

FRED AND PATTI SHAFFER ELEMENTARY

CAMPUS PAGES

Katy ISD Mission Statement:

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life...to create the future.

FPSE Mission Statement:

Kindness and loyalty are what we are about,

Nobility and justice day in and day out.

Integrity develops in our hearts,

Growing family and the community is where it all starts.

Honoring learning along the way,

To respect one another each and every day.

Shafer inspires all students to shine bright,

with education and character reaching new heights!

Arrival/Dismissal/Transportation

Regular Daily Schedule: 8:10 a.m. – 3:20 p.m.

Parents should plan to provide the school/homeroom teacher with your child's primary mode of transportation home in writing at the beginning of the school year on a dismissal sheet in the classroom during "Meet the Teacher Night" or on the first day of school. Teachers may also ask for this information in the first day take-home packet. Please inform the teacher whether your child will be a:

- Bus Rider (Please provide the bus number.)
- Car Rider
- Daycare Rider (Please provide the day care provider's name and phone number.)
- Biker/Walker (Please let us know if it is North or South.)

Children are expected to arrive at school on time and are expected to be **in their classroom** by 8:10 a.m. Any child entering the building after 8:10 a.m. will be considered tardy. **If your child reports to school after the 8:10 a.m. tardy bell, he/she must report to the office accompanied by a parent before proceeding to class. A child is tardy if they are not in their classroom by 8:10 a.m.**

Those students who are not on campus because of appointments with health care providers will be counted present if they return to school on the same day **with a note from a medical professional.**

Children will be permitted to arrive on campus and enter the school building at 7:50 a.m. Please do not drop your child off for school until 7:50 a.m. as there is no adult supervision prior to that time. We feel it is important that you wait until 7:50 a.m. to ensure that your child is under supervision. Utilizing the bus transportation system (if applicable) will ensure that your child arrives on time and is supervised.

Please remember that it is against the law to use your cell phone while in line during arrival and dismissal times.

Please encourage your child to think carefully before they leave school for the day so that they will have everything needed for homework and projects. The school doors will be locked at 3:45 p.m. unless there is a special activity taking place after regular school hours. Students will not be permitted back into their classrooms after 3:20 p.m.

Changes in Transportation

If there is a change in a student's normal dismissal procedure, a written note must be sent to the student's teacher indicating this change. Please indicate if this change of transportation is going to be a **permanent** or a **temporary** change.

- **For safety purposes, all transportation changes must be written and received by 2:00 p.m. and 11:00 a.m. on early dismissal days.**
- **Phone calls, messages on a teacher's voice mail or e-mail are not acceptable ways to notify the school of a child's transportation change.**
- **Staff members can't permit a student to change his/her mode of transportation without written notification from a parent/guardian.**

Severe Weather Plan

We sometimes experience severe weather during the school day and at dismissal time. Many children become quite concerned on days like this as to how they are going to get home. This occurs most often with children who walk to school. Shafer does have a "Severe Weather" form. This form will be sent home at the beginning of each school year. Please complete and return the form to your child's homeroom teacher the first week of school. Make sure your child is aware of their severe weather plan.

The principal or assistant principals will alert the children to use the

“Severe Weather Plan” when there is severe weather. In order for this to work, children need to be aware of your directions. This particularly pertains to walkers and bike riders who would then either ride the bus or become a part of the parent pick-up line.

If weather is unsettled at approximately 2:45 p.m., a decision will be made as to whether the conditions are safe or unsafe for our students. Children will be told to follow their “Severe Weather Plan” if the following weather conditions exist:

- Severe rain,
- Lightning or thunder in the area,
- The Katy area is under a severe weather warning issued by the National Weather Service.

Your child’s teacher retains a written copy of your “Severe Weather Plan” form in order to have a record of what your child is to do on days when the weather conditions warrant dismissal changes. Please update this form as needed throughout the school year.

