



POPE ELEMENTARY PARENT HANDBOOK 2024-2025



ATTENDANCE

Katherine Foerster, Attendance/Registrar Office Phone Number: 281-373-2615 or the main line, 281-373-2340

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. Please provide any notes regarding attendance (absence or needing to leave early) to pope@cfisd.net. This note should include the student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. Class attendance is taken at 10:27 a.m. Students not present at that time will be marked absent for the entire day.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

It is important to keep addresses and phone numbers on your Emergency Information Form up to date at all times. This is our only source of notifying you in case of illness or emergency. You may notify us of changes by emailing the registrar, katherine.foerster@cfisd.net. If your address changes, you must show proof of residency to verify the address change.

SCHOOL HOURS

Students may begin entering the building no earlier than 8:25 a.m. each day. School begins at 8:45 a.m. and ends at 4:10 p.m.

Children arriving after 8:45 a.m. will be counted tardy and must be signed in at the office by a parent or guardian.

EARLY RELEASE OF CHILDREN TO PARENTS AND GUARDIANS

In order to protect your children, we have a very firm policy regarding early release of students. For the student's protection, the following procedure will be used in the event you must pick up your child before regular dismissal:

- The parent must send a note to the school with the child or electronically to pope@cfisd.net, indicating that the student will be picked up early. If sending not by email, please include a picture of your ID.
- Phone calls will not be permitted for transportation changes. **All requests must be in writing and should be sent to pope@cfisd.net by 3:00 p.m.** Please include in the note/communication the child's name, teacher's name, date, time, and reason for the early release. Students bringing a note should take it to the front office when they arrive. He/she will receive an early release pass/sticker.
- All persons, including parents, must show a picture ID to school personnel when requesting the release of a student. Parents cannot go into the classroom, cafeteria, onto the playground or any other area of the school to get your child.

- Brothers, sisters, aunts, uncles, grandparents, friends, etc. will **not** be allowed to pick up a child unless we have written permission from the parent. Picture ID must be shown to allow a student to leave with any person(s).

Your child's education is very important, so we ask that you do not take your child out of school before the end of the day. Students miss valuable instructional time when they leave early.

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

MAKE-UP WORK DUE TO ABSENCES

Students will be required to make up all work for absences. Local policy states that students will be allowed the same number of days he/she was absent to turn in make-up work. Students who fail to make up their work will receive a zero in the gradebook until the work is made up.

WARNING NOTICES/EXCESSIVE ABSENCES

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

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

- is absent from school on 10 or more days or parts of days within a six-month period in the same school year.
- is absent on 3 or more days or parts of days within a four-week period.
- for a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

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

Loss of credit will be tabulated on the basis of days in attendance. A student may not receive credit for the year and may be retained unless he/she has been in attendance for at least 90% of the days during the school term or is successful in appealing the loss of credit as provided in this policy. If a student is in attendance for at least 75% but less than 90%, a student can be given credit for a class if the student completes a plan approved by the school principal that provides for the student to meet the requirements of the course. **Parents of elementary students will receive written notice following the tenth (10th) absence.**

RECORDS REQUEST

The school has 24 hours to process any records request. Please contact the registrar, Katherine Foerster, 281-373-2615, for any assistance regarding records requests.

WITHDRAWAL FROM SCHOOL

In order to withdraw your child before the end of the year, you will need to notify your child's teacher and the school's attendance secretary, Katherine Foerster. Two days' notice is needed to complete checkout procedures, which includes clearing your child's library and textbook records.

CAFETERIA SERVICES

Cafeteria phone number: 281-213-1697

LUNCH ACCOUNTS

To place money into your child's lunch account, go to www.schoolcafe.com

Nutritious meals are served daily in the school cafeteria. Each student will be assigned a personal identification number (PIN). These PIN's will be the same as the Student Identification Number. Student PIN's will follow students throughout their years at CFISD and will be universal to all campuses.

