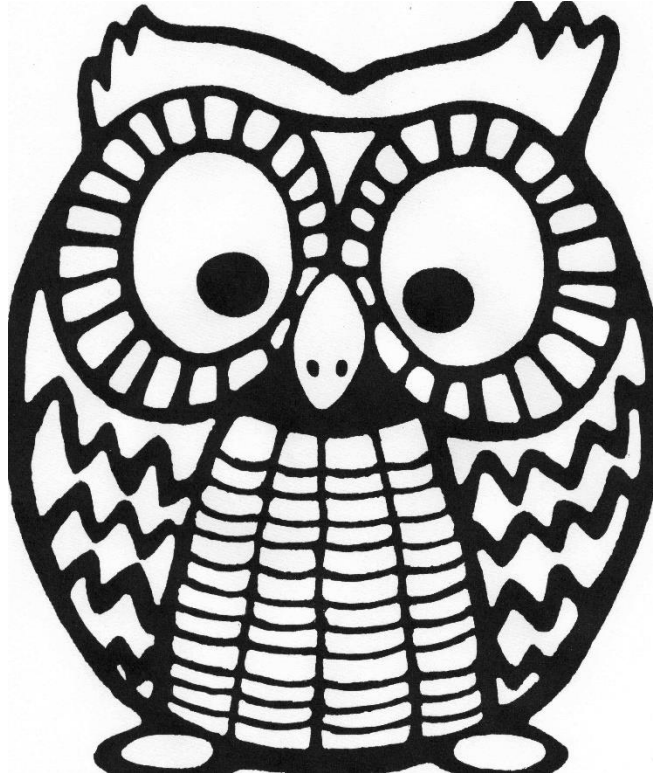


SHADYCREST

ELEMENTARY



STUDENT HANDBOOK

2024-2025

MISSION STATEMENT

It is the mission of Shadycrest Elementary to provide all students with an educational program that will enable them to develop to their fullest potential intellectually, physically, and socially. We believe all students can learn and that school can make a positive contribution to their lives in order to help them become responsible citizens and contributing members of society.

ADMINISTRATIVE STAFF

Principal.....	Ryan Peterson
Assistant Principal.....	Casey Meyer
Counselor	Erin Schmidt
Nurse.....	Megan Johnson
Secretary.....	Kimberly Phillips
Attendance Clerk/Registrar.....	Mary Kirst
Receptionist.....	Jordan Broussard
Telephone.....	281-412-1404
Fax.....	281-412-1401

ARRIVAL PROCEDURES

The regular school day for K-4 is from **7:55 a.m. – 3:15 p.m.** Students arriving after 7:55 a.m. are counted tardy.

Supervision is provided by staff members **beginning at 7:15 a.m.** At 7:25 students are directed from the entry hall to the following locations:

- Pre-K & Kindergarten - Cafeteria
- 1st Grade – 1st Grade Hall
- 2nd Grade – 3rd Grade Hall
- 3rd & 4th Grade – Gym

We ask that parents not walk students to their classrooms after the first week of school. 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.

Students should report to these areas upon arrival each morning. **Children should not arrive at school before 7:15 a.m. No one is on duty to provide supervision, and they will not be allowed into the building.**

Students can be dropped off at the front entrance or in the bus circle after all buses have left (7:35). **The doors on the bus circle side of the building will close at 7:55.** At this time all students will need to be dropped off at the front entrance for safety reasons.

ATTENDANCE

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 7 or more days or parts of days within a six-month period in the same school year or three or more days or parts of days 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.

Texas Compulsory Attendance Law requires students to be in attendance the full instructional time class is offered unless a valid excuse is provided. Students in K-12 must be in attendance 90% of class time in order to receive credit. 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 begins or completes the school day and provides the school with a signed note from the health care professional the same day.

Texas Education Code Sec. 25.085. COMPULSORY SCHOOL ATTENDANCE. (a) *A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.*

Your child's instructional time is valuable so please make appointments after school when at all possible.

