child leaves each morning with everything they need for the day.
- When delivering lunches, label with student and teacher name and bring to the receptionist
- As we do not have a dedicated staff member to make deliveries, lunches should be brought to the receptionist 30 minutes prior to the lunch time in order to ensure its timely delivery
- **Do not send any of the following items:** glass containers, food that requires heating, sharp metal objects, or knives
- Send items that your child can open independently
- Additional items may be purchased. Parents can add money to their child's account on School Café or they may send cash or a check to the cafeteria manager. Please write your child's name and homeroom teacher on the check.

Behavior Expectations:

- Raise your hand for assistance.
- Stay in your seat at all times.
- Talk quietly using inside voices.
- Be respectful to those around you.
- Clean your area.

Visitors

Parents are welcome to eat with their student beginning September 3, 2024. Each visitor will be required to show ID and will be given a visitor sticker that must be worn throughout the entirety of the visit. Tables are provided in the center of the cafeteria for our visitors.

- Visitors will sit at our designated visitor tables.
- Parents may only pull their student for lunch. Friends may not join.
- Refrain from taking pictures of students while in the cafeteria.
- All students must sit in their own seat
- If you need to use the facilities during your visit, please see Nurse Mejia.
- Closed Campus Days: there will be days when we will be closed to lunch visitors, these days will be communicated in advance.

Paying for school lunches

Parents are encouraged to make online payments to student meal accounts in order to reduce exchange of cash at the point of service. Each student has a meal account where funds may be deposited by sending cash or check to the campus cafeteria or by accessing <https://www.schoolcafe.com/> to make a payment online using a credit card. (If online payment is not possible, please place a check or cash in a sealed envelope with your child's name written on the envelope.) *If students forget their money or their funds are diminished, they will be allowed to charge —MEALS ONLY **not to exceed \$5.00**. After the charging limit has been reached, the student will be served the minimal meal at no charge (a sandwich and milk).*

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.

Questions: Contact the Food Service Office at 281-412-1244, or Parent On-Line Helpline at 1-866-442-6030.

CELLULAR DEVICE AND/OR SMART WATCHES

All cell phones should be off and out of sight during the school day. Smart watches may be worn but must not be used as a cellular device during the school day. If utilized during the school day the device/watch will be taken up.

1st Offense: Device will be confiscated, parent will be notified, device will be given to student at the end of the day.

2nd Offense: Device will be confiscated, parent will be notified, parent **MUST** pick up device.

3rd Offense: Device will be confiscated, parent will be notified, parent **MUST** pick up device, parent will be charged \$15.

CLOSED CAMPUS DAYS

During the school year we will participate in various district and state assessments. We will close our campus to all visitors on these days.

COMPLAINTS

If you have a concern involving your child, please schedule a conference with your child's teacher to discuss your concerns. If the outcome of the conference with the teacher is not satisfactorily resolved, you may request a conference with a campus administrator.

CONTACTING STUDENTS AT SCHOOL

Students may not be called or pulled from class to receive a personal message from a parent except in extreme emergencies.

DISMISSAL PROCEDURES

The school day ends at 3:15 p.m.

Car Riders

- Please place a Cockrell sign on the passenger side of your windshield with your child's assigned number, name, and teacher.
- Children will be called to go to a designated number; please pull up to the column where your child is standing.
- **Any car without a Cockrell sign will be asked to come into the building to show ID.**
- **Please do not plan to meet your child during afternoon dismissal in the foyer of the school or approach students in the car rider line on foot as it interferes with our staff safely escorting students.**

Walkers/Bike Riders

During afternoon dismissal, students will be escorted across the bus drive along Old Alvin Rd.

- Students should walk their bikes while on school property.
- Parents, please wait on the neighborhood side of the street
- Parents may not come to the building to meet students
- Please do not park in the teacher lot or along Old Alvin: students are not allowed to cross the parking lot to get to a parked car
- Students are to walk on the sidewalk until they reach the crosswalk.

Bus Riders: Students are escorted to buses by staff members each day.

Rainy Day Dismissal

As our weather can quickly change, we will wait until 3:00 to decide if we will have a rainy-day dismissal. We monitor lightning in the area. Students may walk home in rain with no thunder or lightning.

- **Bus riders and day cares:** Buses and vans will be loaded as normal under the covered breezeways.
- **Car riders:** Cars will be loaded as normal
- **Walkers/Bikers:** If there is audible thunder or visible lightening from 2:45-3:00, students will not be allowed to walk or bike home alone.
 - Parents can walk to the Pre-K entrance on the blacktop and pick students up there.
 - When we call a rainy day dismissal for walkers, we will attempt to email and send out a call with this information; please remember that it takes the system a while to reach everyone.
 - On any rainy day, walker parents may call the school until 2:30 to change transportation.

Transportation Changes

- To make changes to your child's transportation, **call the school prior to 2:30** at 832-736-6600
- Student transportation will only be changed if we receive a phone call or note from the parent; students will be sent home their regular way if a transportation change has not been received
- Notes to change transportation are accepted and must be signed and dated; **however, students many times forget to give notes to their teachers—phone calls to the receptionist are the best way to make transportation changes**
- **Do not email teachers or the school to make transportation changes: teachers do not check email during instructional times or may be absent from school and the message will not be received**

DRESS CODE

[2022-23 Student Dress Code.pdf \(pearlandisd.org\)](https://www.pearlandisd.org/2022-23_Student_Dress_Code.pdf)

Students out of dress code will call home for proper attire. If a student is repeatedly out of dress code, a conference will be required between parents and administration to address the issue. If you need clothing assistance, please contact our school counselor. The principal/assistant principal may make determinations regarding whether any article of clothing is inappropriate for school wear.