CAFETERIA GUESTS

We will ask visitors to limit their lunch visitation to 1 time per week due to limited seating space in the cafeteria. We will allow a maximum of 2 visitors per student. If the visitor is not listed as a guardian, the parent/guardian must send a note with their ID attached allowing the visitor(s) to eat lunch with their child. Any notes regarding lunch visitors should be sent to the front desk when they are received from a parent or student. In accordance with CFISD policy, school-age children are not permitted to visit the campus at any time.

Guests will sit with the student at the grade level assigned table. No other students may be invited to sit with the parent, only the parent's child. Parents are not allowed to bring food for anyone else besides their own child. Guests must exit the cafeteria at the conclusion of the lunch period and are not permitted to attend recess or go back to the classroom. If a student is waiting for a guest(s) and they have not arrived 10 minutes into the lunch period, the student will be asked to get into the serving line and purchase their lunch if they are buying.

BIRTHDAYS

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

Parents may choose to purchase either cookies or ice cream for their child's birthday from the cafeteria. The coupons should be purchased at least one month in advance by the parent/guardian in order for our cafeteria manager to guarantee we have enough cookies or ice cream on hand that day. Coupons may only be purchased for your child's homeroom. Please contact the cafeteria manager to purchase birthday treats. pope@cfisd.net or **281-213-1697**

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

Individual party invitations to private, non-school sponsored parties may not be delivered at school. Teachers will send out a sign up for birthday invitations. If you signed up to be part of a shared class list, you will receive your child's classmates' contact information. Only those on the list will receive the information. This will facilitate birthday party invites.

We will be offering a fundraiser in SchoolCash for adding your child's name and birthday to the digital marquee.

BREAKFAST

Students in grades Kinder – 5th may proceed through the "Grab and Go" breakfast lines beginning at 8:25 a.m. and go to class to eat breakfast. Pre-Kindergarten students will eat in the cafeteria supervised by a staff member. Breakfast is not served after 8:50 a.m. (with the exception of late buses), and students are not allowed to eat in class after 9:00 a.m.

CELL PHONES/COMPUTERS/WATCHES

CELLPHONES

If a student brings a cell phone to school, it must be on silent and stored in the student's backpack. Any personal electronic device is the responsibility of the student. Campus and District personnel will not assume responsibility for damaged, lost or stolen items. If students violate the use of electronic devices during the instructional day, the device will be confiscated. Apple watches will be allowed as long as they are being used as a watch and not as a phone. If students are using their watch as a phone, they will be asked to not wear it again and leave at home.

- No phones allowed during the school day in the classroom, hallways, cafeteria, recess
- Cell phones must be silenced and out of sight
- Cell phones can be used before entering the building
- Cell phones can be used upon exiting the building

A staff member who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator. In accordance with Texas Education Code Section 37.082, the device will be confiscated and returned to the owner after a \$15.00 administrative fee is collected. A student's parent, guardian, or non-student owner may pick up the device after school.

SCHOOL ISSUED COMPUTERS

All students will be issued a CFISD computer and charger. Students have full responsibility for the computer and charger issued to them. If a student loses or damages their computer or charger, then a notice will be sent home through SchoolCash for the replacement costs.

REPLACEMENT COSTS/FEES

Below you will find the approximate replacement costs for each occurrence of items maliciously damaged or not returned. They are not all inclusive and are subject to change.