Upon the child's return to school after an absence, a written excuse (on 5 X 8 paper or larger) signed and dated by the parent/legal guardian is required within 3 days or the absence will be considered unexcused. You must include the child's legal name, specific date(s) of absence, reason for absence(s), and the parent's signature. If a student is out for more than 5 days, a doctor's note must be returned. All notes are used to document absences and become part of the child's attendance record. A pre-printed absence form is available on the Shadycrest website. NO email or fax notes will be accepted per district policy.

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 visit to a health care professional if the student commences classes or returns to school on the same day of the appointment. A note from the health care professional verifying the appointment **will need to be turned in upon arrival** 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 three days. The note should be given to the teacher upon the child's arrival at school following the absence.

Students arriving after 7:55 a.m. are counted as tardy. ***(REMINDER: Three tardies or three early withdrawals in a grading period makes a student ineligible for perfect attendance.)***

Students who are tardy to school will need to be signed in by a parent at the front office.

BUS TRANSPORTATION

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

One child.....	\$640.00 yearly
Two children.....	\$740.00 yearly
Three or more children.....	\$840.00 yearly

IMPORTANT: Students are only allowed to go home on a different bus with another student in an emergency. The request from the parent must be submitted to the Transportation Dept. for approval by noon of the day in question. Request forms may be found on-line.

Large bulky items such as fundraisers are not allowed on the bus. Parents are to pick up these items from school. Students may not transport science projects on the bus. No balls, rollerblades, skateboards, balloons, animals (alive or dead) will be allowed on the bus.

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.**

CAFETERIA

Breakfast and lunch are served in the Shadycrest cafeteria on each school day.

- Breakfast 7:20 a.m. - 7:50 a.m.
- Lunch 10:30 a.m. - 1:00 p.m.

Money may be added to a student's account online, or students may pay for their meals on a daily cash basis. Meal prices are as follows:

Breakfast	(Student) \$1.45	(Reduced) \$ 0.00
	(Adult) \$2.85	
Lunch	(Student) \$2.50	(Reduced) \$.40
	(Adult) \$5.00	
Milk & Juice	\$.60	

When paying in advance, parents may purchase directly from the cafeteria manager, send the check in an envelope with the child (upon arrival at school, the child should take the envelope/check directly to the cafeteria manager) or online at www.pearlandisd.org/domain/58. *Students who do not bring a lunch or money will be allowed to call their parents from the office. If parents cannot be reached, the child will be provided with a cheese sandwich and milk from the cafeteria.*

You may monitor your child's meal account online at www.schoolcafe.com. Just log-on and register your child using their 6-digit ID number. Use the "contact us" feature to e-mail the Food Service Office if you do not know your child's ID number. We will be happy to send it to you.

Feel free to call: Food Service Office @ 281-412-1244 or Parent On-line helpline @ 1-866-442-6030

THINGS TO REMEMBER:

24 Hour processing: Sometimes it takes up to 24 hours to process a payment and have it reflected in your child's balance. Don't panic if you cannot see it right away. The funds will be available by the next day.

Auto E-mail Alerts: This feature sends an e-mail alert when your child's account falls below a preset limit. It is our recommendation to set the limit at \$10. Please make sure your date limits are not expired from the previous year.

Food Service Charging Policy: We realize that parents have very busy schedules these days. So we have implemented a charging policy that allows students to charge up to \$5.00 if they forget their lunch at home or forget to bring lunch money. A minimal meal is available if your child has already charged \$5.00. It consists of a peanut butter and jelly sandwich or cheese sandwich and milk at no charge. Students may not choose this meal in place of a purchased meal. This policy was developed for the purpose of charging meals only. Students who owe a balance will not be allowed to charge à la carte items such as ice cream or chips.

Balance notices are sent home weekly for any student who has a negative balance. We also realize that sometimes the notices may not make it home. You may always keep track of your child's meal account by using www.schoolcafe.com.

Behavior Expectations: Shadycrest Elementary students and staff are committed to creating a safe and respectful environment for all. We take pride in our cafeteria and work together to make them a clean and enjoyable environment. Our behavior expectations include:

1. Walking only.
2. Keep hands, feet, and objects to yourself.
3. Stay in your seat.
4. Do not share your food, play with your food, or touch other's food.
5. Use an inside voice.
6. Show respect to self, others, and property.
7. Keep your area clean.