Walkers or Bicycle Riders

If you plan for your child to walk or ride a bicycle to school, PLEASE WALK YOUR CHILD’S ROUTE TOGETHER SEVERAL TIMES BEFORE YOU PERMIT YOUR CHILD TO WALK OR RIDE ALONE. Please teach your child safety procedures for walking or bike riding to and from school. When arriving at school, children need to walk bikes to the bike racks and enter the building at 7:50 a.m. Due to safety concerns students are NOT allowed to play on the playground equipment in the morning or until after 3:45 p.m. All bicycles must be securely locked when parked at school. Walkers may not board a car within the school zone. Please keep in mind that we have North and South walkers/ bicycle riders.

(North side is Cinco Ranch Blvd. and South side is by our school marquee.) Please make sure you inform the teacher and your child if they are North or South.

K and 1st grade students will not be allowed to walk home

independently. Every child/family should be issued a dismissal tag to ensure they are matched to parent(s) or designated adult. If a kinder or first grade student walks home with an older sibling, parent permission should be in writing.

Day Care

The area on the north side of the school by the Kindergarten classrooms is designated as a daycare drop off and pick up area. If your child is absent or goes home ill from school during the day, please notify the daycare that your child will not be riding the bus in the afternoon. Please inform the daycare to drop your child off between 7:50 a.m. and 8:05 a.m. and pick up PROMPTLY at 3:20 p.m. The daycare and the parents will be notified by an administrator if children are dropped off too early or picked up after 3:15 p.m. on numerous occasions.

YMCA has provided before and after school care the last several years. Please contact YMCA to determine if they will continue this service next year. If you need assistance with child care before or after school, you may call the Katy Family YMCA at (281) 392-5055 and inquire about registration and fee information for before/after school care.

Please be sure your child's teacher knows what day care bus your child will be riding as well as the day care's phone number. If they will attend YMCA here at Shafer Elementary, please indicate that as well.

Car Rider/Parent Pickup Car

The front of the school has been designated as the PARENT DRIVE for dropping children off and picking children up. Parents should not arrive prior to 2:30 p.m. Our teachers work with safety and security in mind while loading students into cars at dismissal.

Starting at 3:00 p.m., we will double row stack the front drive for dismissal so through traffic will not be permitted in the entry driveway.

To ensure that the correct person is picking up the correct child(ren) and for traffic safety, parents are asked to stay in their cars and go through the car pickup line to retrieve children. Cars should not be left unattended at any time in the parent drive.

Parents will be given a car tag to use in order for teachers to quickly identify students in the car rider line. Place this sign in the front window (rear view mirror) of your vehicle **each day** when you enter the car rider line. This will assist us in expediting the process of our parent pick up system. Replacement cards with proper ID are readily available from the school front office. Please leave the sign in sight until your child has physically entered your car each day.

Eighteen cars will be loaded at one time. Please drive to the station as directed by the teachers and safety patrol on duty so that we may quickly load cars at dismissal time. We ask that parents remain in their cars. **Please do not park and walk across the pickup area to get your child(ren). This causes added congestion and delays and poses a safety hazard to the children and our staff.**

Please remember that it is against the law to use your cell phone while in line during arrival and dismissal times.

Please be PROMPT in picking up your child(ren). **All teachers and staff are off contract at 3:45 p.m. and are not available to supervise children after 3:45 p.m.**

Bus

The bus drive, on the side of the cafeteria/gym, is a **“BUS DRIVE ONLY” in the morning and afternoon. Do not drop off or pick up your child from this drive** or block this drive. It is **“EXTREMELY DANGEROUS”** for children and/or parents. Students that have special permission for YMCA, safety patrol or choir may drop off before buses arrive. Pre-K students are not eligible to ride the bus to or from school.

Bus schedules and routes are available throughout the year through

the Katy ISD website at www.katyisd.org. The best way to determine when the bus will arrive at your child(ren)'s bus stop is to refer to the KISD bus schedule and watch for the bus the first few days. Maps of all bus routes are located in the school office. Your help will be greatly appreciated in determining the bus your child(ren) should ride and the location of the bus stop. PLEASE READ THE KATY ISD RULES ON THE INSIDE OF THE KISD Elementary Parent-Student Handbook. If there are transportation questions, please contact transportation at 281-396-7576 or 281-396-2115.