Item	Total
Chromebook Charger	\$30
Chromebook Case	\$30
Chromebook 300e Replacement	\$427
Chromebook 500e Replacement	\$579
Item	Total

Hotspot	\$64
Hotspot Charger	\$21
Hotspot Case	\$7
Stylus (model 500e)	\$30
Stylus (Targus)	\$7

CLINIC

Stacy Hughes, RN: school nurse 281-373-2610

MEDICATION POLICY

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

- The school has received a written request to administer medication from the parent or legal guardian or other person with legal control of the student.
- Prescription medication must be in the original container properly labeled with the child’s name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the United States.
- Non-prescription medication must be in the original container. Student’s name and directions for time/dosage shall be provided by the parent/guardian at the time the request is made. Substances such as vitamins and herbal preparations will not be given at school.
- Students are not allowed to have any medication, including cough drops, in their possession during the school day or at school-related activities.
- For the safety and protection of all students, medication cannot be transported by students. All medication must be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times. When the period for administering the medication expires, the parent, guardian, or other adult shall pick up the medication at the clinic. A doctor’s note is required to be on file in the school clinic for any emergency medication a student may need to carry, such as insulin, inhalers, or epi-pens.
- Students are not allowed to share any medication with another student.

In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parent and the physician. The nurse will consult with the school principal and others as appropriate.

FOOD ALLERGIES AND OTHER MEDICAL CONCERNS

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

KEEPING SICK CHILDREN HOME

A sick child who is unable to participate in school in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, school staff, and visiting community members from contracting an illness that can be spread from person to person. Please be aware of the following guidelines for school attendance:

- **Fever:** A child must remain home with fever equal to or > 100° F and may only return after he/she has been fever free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.
- **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting must stay at home and may return to school only after being symptom-free for 24 hours.
- **Conjunctivitis (Pink Eye):** Following a diagnosis of pink eye, a child may return to school 24 hours after the first dose of prescribed medication has been administered.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash must stay at home and may return to school after a health care provider has made a diagnosis and authorizes the child's return to school in writing or symptoms have resolved completely.
- **Head lice (pediculosis):** Students who have an active case of live lice may attend school only after treatment which eliminates all live lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch. Head lice are common in school-aged children, so parents should routinely monitor children for live lice and teach the avoidance of behaviors that spread lice.

If you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodations required upon his/her return.

A healthy school community requires parents and schools to partner with each other. To prevent/minimize local outbreaks of contagious disease, parents must keep children who have an illness that can be spread from person to person at home, and CFISD school nurses will exclude students with symptoms of a communicable illness from school attendance.

DRESS CODE

Refer to the Cy-Fair student code of conduct for a detailed explanation of student expectations regarding dress code. Every effort will be made to contact a child's parent if he or she is out of compliance with the CFISD dress code. We will request that a change of clothes be brought to school so that the student can return to class.

Specifically, shorts and skirts must be at least mid-thigh level, spaghetti straps are not allowed, and midriffs should not show when arms are raised. Tennis shoes or closed-toe shoes are required for days students take part in PE.

ELEVATOR

The use of the elevator by a student requires a doctor's note and must be approved by the school nurse.

EMERGENCY INFORMATION-PARENTS OUT OF TOWN

If both parents are out of town and the child is staying with a friend or relative, we must have the names and telephone numbers of the adults taking care of your child in your absence. Names and telephone numbers must be in writing and provided to pope@cfisd.net. It is imperative that we have this information to assist with

transportation arrangements and in the event that a medical problem arises while parents are away. It is also advisable to give written permission to the caretakers to seek medical care.

EMERGENCY SCHOOL CLOSINGS

Automated calls will be placed to student's' home phone numbers beginning at 6:00 a.m. using the district's Emergency Notification System and School Messenger if conditions warrant the closing of schools. Local television and radio stations are also notified before 6:00 a.m. if conditions warrant the closing of schools. Information will also be posted on the district website www.cfid.net. You must opt in to receive district text messages.

Text Y to 67587.

LIBRARY BOOKS

Students have full responsibility for library books issued to them. If a student loses a library book, the replacement cost of the book will be charged through SchoolCash. Refunds will be made if books are found and returned after paying for the book.