CAMPUS BEHAVIOR EXPECTATIONS

The purpose of the discipline management plan is to ensure a safe, orderly, constructive learning environment for all students at Shadycrest. We expect all students to contribute to a safe and respectful learning environment. Our campus-wide expectations are: Safe, Respectful, and Responsible behavior. Behavior expectations for each area of the campus are posted throughout the school and taught to all students.

The school has authority and control over a student during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity, during the school day on school grounds, and attendance at any school related activity. Teachers will provide parents with a copy of their child's classroom rules and procedures, as well as rewards and consequences for student behavior. The following is a list of school-wide conduct and work habit expectations as well as consequences.

BE SAFE AND RESPECTFUL

Conduct

1. Show respect to self, others, and property.
 - a. Use proper manners in classrooms, hallways, restrooms, and cafeteria.
2. Keep hands, feet, and objects to yourself.
3. Follow all directions.
4. Walk slowly and quietly.
5. Raise your hand and wait to be recognized.

BE RESPONSIBLE

Work Habits

1. Complete assignments neatly within the allotted time frame.
2. Bring appropriate supplies.
3. Follow classroom instructions.
4. Use time wisely.

CONSEQUENCES

- Conduct marks
- Loss of privilege
- Notes/phone calls home
- Parent conferences
- Lunch detention
- Office referrals

CLINIC

EMERGENCY FIRST AID CARE

Any treatment given at school is limited to first aid. When a student becomes ill or is injured at school, parents or guardians 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/guardians, it may be necessary to send the student to a hospital emergency service for needed care until the parents/guardians can be reached. Parents/guardians 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 nearby friend or relative should also be provided in case the school is unable to reach parents. **Please keep the school informed of any work or home phone number changes.**

To ensure your child's well-being, if your student goes to the nurse for an illness, they will sit out of recess as a precaution.

MEDICATION DISBURSEMENT

When possible, all medication should be given by the parents at home. However, some medication will be dispensed according to the following guidelines:

- Written permission and specific directions for administration of medication are required. Directions must include the student's name, date, and name of the medication, dosage, and time administered.
 - A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than ten (10) consecutive days.
 - Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten (10) consecutive days, provided signed permission has been provided by the parent or guardian.
- All medication must be provided by the parent in the **original container**.
- All medication must be brought to the clinic **on arrival to school**.
- The student should not carry any medication, including cough drops or mints.
- The school nurse will supervise the storing and dispensing of medication.
- Field Trip Medication: Long-term prescription medication will be given on a field trip provided the parent understands the following:
 - Long term medications will be given by another staff member during the field trip. The nurse does not attend field trips. One dose of your child's medication will be sent with the designated staff

- member in a properly labeled container from the pharmacy where the prescription is filled. This must be supplied to the school nurse prior to the day of the field trip. If a separate container is not supplied than the nurse will send all the medication in the bottle from the clinic.
- The parent may elect not to have the child receive medication on a field trip.
- The parent may attend the field trip and administer medication to their child.
- Every effort will be made to give medication as close to the specified time as possible. However, students often forget medication or there are emergencies in the clinic. The nurse will make sure that medication is administered within ½ hour of the scheduled time. This is standard for hospitals and other facilities where medications are administered.
- **To assure the safe delivery to school of controlled medications, the parent must deliver these medications directly to the nurse.**
- If the dosage of the student's medication is changed, a new physician's authorization form must be signed. This applies also to any new medications. These forms are available in the nurse's office.
- Food supplements will not be given during school hours.
- Medication orders may only be received from physician's licensed in **Texas**. Medications from foreign countries, including Mexico, will not be given at school.
- Only medications that have been approved by the FDA will be given at school.
- At the end of the school year, all medication must be picked up by the parent in the nurse's office. Any medication left in the nurse's office will be destroyed.

WHEN TO KEEP YOUR CHILD AT HOME

To comply with new stricter guidelines from the Texas Administrative Code and the Department of State Health Services, a student must stay home, or be sent home, from school for:

- Conjunctivitis (pink eye).
- Diarrhea – a student must stay home until diarrhea free for 24 hours without the use of diarrhea suppressing medications.
- Fever – a student with a temperature of 100.0 F (37.8 C) or higher must stay home **until fever free for 24 hours without the use of fever-reducing medication.**
- If student is sent home with a fever, upon return the student must check in with the nurse at the beginning of the day.