A student must ride only his/her designated bus unless a note, signed by a parent/guardian, is sent to the teacher in advance with specific instructions. Any change in the normal transportation of your child must be stated in WRITING to your child's teacher. **PLEASE NOTE: PHONE CALLS AND FAXES ARE NOT ACCEPTABLE. CHANGES IN TRANSPORTATION MUST BE MADE PRIOR TO 2:00 P.M. THIS IS FOR THE PROTECTION OF YOUR CHILD!**

NO ONE IS TO REMOVE A CHILD FROM THE BUS LINE OR BUS. PARENTS NEEDING TO TAKE THEIR CHILD(REN) FROM THE BUS MUST CHECK THEM OUT WITH THE FRONT OFFICE PERSONNEL.

Students must abide by the school and Katy ISD bus rules. (See also: Bus Transportation in THE KISD Elementary Parent-Student Handbook. If a student has permission to ride the bus home with a friend, please know that if the bus is overcrowded, the student who is riding with the friend will be the first to be removed from the bus. This allows room for students who are eligible for bus transportation first.

Bus Rules

1. Speak in a reasonable tone of voice.
2. Obey and respect the bus driver.
3. Keep hands, feet, and all objects to yourself.
4. Remain seated until it is time to unload at your stop.
5. Use acceptable language at all times.
6. Observe the same conduct expectations as in the classroom.

7. No eating/drinking on the bus.
8. Refer to the Student Code of Conduct for additional bus rules.

Consequences For Misbehavior On The School Bus

- **1st Referral** - Conference with an administrator-student is placed on probation/parent called.
- **2nd-5th Referral** - Conference with an administrator-parent called and other consequences determined by offense.

Note:

In the case of a severe behavioral infraction, bus privileges may be revoked immediately.

Backpacks

We encourage students to use backpacks to organize and transport their materials. Backpacks should be easy for a child to carry on their own. Backpacks are stored in the classroom during the day.

Birthdays

KatyISD does not allow birthday treats.

Communication Folder (Wednesday Folder)

Students will bring home graded papers, memos, and flyers in their Wednesday folder.

Conferences

At Shafer Elementary, teachers are required to have one face-to-face conference with parents each year. If a child has committed one or more behavioral infractions, additional conferences may be required. **Parents may request a conference with the teacher and schedule it during the teacher's designated conference time within their contract day.**

Counselor

Shafer Elementary utilizes the service of a full-time, certified

counselor. The counselor has a variety of duties and responsibilities that are directly related to the parent and child. There may be conferences throughout the year involving the teacher and the counselor. Some of the major functions of the counselor are:

- Conferencing with teachers, principal, and parents regarding students,
- Progress in academic or behavioral areas,
- Leading group counseling sessions in the classroom/counselor's office,
- Supervising the testing program for the school,
- Helping to identify and process paperwork for students,
- Conducting parent-study groups on effective parenting,
- Conducting counseling sessions with small groups and/or individual children.
- Junior High Course Elective Process

The counselor is prepared at all times to speak with concerned parents. Please call to schedule a conference if needed.

Deliveries

All deliveries must be brought to the school by 10:00am. This includes lunch and homework (to be placed in the teacher's mailbox). Deliveries take place at 10:00am. All lunches delivered will be taken down to the cafeteria with the student tag attached. Students will pick up their lunches from the delivery table located in the cafeteria. After 10am, no deliveries will be made unless it affects the student's health or an instructional need.

Discipline

Acceptable behavior is important and required at Shafer Elementary. Students are expected to observe school and classroom regulations. Proper discipline will be discussed with students, and expectations will be defined. Good communication and cooperation between home and school results in the most effective and desirable outcomes.

Students will not be allowed to disrupt the learning process. The goals of this school cannot be achieved if a disproportionate amount of time and resources must be utilized for maintaining order. Students

exhibiting unacceptable behavior will be disciplined according to KISD School Board policy.

Children are not usually sent to a principal or assistant principal for a first-time disciplinary offense, **unless the infraction is severe in nature**. Our discipline procedure includes: (1) A teacher-student conference; (2) A teacher-parent conference or phone call; (3) lunch/recess detention; and (4) Office referral to the principal or assistant principal.

Note:

When a student is referred to the office for a discipline offense the assistant principal or principal will investigate the situation and communicate with parents. Consequences will be determined by the offense.