PARENT TEACHER ORGANIZATION (PTO)

We feel extremely fortunate to have a strong, supportive, enthusiastic PTO at Pope. 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. We encourage all families to join each year and volunteer through this fine organization. To volunteer at Pope, you must create a volunteer portal account with CFISD. Visit the [Volunteer Portal Account](#) to enter your information and receive your account information and password from donotreply@raptortech.com (may take up to 5 business days).

PARKING

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

PERSONAL BELONGINGS

Students are expected to have appropriate supplies (paper, pencils, notebooks, etc.,) for completing their school work. Students may not possess items at school that could be distracting to the learning environment. Students should refrain from bringing toys and games to class. Inappropriate items will be collected by the teacher and held until they can be retrieved by the parent/guardian. Also, sharp, pointed objects that could be potentially dangerous are prohibited as well as glass jars and/or bottles. Live animals are not allowed. Students are prohibited from distributing, trading, or selling items at school, this includes PokeMon cards.

DELIVERIES MADE BY PARENTS

In order to protect the instructional environment of our classrooms and to maximize instructional time, we limit the number of classroom interruptions during the school day. For this reason, deliveries will not be made to the classroom; this includes water bottles, jackets, homework, etc. The only items that can be dropped off by a

parent/guardian for a student are glasses, forgotten lunches/snacks and medication. We will not accept any outside deliveries for students from DoorDash, UberEats, flowers, cookies, etc.

FORGOTTEN ITEMS AFTER SCHOOL

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

LOST AND FOUND

Every year many lunch kits, coats, sweaters, jackets, etc. are turned into Lost and Found. In order to help us return lost items to the owner, we recommend that parents label all articles of clothing such as jackets, sweaters, etc., as well as lunch kits and backpacks. Lost and Found is located in the cafeteria. Unclaimed items will be donated to a charitable organization at various times throughout the school year. Notice will be provided in a newsletter prior to when a donation will be made.

PHYSICAL EDUCATION

State law requires that children have access to a minimum number of physical education minutes each week. Under some circumstances, a child may be required to not participate in physical education activities due to certain health issues. In this case, the parent may write a note to the nurse. If the amount of time requested exceeds three P.E. classes, a doctor's excuse from physical activity will be required. Students not participating in P.E. will complete class work assigned by the P.E. teachers. For safety reasons, students need to wear the appropriate tennis shoes to participate. No flip flops. Remember they will be participating in activities that require running.

QUESTIONS/COMMUNICATING WITH YOUR CHILD'S TEACHER

Communication between teachers and parents is key. If parents have concerns regarding a student's academic or behavioral progress, please email your child's teacher. Teachers are unable to respond to parent questions during instructional time. Our policy allows teachers 24 hours to respond to any parent communication. Teachers will share their grade level planning times that allows them time to return parent emails/phone calls.

PARENT/TEACHER COMMUNICATION

- Information will be sent out through our district communication system: **School Messenger. TEXT Y to 67587 to OPT IN to SchoolMessenger.** It is important that you have provided the campus with the correct cell phone number and email address. Information will be sent as a phone message, text and/or email. When you receive a phone call from the school, please listen to the message before picking up the phone and calling. This is especially important during inclement weather dismissal. Other outlets for communication to our parents/community include:
- **Facebook:** [Pope Elementary School](#)
- **Twitter:** [@popepanthers](#)
- **Weekly Newsletters**
- **E-mail**

- **Schoology pages**
- **Phone Calls**
- **Conferences**
- **Remind Notifications**

RECESS

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

REPORT CARDS

HOME ACCESS CENTER

Our district offers every parent the opportunity to monitor his or her child's grades through the marking period using the Home Access Center System. We encourage parents to stay informed and up to date regarding their child's progress. If you forgot your password, click "Help, I forgot my password" and an email will be sent with a link to reset your password. If you need help with your username, please call the help desk at (281)897-4357.

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

The Home Access Center is accessible to parents/students of **2-5** students to monitor weekly progress of grades.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent home with only children in grades PreK, Kinder and 1st, at the beginning of the fifth week of the grading period. The 2nd-5th grade progress reports are generated through the HAC system and will be available through HAC. Report cards will be accessible in HAC for all grades levels Pre-K through 5th each 9 weeks.