In the best interest of your child and his/her classmates, your child should also remain at home for the following conditions:

- Uncontrolled asthma or diabetes.
- Vomiting.
- An undiagnosed rash.

The school is required to report contagious diseases or illnesses to the Texas Department of State Health Services. All students returning to school following a disease, infection or injury will be cleared through the school nurse before returning to school.

CLOSED CAMPUS DAYS

During the school year, our campus will participate in various district and state assessments. In an effort to prepare our students for testing and to maintain a secure testing environment, we will close our campus to visitors on these days. We appreciate your support.

COMPLAINTS

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

CONFERENCES

The teacher's workday is from 7:45 – 3:45. To schedule an appointment with your child's teacher, please call the office at 281-412-1404 and a message will be given to the requested teacher. **Please do not go directly to the classroom for a conference without an appointment.** *Note: Each teacher has an email account that can be used to contact him/her. Please keep in mind that while teachers check e-mail daily, there are only certain times in teachers' schedules (ie: conference period, lunch, before/after school) in which they do so. Therefore, responses to email may not be immediate. **Teachers will respond within 24 hours of initial contact.** If an important conversation needs to take place, parents should contact the teacher to arrange a conference.*

CONTACTING STUDENTS AT SCHOOL

Please make every effort to attend to personal planning before the student comes to school in the morning. However, when parents need to get a message to their child, the following procedures should be followed:

- Contact the school office.
- The office staff will get the message to the child's teacher during lunch or at the end of the day to avoid disrupting classroom instruction.
- The teacher will be responsible for getting the message to the student.
- Students will not be called out of class to speak to a parent.

DISMISSAL PROCEDURES

The school day ends at 3:15 p.m. However, we stagger our dismissal times to provide a safe, orderly ending for the children. Students are dismissed in the following order:

- **Walkers/Bicycles (3:08 PM)**
 - Students who cross directly or to the left on Shadybend will exit out the front of the building. Students who walk or bike toward Liberty drive will exit out the bus circle side of the building.
- **Student/Parent Walk-Out (3:10 PM)**
 - Students will be escorted outside along the bus circle to the end of the sidewalk where parents will be waiting in the grassy area.
- **Car Riders (3:10 PM)**
 - PreK-4 will sit in the front circle by grade level
- **Busses (3:15 PM)**
 - Students will be escorted outside along the bus circle to their bus.
- **Daycare (3:20 PM)**
 - Students will line up all facing the same direction in the cafeteria by Daycare.

Bus Riders: Students will be escorted to their grade level waiting area by a staff member. Once their bus has arrived, a staff member will escort them outside to the bus. Students are not allowed to ride the bus home with other students. *If you have a Pre-K or Kindergarten student that is a bus rider, an adult must be at the bus stop upon arrival. The driver will not leave these students unattended.*

Student to Parent Walk-Out: Students will be escorted out of the bus circle doors to meet parents at the end of the covered walkway. **Parents will need to wait on the grassy area.** We ask that you do not park in the school parking lot if your student is going home via cafeteria walk out. IDs are not checked for adults picking up students as cafeteria walk-out. If parents prefer the enhanced security they will need to designate their child as a car rider.

Car Riders: Car riders are escorted to the front of the building by a staff member. Parents will need to have their placard visible on their dashboard with their child's name and grade level at all times. The teacher on car duty for each grade level will stand at the appropriate number to load students into their vehicles. It is that teacher's responsibility to monitor the students waiting on the front porch. Students can talk to one another at a reasonable volume, but they must stay seated until they hear their name called. Once they hear their name they will make their way to the number that was called and wait for their car to pull around. If the parent does not have a placard, we will ask that the driver park and go inside for us to check their driver's license and ensure the driver is an approved emergency contact. **If the name on the driver's license does not match a name on the emergency card, the driver must come inside for further contact.** Students need to load on the right side of the vehicle. **Parents cannot walk up and take students off the front porch.** If a parent tries to take a child off the front porch, they will need to go inside and sign them out.

Daycare: Students will be escorted to their grade level waiting area by a staff member. Once their daycare has arrived, a staff member will escort them outside to the bus/van.