ENROLLMENT

Due to increasing enrollment in PISD, all class assignments are subject to change at any time.

GRADING

Refer to the Pearland ISD Student Handbook for the District Grading Policy

LIBRARY

All students visit the library on a rotation schedule. Lost or damaged library materials will be paid for by the student. If a book is found *prior to the end of the school year*, money will be refunded.

MAKE UP WORK

The student's teacher will determine the need for make-up work and due date. Students will be allowed at least as many days to complete the make-up work as they were out for the illness.

MEDICAL

Parents should supply the school with information concerning special health problems, medications taken and updated contact information. Please provide the name of a friend or relative as an

emergency contact in the event that parents are unavailable. **It is imperative that parents provide the school of any changes to home or work phone numbers.** Changes to emergency contacts and phone number updates may be made in Skyward throughout the year.

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 according to the following guidelines:

1. Written permission and specific directions must be signed by a parent or 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. If prescription and/or non-prescription drugs are to be administered or kept at school for longer than ten (10) days, a written order must be received from a physician. Forms are available on the Cockrell webpage.
4. The student should not carry the medication or self-administer. The nurse will supervise the storing and dispensing of medication.

PARENT-TEACHER COMMUNICATION

- **Conferences:** Please schedule all conferences in advance with your child's teacher by calling the office at 832-736-6600 or emailing the teacher.
- **Email:** teacher responses to email may not be immediate as there are limited times in their daily schedule (conference, lunch, before/after school) that they are able to check their email. If an important conversation needs to take place, parents should arrange a conference with their child's teacher.
- **Newsletters:** Each week the campus newsletter The Cockrell Connection is posted to our website and sent electronically to parents. This newsletter includes information about upcoming activities and other relevant school related information.
- **Peek of the Week:** Your child's teacher will send weekly communication about learning objectives, important activities, projects, and important dates.
- **Website:** Our campus and teachers maintain a website with up to date information about what is happening at Cockrell.

PARENT-TEACHER ORGANIZATION

The PTO asks each parent to join and support the Cockrell Elementary PTO. Membership applications will be sent home to parents at the beginning of the year. We appreciate your support.

PARTIES/AWARDS

There are three authorized school parties during the 2024-2025 school year: Christmas, Valentine's Day, and End of School. The guidelines are as follows:

- No siblings allowed
- No strollers
- No more than 2 guests per student

SCHOOL SAFETY

- Drills for fire, inclement weather, and lockdowns are practiced routinely on campus
- All guests must present a valid photo ID prior to entering the school and are required to wear the visitor badge throughout their visit: badges must be returned upon exiting
- Please refrain from visiting other areas of the building for which you are not registered
- Guests may not open any door allowing entry to the building for unregistered guests

- **Fire Lanes:** it is never legal to park in a fire lane
- Students should not be left at the school prior to 7:15: additionally, students should not be dropped off in any parking lot

SKYWARD

Skyward allows you to monitor your student's attendance and grades and view important teacher and administrator messages.

You may access Skyward on the Pearland ISD webpage in the top right corner. It is imperative that parents notify the school of any changes to contact information, addresses and current emergency contacts. Changes to phone numbers and emergency contacts may be updated in Skyward at any time: address changes must be made with the attendance clerk.

STUDENT RECORDS

- A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each child from the time he/she enters the district until he/she withdraws or graduates. This record moves with the student from school to school.
- Parents have the right to access their children's records unless their rights have been legally terminated and the school has been given a copy of the court order. In addition, parents shall determine whether directory information will remain confidential or be released to the public. Parents are to notify the school in writing if they do not wish for the child's directory information to be released to the public.

TELECOMMUNICATION DEVICES, INCLUDING CELL PHONES

For safety purposes, 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. **No communication devices including cell phones, smart watches are allowed in classrooms on STAAR testing days.** District employees may confiscate a telecommunication device when in violation of the PISD Student Code of Conduct. 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.

A student who uses a telecommunication device during the school day, when it is not designated as a BYOD activity, is subject to discipline and shall have the device confiscated. The student's parent may pick up the confiscated telecommunication device from the principal's office for a fee of \$15. Refer to the Pearland ISD Student Code of Conduct and Handbook for more details.

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 distraction from learning for your child and peers; there is always the risk of them being lost or broken. Teachers will take up any toys or inappropriate items from students.

VISITORS

- In order to keep our children and staff safe, ALL VISITORS AND VOLUNTEERS are required to sign in at the office and wear a "Visitor" nametag. Currently this is done with the RAPTOR software program. You will be asked to provide your driver's license for a fast and efficient way to check in and out as a visitor. A nametag will be printed out that must be worn at all times while on campus. You must sign out and leave your pass upon departure from the school.

- Visits to individual classrooms during instructional time are permitted only with advanced approval of the principal/assistant principal and the teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the front office. They will then be asked to sign an observation form before they are escorted to the room they will be observing.

WITHDRAWALS

The parent or legal guardian must notify the school **at least 24 hours in advance** when the child is being withdrawn. This may be done in person or by sending a signed and dated note informing the office of the withdrawal date. All textbooks and library books must be returned and all records must be cleared before student withdrawal papers can be released.