GRADING

In an effort to communicate progress to parents, work samples are collected and graded to show a student's mastery of a specific skill. However, all assignments that come home are not necessarily graded. In addition, some assignments that come home with grades may not be recorded in the teacher's grade book. A student may occasionally receive a holistic score for projects or writing assignments. Our campus' rule of thumb for posting of student grades is 5 school days following the completion of an individual student's assignment. Exception to the rule is writing compositions which require additional time for individual student feedback.

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

In grades 2nd – 5th , graded work is recorded by the teacher in HAC each nine weeks.

If a student is caught cheating, the parent will be contacted and a consequence will be determined after an investigation based on the severity of the infraction.

ACADEMIC ACHIEVEMENT AWARD

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

ELEMENTARY SCHOOL PROMOTION STANDARDS

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

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

HOMEWORK

The goal of homework is to:

- reinforce learned skills
- establish good study habits
- provide a connection between home and school

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

- to encourage students to establish a regular routine, place and appropriate materials to complete homework assignments.
- to assist when students begin to falter academically.

We thank you for your help as we work together to encourage your child to develop good home study habits.

Homework will be reflected on the communication card and on the report card under “work habits”.

STUDY HABITS

Our goal is to teach our students the skill of preparing and studying for announced assessments/tests. We know that this is a skill they will require throughout their academic career. We need to work together to encourage students to be proactive in scheduling the appropriate amount of after school time to study and to develop their optimum method of studying for assessments. Please watch for notifications of assignments and tests that are upcoming by looking at weekly newsletters.

REDOING WORK

Students have three opportunities each nine weeks to redo assignments for which he/she earned a grade of 69 or below. The highest grade a student can earn on the “redo/retest” will be a 70. Parents must contact the teacher to request a redo opportunity within one week of the grade being posted on HAC. A reteach opportunity will be provided by the teacher in the form of a small group lesson. District Assessments are not included in the redo/retest opportunities.

STUDENT CONDUCT

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

Students are expected to:

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

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

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

To promote a safe learning environment for our students, Pope has implemented a PBIS (Positive Behavior Intervention & Support) model. We use the acronym “PRIDE” to communicate consistent behaviors and expectations throughout our building. The skills will be reviewed at the beginning of the year and revisited as needed.

The acronym PRIDE represents:

