

MAGNOLIA
ELEMENTARY



STUDENT & PARENT
HANDBOOK
2020-2021

Important Campus Changes and Reminders Due to COVID-19

- All students must wear a mask while on campus including district buses. – Updated Pearland ISD Dress Code for 2020-2021 is attached.
- Visitors and volunteers are not allowed on campus for the 2020-2021 to protect our students from increased exposure to COVID-19.
- Outside food and/or drink cannot be brought to school. This includes: homemade and store-bought cookies and cupcakes, juice boxes, snacks, etc. for birthday treats, lunches from home and/or restaurants. If a student forgets his or her lunch, the cafeteria will provide them a meal for the day.
- Please label all masks and jackets with your child's name.
- We recommend students bring an extra mask and an extra change of clothes in the event of a spill at lunch or an accident.

PEARLAND ISD PLEDGE #1: HEALTH AND SAFETY

Pearland ISD is dedicated to providing a healthy and safe learning environment for all students, staff and community.

**Pearland ISD will continue to follow all guidance from federal, state and local health authorities.*

Student Health Protocols

- All parents are responsible for ensuring that a daily self-screening of each student occurs prior to coming to school or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate social distancing, hand hygiene and respiratory etiquette.
- All students should regularly wash their hands for 20 seconds.
- All students will be trained on proper handwashing techniques and participate in scheduled handwashing times throughout the day.
- All students (developmentally appropriate and health exceptions) are required to use non-medical grade face coverings, covering nose and mouth. (Updated 7/23/20)

MISSION STATEMENT

The mission of Magnolia Elementary School is to develop our students academically, emotionally, socially, physically, and technologically to their fullest potential, utilizing a broad and balanced curriculum in a positive environment, so that they become productive and valued citizens.

ADMINISTRATIVE STAFF

PrincipalSharon Gifford
Assistant Principal..... Rusty Mathis
Assistant Principal.....Elizabeth Guzman
Counselor.....Rosie Flores
Registered Nurse.....Debbie Dick
Secretary.....Robin Rhea
Registrar.....Shannan De La Fuente
Receptionist..... Esperanza Marines
Telephone.....281-727-1750
Fax.....281-692-1437

SCHOOL HOURS

The regular school day for PreK-4 students is from 8:00 a.m.-3:35 p.m. Students arriving after 8:00 a.m. are counted tardy.

Early Dismissal Hours for students:

GradesPreK – 4 8:00 a.m. – 1:00 p.m.

Arrival/Dismissal

Nothing is more precious than our children, and we must work together to ensure their safety. Rules and procedures are in place to protect them. Thank you so much for your willingness to work with us to keep all of our students safe!

The front doors of the school will open at 7:15 a.m. Please do not drop your child off before 7:15 a.m. as we are unable to ensure their safety with proper supervision.

If arriving between 7:15 a.m. and 7:30 a.m., students will be asked to sit quietly in the front lobby until dismissal to the café and grade level hallways at 7:30 a.m. Teachers will welcome students into the classrooms at 7:45 a.m. and begin instruction at 8:00 a.m.

Car Riders: When dropping students off, please use the front circle only. The back of the school is for buses and day care vans only. In an effort to speed up the line, we ask that you pull all the way forward to the end of the covered awning to enable several cars to unload at once. Please remain in a **single line** and unload from the right side of the vehicle. Please be patient in our car rider line: we do have Pre-K and Kinder students that take just a few seconds longer to get in and out of cars, especially at the beginning of the year. If a student must be unloaded from the left side, we ask that you have your child walk around the front of your car to the sidewalk. To promote independence in all children, students are encouraged to open their doors and exit the car independently. Staff will be on duty from 7:30 -7:50a.m. if students need help. **Please do not drop your child off in the parking area to cross in front of the car line or down the back driveway. There is no supervision provided for the safety of your child and others.**

Due to COVID-19:

- **All students should exit a car. Parents are not allowed to walk-up or in the building. We understand that this is different and difficult. We love your students and promise to get them to their class safely.**

Walkers/Bikers: All bikers should walk their bikes once they are on school property. Walkers and Bikers should stay on the sidewalk all the way to the bike racks. Students riding bicycles to school should place bikes in the designated areas. Students should secure their bicycles since the school is not responsible for damage or theft.

Bus & Day Care Riders: School and day care buses drop off students in the back of the building. Students enter through the main doors beside the cafeteria.

DISMISSAL:

The school day ends at 3:35 p.m. For the safety of your child all transportation changes must be made in writing or by calling, the school prior to 3:00 p.m. Teachers may not have a chance to look at email. We will not change transportation for a student if emailed. If possible, please practice their usual mode of transportation beginning on Day 1. Your child's teacher will ask parents to assign their child a "standard" way for going home every day (bus rider, day care, walker/biker, or car rider). Each child will be issued a Transportation tag. Children will be dismissed each day according to this dismissal tag unless the school is notified in writing or by phone that the student will go home a different way.