Walkers: Students will be escorted to the cross-walk by a staff member. Only students living in the neighborhood can be designated as walkers. Pre-K and Kindergarten students are not allowed to walk home by themselves. If parents have a pre-k or kindergarten student that they want to walk home, they must be designated as cafeteria walk-out and the parent must escort them home.

CHANGES IN TRANSPORTATION

- **Change of transportation requests made by phone should not be made after 2:00 p.m.**
- Please send a handwritten note to the teacher stating the change & whether it is for the day or permanent.
- Change of transportation requests **should not be made in an email**. Our substitutes do not have access to the teacher's email and we want to ensure that every child goes home the appropriate way.
- If the change is permanent the child's teacher should be notified. The front desk will only make changes to transportation for the day you call.

DURING SCHOOL HOURS

Students at school may not leave the campus or grounds unless authorized by the office. Parents or their designee must check in at the receptionist's desk to pick up their child during the regular school day. Proof of identification must be presented, and the parent must sign the register before the child will be released. Anyone picking up a student (other than parent) must be listed on the student's information/emergency card. (*Except for emergencies or extenuating circumstances, students should remain in class for the entire day.*)

RAINY/BAD WEATHER DISMISSAL PROCEDURES

On rainy or bad weather days,

- All car riders will remain inside the building and wait for their name to be called to exit the building and load their vehicle.
- Students who usually walk or ride a bike home will proceed as normal unless otherwise indicated on their dismissal form (filled out at the beginning of the year)

On these rare occasions, dismissal might run a little slower than normal. Please be patient as we ensure safety for all involved.

DRUG FREE, TOBACCO FREE, AND WEAPON 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 ask that you please assist us when material is sent home to be shared between parent and child. No employee, student, or visitor may possess or use drugs, tobacco, or weapons on campus.

EARLY DISMISSAL DAYS

We will participate in early dismissal days throughout the year. Due to the shortened instructional day, we will use an alternate schedule. All activities including lunch and teacher conference times will be adjusted. Dates for early dismissal days are located on the district calendar. On early dismissal days all Pre-Kindergarten through Fourth Grade students will attend school from 7:55am – 1:00pm.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

POSSESSION AND USE OF PERSONAL TELECOMMUNICATIONS DEVICES, INCLUDING MOBILE TELEPHONES

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must not be visible and must remain turned off during the instructional day, including during all testing unless they are being used for approved instructional purposes. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. District employees will confiscate the telecommunications device when in violation of the student's handbook provisions. The student or student's parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.] In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost or stolen telecommunication device.

INSTRUCTIONAL USE OF PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign

a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as sexting, will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as sexting, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and in some cases, the consequence may rise to the level of expulsion.

GRADING POLICY

Teachers in grades 2-4 are required to record an average of two grades per week in reading and math. Teachers must also record an average of one grade per week in science, social studies and language arts.

Individual homework assignments will not be recorded as grades in the grade book. Homework efforts will be reflected through the students' work habits grade.

Student grades must be reflective of what they can do independently, therefore no graded assignments may be completed at home.

Projects worked on at home may be recorded as grades in the gradebook. If a teacher sends home a project that will be used for a grade, they will provide the parent and student with written directions for completing the project.

Redoing failing assignments/tests (recorded in grade book): After re-teaching occurs, the work will be completed at school. Students may receive credit up to 70%.

GRADING SCALE

A	90-100
B	80-89
C	70-79
F	69-or below

HOMEWORK

Homework will:

- be a review or practice of skills from daily lessons.
- NOT be assigned on weekends or holidays.
- ALWAYS be reviewed, checked and results returned to students in a timely manner.

<u>Kinder & 1st Grade:</u>	Homework should not exceed 20 minutes a night.
<u>Grades 2 & 3:</u>	Homework should not exceed 30 minutes a night.
<u>Grade 4:</u>	Homework should not exceed 45 minutes a night.