- Prepared
- Respect
- Integrity
- Determined
- Example for Others

Motto	Observable Behaviors	Classroom	Hallway	Cafeteria	Restroom	Playground	Bus
P	Prepared	<ul style="list-style-type: none"> • Be on time • Be on task • Ready to learn • Wear your mask 	<ul style="list-style-type: none"> • Eyes forward • Hands by your side • Mask on at all times 	<ul style="list-style-type: none"> • Have your badge ready • Check your tray before you pay 	<ul style="list-style-type: none"> • Enter 3 at a time • Wash hands 1 soap 2 towels • Fountains for water bottle filling only 	<ul style="list-style-type: none"> • 1st- drop • 2nd- stand • 3rd- walk • Enter/exit with mask on • Keep mask on lanyard while playing 	<ul style="list-style-type: none"> • Have your badge ready • Feet on the floor • Back to seat • Mask on at all times
R	Respect	<ul style="list-style-type: none"> • Honor personal space (6ft) • Care for materials • Value yourself and others 	<ul style="list-style-type: none"> • Honor personal space • Walk silently • social distance 	<ul style="list-style-type: none"> • Use your manners • Keep it clean • Use your inside voice • Stay in your assigned seat 	<ul style="list-style-type: none"> • Give others privacy • Keep hands, feet, and objects to self • Mask on at all times 	<ul style="list-style-type: none"> • Share • Take turns • Keep hands and feet to self • Social distance 	<ul style="list-style-type: none"> • Honor personal space • Hands feet and objects to yourself • Inside voices
I	Integrity	<ul style="list-style-type: none"> • Think first • Do the right thing • Own your choices 	<ul style="list-style-type: none"> • Walk with a purpose • Monitor self 	<ul style="list-style-type: none"> • Enjoy your own food • Mess up, fess up and clean up 	<ul style="list-style-type: none"> • Report concerns • Go only when necessary 	<ul style="list-style-type: none"> • Play fair • Accept responsibility • Support others • Stay in your zone 	<ul style="list-style-type: none"> • Report concerns • Own your choices
D	Determined	<ul style="list-style-type: none"> • Give your best • Never give up • Set goals 	<ul style="list-style-type: none"> • Go straight to destination 	<ul style="list-style-type: none"> • Enter/exit with mask on • Focus on your food • Mask on unless eating 	<ul style="list-style-type: none"> • Go straight to destination • Take care of business quickly • Go when your class goes together 	<ul style="list-style-type: none"> • Use equipment properly • Keep it clean • Have fun! 	<ul style="list-style-type: none"> • Enter and exit silently • Be Alert
E	Example for others	<ul style="list-style-type: none"> • Follow directions • Be a leader • Support others 	<ul style="list-style-type: none"> • Follow directions • Keep to the right 	<ul style="list-style-type: none"> • Stay seated • Raise your hand • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Voices off • Keep it clean • Social distance when waiting in line 	<ul style="list-style-type: none"> • Report concerns • Make safe choices • Follow teacher signals 	<ul style="list-style-type: none"> • Follow directions • Eyes forward • Keep it clean

In order to inform parents of their child's progress toward appropriate conduct, the following criteria is used for the report card work habits and conduct grade. **Teachers will utilize a Communication Card to share information about students' conduct at Pope.**

S – Satisfactory: Meets standards established for work habits, most of the time.

0-5 teacher signatures in a single category

N – Needs Improvement: Meets standards established for work habits, some of the time.

6+ teacher signatures in a single category

SAFETY AND SECURITY

Safety on our campus is a top priority. Please expect the following when visiting our campus:

- All exterior doors will be locked.
- To gain entry into the building, you must go to the front doors. Please ring the bell, when asked, state your name and the purpose of your visit. Once the lock is released to let you in, you must report to the front desk/reception area.
- All visitors are required to bring and show their ID and should expect that their ID will be scanned upon each visit. This is for the protection of our children. The scanners are used to screen for registered sex offenders.
- All visitors are expected to wear the name tag that is printed and given to you. This sends the message to all adults and children in the building that you are a "safe" visitor.

All CFISD campuses require regularly scheduled emergency drills. Fire drills are conducted once per month. In addition, lockdown, shelter-in-place and secure the building drills are conducted once per semester.

SNACKS

Each grade level will have a designated snack time. Teachers will share this information with parents at the beginning of the year. Please send your student with a snack they can eat while working (something that is not messy).

STUDENT ID BADGES

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

The second badge is used for library checkout and purchasing lunch. The lanyard and plastic sleeve replacement cost is \$1.00 per piece. Please email pope@cfisd.net if you need a replacement badge at any time.

TRANSPORTATION

ARRIVAL/DISMISSAL

School doors open at 8:25 AM and doors are locked at 8:45 AM. If students arrive before 8:25 AM, there will be no supervision outside the gates. The school will not assume responsibility for children left unattended before or after school. The playground is closed from 8:25 A.M. until 4:30 P.M. or until all buses have departed from the campus. (This does not include recess and P.E.)

CAR RIDERS

For your child's safety, and the safety of the other children, please obey all traffic laws upon your arrival and departure from campus. Please drive cautiously as you enter the school grounds by driving the speed limit and refrain from using your cell phone.