Home Practice

Home practice is an essential part of the academic program at Shafer Elementary. As such, practice will be assigned on a regular basis. Here is a list of our basic home practice guidelines:

- Practice does not have to be extremely long and difficult. It can involve a task such as taking papers home to be signed. Correcting papers with your child may also be considered as homework;
- Work that has been introduced and studied in class will be assigned for practice;
- Oral and written practice with basic math facts and reading at home are all activities that are beneficial to your child. Although the school is responsible for providing children with educational opportunities, no child learns to read or to compute exclusively at school;

Please encourage your child to remember his/her papers, books, etc., at the end of the day. Students will not be permitted back into their classrooms after 3:20 p.m. The school doors will be locked at 3:45

p.m. each day!

Library

LIBRARY MEDIA CENTER MATERIALS USAGE POLICY

Katy ISD is pleased that your child will be benefiting from the resources of the district's library media center. It is the district's policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty, and community members.

When you sign the parent handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures.

The library media centers may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media centers, and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged.

Please familiarize yourself with the materials your child borrows from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for his/her child and to discuss those restrictions with the child.

The Katy ISD Library Media Specialist looks forward to fostering your child's academic achievement as materials are provided to meet the student's reading and information needs.

Lost & Found

PLEASE mark all items of clothing, lunch boxes, and supplies with

your child's first and last name and the name of his/her homeroom teacher. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school "Lost and Found". Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Items not picked up will be donated to a charitable organization at least one time each semester.

Our Lost and Found is located on the wall across from the cafeteria.

Lunch

Every child will have a 30 minute lunch period each day. KISD elementary campuses are considered to be a "closed campus"; therefore, a child may not be taken out of the building for lunch. KISD policy allows only parents, grandparents, and non-school aged children to have lunch with your child. Lunch visitors may only attend **ONCE PER MONTH** to allow everyone an opportunity to have lunch with their child. Due to limited space, visitors are limited to **TWO VISITORS** per student. Each visitor must sign up for their own spot. Do not remove the name of another visitor.

Visitors should:

- *sit with their child at the visitor table.
- *only bring in food for their child.
- *not have interactions with students other than their own child.
- *only photograph/video you and your child.
- *only remain in the cafeteria during their child's lunch period.
- *If you are signed up for a later lunch please wait in the office reception area.

During lunch, children work on developing independence and social skills.

Our cafeteria may have "Closed Lunches" not only on testing days, but also on big event days due to limited seating.

Parent Teacher Association

Shafer Elementary has a caring P.T.A. There will be a membership drive at the beginning of the school year. We encourage all parents to join our P.T.A. Membership dues for a school year membership are \$11.00.

The P.T.A. is extremely supportive of our school, and this support benefits every Shafer Elementary student. There will be many opportunities for all parents to become active in P.T.A. functions throughout the year. If you are interested in becoming active in our P.T.A., please fill out the Volunteer Information Form, and send it back to your child's homeroom teacher. The Volunteer Information Form will be sent home with your child the first week of school. PTA website: shaferelementary.my-pta.org and PTA Facebook page: Shafer Elementary School PTA.

Parties

There are two school parties each year, one in the fall and one in the spring. PTA homeroom parents are in charge of organizing the parties. Parents may be asked to send a nominal donation to PTA to help defray the costs of each party. Homeroom parents may ask for your assistance in providing food, games, or help for the parties.

Parent planners are encouraged to focus on activities, not food, at these parties. Food should focus on healthy choices.

Photography/Videography

Due to confidentiality concerns related to directory information and to the Family Educational Rights and Privacy Act (FERPA), visitors may not use video recorders, voice recorders, or cameras unless it is a performance open to the public or during a private conference with permission by an administrator.

Public events are those events that occur when the general public has an opportunity to view students or when students are not required to participate. If the event is during the instructional day, students are considered a "captured" audience and directory information and FERPA rules apply. Therefore, photography/videography are not allowed during school day performances. This is true even if parents

are invited to attend.

Pictures

School pictures (individual and group) will be taken during the year. Individual pictures will be taken in the fall, and the class and spring pictures will be taken during the second semester. Specific procedures for ordering and paying for pictures will be distributed.