INSURANCE

At the beginning of the school year, Pearland ISD will make available a low-cost student accident insurance program. Parents/Guardians are responsible for paying the premiums if coverage is desired. The district will not be responsible for the costs of treating injuries or assume liability for any other costs associated with injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

MAKE-UP WORK

The student's teacher will determine the need for make-up work. If a child is absent for more than three (3) days, the school will provide make-up work to be done at home upon parent request. **Parents may request make-up work by calling the receptionist before 9:00 a.m. for pick-up after 3:00 p.m.** Please do not call for homework unless your student has been out at least 3 consecutive days.

PARENT TEACHER ASSOCIATION (PTA)

The PTA asks each parent to join and support the local unit of Shadycrest Elementary. Applications will be sent home to parents by October.

PARTIES & STUDENT BIRTHDAYS

The Texas Department of Agriculture has created nutrition guidelines for Texas Public Schools. Schools may not provide foods of minimal nutritional value to students at any time during the school day. Therefore, birthday treats may not be given during lunch. Store bought cupcakes or individual cookies will be allowed for student birthdays. Please make sure that what you bring comes in individual portions that can be distributed easily. They will be dropped off at the front desk with the child and teacher's name. The teacher will distribute these to the students the last ten minutes of the school day. No favors, paper products or balloons please. Any gifts, favor bags or party supplies will be returned home.

Three school parties are authorized during the year – Christmas, Valentines & End of the Year. To help cover party costs, we ask that each parent donate \$6 per child per party (for a total of \$18 per child).

We ask that birthday party invitations not be distributed in class. The only exceptions to this rule are if there is an invitation for every child in that classroom or for all the girls or all the boys.

P.E.

Please send your child with tennis shoes for the days he/she is scheduled for P.E. If a student is not feeling well and sits out of P.E., to ensure that the student gets adequate rest, he/she will also sit out of recess. During recess time, the student can read a book, color, or play a game at the benches. If a student is to sit out of P.E. longer than a week, a doctor's note must be provided to the clinic.

PERFECT ATTENDANCE AWARD

This award is given to each student at the end of the year who has not been absent during the school year. The student must have entered school in Pearland ISD on the first day of the school year or have his/her report card from the previous school attended to prove his/her eligibility. Students arriving after 7:55 a.m. are counted as tardy. ***(REMINDER: Three tardies or early checkouts in a grading period makes a student ineligible for perfect attendance.)***

PROGRESS REPORTS

Progress reports are posted to Skyward two times between report cards for all children in Grades 1st through 4th. (A child's actual average is recorded.) Kindergarten receives a paper copy of Progress Reports. In addition, parents will be contacted if a child's average(s) drops significantly after that time.

REPORT CARDS

Report cards are posted in Skyward for all grades. These should be signed for electronically.

SAFETY DRILLS

As part of our commitment to the safety of your children, we periodically have emergency drills at Shadycrest. Please note that during safety drills no one (other than emergency personnel) is allowed to enter the building.

FIRE DRILLS: A fire drill is scheduled four times a year.

LOCKDOWNS: Lockdown drills provide a plan of action to help us secure students quickly in the classrooms. These drills are scheduled at various times throughout the year.

SEVERE WEATHER: Severe weather drills help prepare students in the event that bad weather threatens the welfare of our community. In case of an emergency or inclement weather, tune in to local radio and television stations. Pearland ISD will be included in all the media reports.

Radio Stations: KTRH-740 AM, 100.3 FM

Television Stations: KTRK-TC Channel 13, KHOU-TV Channel 11, KPRC-TC Channel 2, KXLN-TV Channel 45
Also online at www.pearlandisd.org.

It is also important to keep your contact information current as the Connect-Ed call out notification system can also be utilized to distribute important information to our families.

SHELTER IN PLACE: Certain emergencies (for example, a chemical leak in the area) may require a shelter in place. In the event of a shelter in place, **no one** is allowed to leave or enter the building under any circumstances for the safety and security of all children and employees. During this time you may obtain information by tuning to your local radio and television stations, by visiting our website at www.pearlandisd.org, or by calling the school. Students will only be released after clearance has been received from law enforcement or emergency management officials.