Arrival: Enter the car rider line at the back of the school by turning right off of Cypress Cove Park Drive. During arrival we have two car rider lines that are stacked in the school driveway. **DO NOT drive down the middle lane during arrival or dismissal times.** We will begin unloading cars at approximately 8:25 AM. Please pull all the way up to the red painted paws on the ground or to the staff member standing at the end of the awning. This will allow staff to unload as many cars as possible. If you arrive after 8:45 AM, your child will be counted tardy and a parent/guardian must walk their child into the front office to sign them in. In addition, after the 8:45 AM bell, the back door will be locked. Please do not drop off your child at the back of the building.

Dismissal: Please have your car rider number displayed from your rear view mirror. This allows our staff to quickly collect car rider numbers. Once in line, it is important to stay in your lane. Students are brought out to cars according to how they are lined up in order. **DO NOT drive down the middle lane or change lanes during dismissal times.** Staff will be moving children between the two lines of cars to load students. This would create a very unsafe situation. If you do not have a **school issued car rider number** displayed, you will be asked to park and come in to sign out your child.

BUS RIDERS

Bus transportation is provided by the district for eligible students. We encourage parents to take advantage of this service if eligible. Students are only allowed to ride the assigned bus to and from their assigned bus stop. Requests related to after-school activities, such as sports, scouts, and sleepovers will not be approved. Students must have their school ID when riding the school bus. Parents are responsible for replacing a student ID badge when lost or broken for a fee of \$3. We enlist your support in working with your child concerning appropriate bus conduct. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus rules will result in parent notification through a bus report. Excessive bus reports may result in the denial of this transportation privilege. Information concerning student conduct on buses is detailed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.

WALKERS

We provide crossing guards for students who walk to and from school. Parents who choose to have their child be a walker assume full responsibility for their child's safe journey. All walkers will arrive and exit through the patio door, at the back of the building, and walk down the back sidewalk to exit the campus. All PreK-Kinder parents must meet their walkers/bikers outside the back gate. We will not release PreK or Kinder students without a parent present. We fear for the safety of younger students who leave our campus to meet their parent's car somewhere along the route home. We have had several instances where a parent has been running late and the child has returned to campus upset and afraid. Our main goal is for all of our students to arrive at school and home safely.

BIKE RIDERS

Bike riders must walk their bike on all crosswalks surrounding the school. Bikes need to be parked at the bike racks at the back of the school grounds. No motorized bikes or scooters will be allowed on the playground area due to the safety of others. Bike riders shall enter and exit the school through the patio doors at the rear of the

building. Pope Elementary assumes no responsibility for lost or stolen bikes and parents who choose to have their child ride a bike to school assume full responsibility for their child's safe journey to and from school.

INCLEMENT WEATHER DISMISSAL

The school will send a message calling Inclement Weather through SchoolMessenger when there is lightning in the area. Inclement Weather means no students will be allowed to walk or ride their bike, they will either be placed on a bus or in the car line to go home. If it is raining, students who walk or ride their bikes will still be dismissed. At the beginning of the year, parents will choose their student's inclement weather transportation.

DAYCARE BUSES

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

TRANSPORTATION CHANGES

We encourage parents to keep his/her student's mode of transportation home as consistent as possible. Parents must notify the school regarding any transportation changes.

For all transportation changes, parents must take a photo of their driver's license and email the picture of their driver's license with the change of transportation note to pope@cfisd.net. Parents may fax a note to the school at (281) 373-2341, a copy of the parent's driver's license MUST accompany the fax. **All transportation changes must be in writing therefore, changes over the phone will NOT be accepted.** All transportation changes should be made before 3:00 PM so that we may have adequate time to get a message to the teacher.

WATER BOTTLES

Students are permitted to bring water bottles (filled only with water, not flavored additives) to school, provided that they use them responsibly. Students are allowed to fill their water bottles at any water fountain/water bottle filling station on campus.

ADDITIONAL INFORMATION

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