Playground/Safety

The Shafer playground is open to the public after 3:40 p.m. daily. Playground safety rules are reviewed with the children in Physical Education classes and in homerooms. Each child has access to the playground during supervised recess daily for 20 minutes. Safety on the playground is vital. Please remind your children to play safely when at recess.

Response to Intervention / MTSS

Response to Intervention (RTI) is a multi-tiered proactive approach to meeting the academic and/or behavioral needs of struggling students. It relies on collaborative, interdisciplinary teams that work together to lend support to the efforts of regular classroom teachers and to bring about improved academic performances for students who are achieving below expected levels based upon aptitude, behavior, and/or district standards.

The goal of RTI is to foster a classroom where teaching is directed toward the variable learning needs of a diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, consultation/collaboration, and differentiated instruction.

Safety Patrol

The Safety Patrol is a trained group of fifth grade boys and girls organized to promote safety in and around the school. These students are recognized as leaders of Shafer Elementary. Parents and children in every grade level are expected to respect and support the direction of our safety patrol students.

FPSE faculty will organize, instruct, and maintain the Safety Patrol.

Students on the Safety Patrol must maintain satisfactory grades and demonstrate appropriate behavior and work habits to remain on Safety Patrol.

Silver Knightly News

The Silver Knightly News will be sent home electronically through eNews each Friday afternoon. This is used to keep parents updated on PTA events and school news.

Specialty Classes

All students at Shafer Elementary receive regular instruction in Art, Music, and Physical Education. This instruction is provided by certified Art, Music, and Physical Education teachers.

Student Council

Student Council will give fifth grade students the opportunity to take on leadership positions and be a part of student government on campus. Student Council participants will be informed of the meeting dates.

Requirements for Student Council Representatives:

1. Students must maintain a "75%" average or better academically.
2. Students must maintain a conduct grade of "M" in all classes.
3. Students are required to attend all Student Council meetings. Special meetings may be called as required.
4. Students must provide his/her own transportation to all meetings.
5. District Discipline Management and Student Code of Conduct Handbook will govern all campus activities.

Technology

To sign up to receive email notices from Shafer Elementary, please visit www.katyisd.org, and click on eSchoolPLUS Home Access Center.

Telephone Numbers

Shafer Elementary:	281-234-1900
Shafer Elementary Fax:	281-644-1880
Absences:	281-234-1900
KISD Administration:	281-396-6000

Testing Days are Closed Campus Days

Due to testing security, our campus will be closed to all visitors on several days throughout the school year. Please check the campus website and marquee for these dates as visitors to the building including lunch visitors will not be allowed on these scheduled testing dates. Thank you for your patience while we try to provide optimal testing conditions for our students.

Visitors at School

All adult visitors must abide by the Katy ISD dress code policy when coming to school for activities such as: lunch, parties, volunteering, special grade level activities, and all other school functions. Visitors to Shafer Elementary are welcome and must bring a valid ID to scan to enter the building, and be Raptored to receive a badge to identify themselves during their school visit. This badge must be worn at all times while visiting our school. **School age children that do not attend Shafer are not allowed on campus during the instructional school day.**

Parents who wish to observe in the classrooms may do so by contacting the grade level administrator, in advance, to schedule and state the purpose of your visit. These observations may take place after the first two weeks of school and before the last two weeks of school. **Observation visits are limited to 30 minutes. Please do not bring other children with you during a classroom observation.**

During your observation, please DO NOT visit with the students in the classroom or the teacher. If you need to confer with the teacher, you will need to MAKE AN APPOINTMENT for a later date and time when

he/she does not have students.

REMINDER: FOR SAFETY AND SECURITY REASONS, ALL PARENTS AND VISITORS MUST REGISTER IN THE FRONT OFFICE AND OBTAIN A COMPUTER GENERATED BADGE. *See *Building Security*

YMCA

Shafer Elementary offers before and after school daycare options through the ***YMCA Prime Time*** program. Information on registration/fees is available through the YMCA office at 281-829-9929 or through our site coordinator who is located in the cafeteria daily from 6:30am - 7:55 am and from 3:00pm – 6:30pm. The main office is at the Katy YMCA located at Peek and Westheimer Parkway.