SAFETY and SCHOOL VISITORS

- To maintain security and the safety of our school, **ALL** parents, visitors, and guests must sign in at the reception desk located in the front lobby of the school. Visitors are required to present a valid state ID. ID's will be scanned through the Raptor System and a badge will be printed with the visitor's name and destination. The name badge must be worn at all times when on campus.
- For safety reasons parents driving their children to and from school are requested to load and unload them using **one single lane of traffic**.
- In the event of severe weather (i.e. heavy rain, thunder, & lightening), please phone us or we will phone you for alternative transportation home for all students who walk or ride their bikes to and from school.
- To facilitate the flow of traffic, cars are not allowed to make left turns into the front circle from Shadybend from 7:30-8:15 a.m. and 2:50-3:40 p.m. Cars are also not allowed to make left turns out of the front circle onto Shadybend during these times. *Students being picked up as car riders should have a visible dashboard placard with student name. Without a placard, you will be asked to go inside to show ID.
- The bus circle may be used by parents to drop students off after all district buses have completed their morning routes to Shadycrest. The bus circle will open for parent drop-off at 7:35 a.m.
- Crossing guards are stationed at Liberty/Shadybend and in front of Shadycrest from 7:30 a.m. - 7:55 a.m. and from 3:15p.m – 3:45pm. each day.
- Any student riding their bicycle to school should secure it in the designated area near the bus circle. The school is not responsible for damage or theft.
- No skateboards, scooters, or motorized vehicles are allowed.

SEXUAL HARASSMENT

The district prohibits sexual harassment of any kind. Please refer to the policy in the Pearland Independent School District Student Code of Conduct.

STAAR (State of Texas Assessments of Academic Readiness) TESTING DAYS

The STAAR Program begins in Grade 3. Students will be assessed in the following subjects:

Grade 3: Math & RLA

Grade 4: Math & RLA

In order to comply with TEA guidelines & ensure test security & confidentiality, Shadycrest Elementary will not allow visitors on these testing days.

To best prepare our students for these testing days, we simulate our environment on benchmark testing dates as well. Thus, no visitors will be allowed on designated benchmark testing days. These dates will be communicated in advance through Skyward messages, newsletters, peeks, etc.

STUDENT PHONE USE

Students may use the telephone during the school day to call about transportation, lunch, or lunch money. Students may not call for library books or homework.

SUPPORT STAFF

COUNSELOR: Shadycrest Elementary has a counselor on staff that is available to assist the students. Parents and guardians are encouraged to contact her about counseling services for children.

LIBRARIAN: A librarian provides lessons in the library for all classes. She also assists students with the selection of books. Students are taken to the library regularly by their teachers and are encouraged to use the materials and resources available. Any books or other materials lost or damaged will be paid for by the student/parent. Our campus utilizes the Accelerated Reader Program to encourage growth in reading skills with self-selected books that may be checked out from the school library.

MUSIC, PE & ART: Shadycrest Elementary has 1 music teacher, 1 P.E. teacher, 1 P.E. aide, & 1 art teacher on staff.

NURSE: A full-time registered nurse is on campus to administer first aid or medication should the need arise.

SPEECH THERAPIST: Shadycrest Elementary has a speech therapist on staff to work with those students who qualify for those services.

STUDENT DRESS AND GROOMING

Pearland ISD has adopted a standardized dress code for all students. (*A copy of the district's student dress code is included at the back of this handbook and in the Student Code of Conduct.*) Students are allowed to wear Shadycrest, Alexander, PJHE, PHS, Turner, or college spirit shirts any day of the week. 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 according to the district's standardized dress. Consequences for dress code violations may be found in the PISD Student Code of Conduct.

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 they enter the district until they withdraw or graduate. 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.*

SUPPLIES

Each child is responsible for furnishing their own dispensable school supplies which may vary from grade to grade. The school supply list for each grade level is posted on the PISD website as well as the Shadycrest webpage.

TEXTBOOKS

Student in grades one through four may be issued textbooks for school and home use. Any damage to or loss of a textbook will result in payment to the school district.

TRANSFERRING STUDENTS: GRADES

Yearly averages will include grades from the previous school if that school is accredited or is a Texas Public School. If the previous school is not accredited, those grades will not be included in the yearly average (i.e., only grades earned while attending Shadycrest will be used to calculate the yearly average.)

When a student transfers during a reporting period, this policy applies to averages for that grading period. If a student is coming from an accredited school, the average from the previous school may be used to calculate the grading period average. Students who do not come from an accredited school and are enrolled less than two weeks of the current grading period will not receive a report card.

VALUABLES AND PERSONAL ITEMS

Please label your child's belongings (jackets, coats, lunch kits, etc.) with a permanent marker. **Lost and found** is located in the front of the school. Valuable items such as glasses or jewelry will be turned in to the school receptionist. Students are not allowed to possess cell phones, laser or paging devices on school property. A student in violation of this rule is subject to discipline and the device will be confiscated. Please refer to the Pearland ISD Student Code of Conduct Handbook for more information.

The school is not responsible for students' personal property. Students should not bring large amounts of money or valuables to school. In addition, they should leave their toys, electronics, and playthings at home to avoid items being lost or broken. Items such as bats, hard balls, guns of any type, knives, and other toys that might inflict pain or injury to another student or to an adult will be confiscated if brought to school.

VOLUNTEER PROGRAM

The Shadycrest PTA supports the staff through the Volunteer Program. *Regular volunteers* serve as aides to the teachers; *resource volunteers* provide enrichment to the school program by sharing relevant talents, careers, hobbies, or travel experiences. Parents and citizens who would like to support our program as a *regular* or *resource volunteer* should visit the PISD main webpage "Parents" section at <http://www.pearlandisd.org/Page/261>. **Criminal history checks are to be completed each year on all volunteers before individuals are allowed to work on campus.** When "working" on campus, all volunteers must sign in at the receptionist's desk before beginning tasks. The PTA Website also provides more information about volunteer opportunities at <http://shadycrestpta.com/>

WITHDRAWALS

The parent or 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.**

APPENDIX

Special Programs – Elementary

Response To Intervention (RTI)

RTI is a service delivery model that supports students assigned to general education classes. In this program, students receive additional instructional support in the RTI classroom when needed based on teacher's recommendation. The RTI model utilizes a multi-tiered support system (MTSS). Tier one is considered universal interventions that are proactive and/or preventative for all students such as reteaching and checking for understanding. Tier two includes targeted interventions such as small group assistance, test taking and study skill support, rapid response activities, specialized materials, etc. Tier three includes interventions such as one-on-one instruction, high frequency activities, test adaptations, etc.

Dyslexia Classes

Dyslexia classes are pull-out classes offered to students in grades one through four who have been assessed and identified as having dyslexia through either special education or Section 504 of the Rehabilitation Act of 1973. Dyslexia classes offer intense instruction in phonemic awareness, phonics, language structure, decoding, encoding, fluency and comprehension.

Gifted and Talented Classes

The gifted and talented program at the first through fourth grade levels is designed to provide differentiated instruction for identified gifted and talented students. Differentiated instruction offers a variety of learning options designed to tap into students' interests and abilities by providing additional depth and complexity to the grade level curriculum.

By March 1st kindergarten students are identified and receive differentiated instruction by a GT trained teacher.

P.E.A.R.S. Classes

Pearland's Essential and Academic Readiness Skills (PEARS) classes are designed for those students who would benefit from instruction in functional academics in a structured, consistent, small group setting with emphasis on self-help, communication and motor development. PEARS classes are designed to provide students with disabilities the concepts and skills necessary to perform meaningful activities in a variety of domestic, vocational, recreational, and community environments.

A modified curriculum (incorporating basic academic skills, communication skills, socialization skills, domestic skills, community functioning skills, recreational/leisure skills, and vocational and prevocational skills) is used to meet the unique needs of the individual students.

Resource Class

Resource is a pullout service delivery model offered in the student's area of educational need. Students who receive resource services are working on specific individualized and measurable educational goals and objectives developed by the ARD committee. Usually students who receive these services need this additional support to be successful in their regular education classes. Resource services allow identified students to progress through the curriculum at their own level and pace with specialized instruction.

Behavior Support Intervention (BSI)

In a BSI class, students with disabilities may receive instruction on a full-day or part-day basis from special education teacher(s) and related service personnel. Integration from the self-contained class into regular aspects of the school curriculum is available and achieved according to the student's strengths or needs and as specified in the IEP. The BSI class is initially a more restrictive learning environment for students with serious emotional or behavior disorders.