***Due to Covid-19, Dismissal will be staggered. Each of the following groups will be dismissed separately to encourage social distancing.**

Car Riders: Students will be escorted to the front and seated by grade level. To promote independence in all children, students are encouraged to open doors and enter the car independently. Please have a Magnolia **approved car tag** in the window of the passenger side door or on your rear-view mirror with the child's first and last name and grade level. Children will be called to go to a designated number; please pull up to the number called for your child. Please remain in your car during parent pick-up to ensure safety for all. Proceed forward when traffic begins to flow and please do not go around other cars in line. **Parents may not approach students in the car rider line on foot.**

Bus Riders: Students will be escorted to the bus area and load onto buses from classrooms. Pre-K and Kinder. must have an approved parent at the bus stop.

Day Care: Students will be escorted to the gym and seated in rows by grade levels. As day care vans arrive, students will be escorted to the van by a staff member.

Walkers/Bikers: Students will be escorted to the marquee in the front. Staff members will dismiss students and ensure they cross driveways safely. PreK and Kinder students will not be allowed to walk or bike by him/herself and will be escorted back to the campus if no adult is there to meet them. **If you want your Kindergarten student to go with an older sibling, you must request in writing to the Principal.**

Rainy Day Dismissal: Bus riders and Day Cares will be loaded as normal under the back covered breezeway. During heavy rains and lightning, car riders and walker/bikers will remain inside and will be dismissed from the car rider line. Please remember that this will take longer.

Attendance

Students that are absent from Magnolia or another Pearland ISD school are not allowed on campus for field day, field trips, lunch, parties, awards, or any other school day activities. **These activities have been placed on hold until further notice due to COVID-19 policies and procedures.**

The law requires students to be in attendance for a minimum of 90% of the days school is in session (18 days of absences including excused and unexcused). Excessive absences constitute a violation of the law for which the parent or guardian may be held responsible. Parents will be warned in writing for children who are failing to comply with compulsory school attendance laws. Students are required to be in attendance for at least 90% of the total days school is in session in order to pass the current grade level—this includes both excused and unexcused absences.

Due to Covid-19, more details to come including how attendance will be taken for our remote learners.

Awards

Student awards will be given at the end of the school year. Various grade levels determine awards that are appropriate for their students. Pre-Kinder-4th grade awards are presented in the classrooms.

BACKPACK TRANSPORTATION TAGS

Backpack tags are provided to on-campus learners on their first day of school. We ask that parents please help us keep these tags on students' backpacks all year for our students' safety. These tags are color coded by how students go home on a regular basis. Please follow the procedures below for the tags:

- Make sure that the tag is on the backpack every day; if your child changes backpacks, please move the tag to the new backpack.
- If a tag is lost, additional tags are available in the front office.
- Student transportation will only be changed if we receive a phone call or note from the parent.
- Please make changes by phone by 3:00 pm so that we have plenty of time to notify teachers.
- Notes to change transportation are accepted and must be signed and dated; however, students many times forget to give notes to their teachers—phone calls to the receptionist are the best way to make transportation changes.

Please do not email teachers or the school to make transportation changes: teachers do not check email during instructional times or may be absent from school and the message will not be received.

Birthdays

Student birthdays are celebrated by recognizing students during the announcements each morning. Please **do not** have birthday gifts sent to the school for your child. Also, please no balloons, flowers, or treat bags.

- Birthday parties are **not** allowed at school.
- **Please do not send cakes, decorations, juice boxes, store-bought cookies or cupcakes. *Birthday treats/snacks are not allowed this year due to COVID-19 policies and procedures.***

Cafeteria

- **Due to COVID-19, we will not have lunch visitors. We appreciate you understanding and being patient while we reduce the number of people on campus.**

Meals: Breakfast and lunch are served daily in the cafeteria. Breakfast is served from 7:30-7:50a.m. and lunch is served from 10:30-1:00 p.m. Lunch and/or breakfast may be purchased in advance through School Café. Parents are encouraged to make online payments to student meal accounts in order to reduce the exchange of cash at point of service. If funds are diminished, they will be allowed to charge MEALS ONLY not to exceed \$5.00.

Please see below for a list of items and charges:

	Students	Adults
Breakfast	\$1.45	\$2.60
Lunch	\$ 2.50	\$3.80

If you have questions:

Food Service Office: 281-412-1244

- **Students will utilize the cafeteria for lunch on a limited basis.**
- **Students may eat in various locations throughout the building to maximize social distancing.**
- **Cafeteria, serving and eating areas will be cleaned between uses.**

Clinic/Nurse

Any treatment given at school is limited to first aid. Parents should supply the school with information concerning special health problems. If parents cannot be reached and the situation requires medical attention beyond our resources, it may be necessary to send the student to a hospital emergency service for needed care until the parents can be reached. Parents and/or guardians are responsible for all emergency costs.

Please inform the school if emergency phone numbers change. Changes may be made in Skyward.

MEDICATION DISBURSEMENT

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

1. Written permission and specific directions must be signed by a parent or guardian. Directions must include student's name, dates, time to be given, and name of medication.
2. Prescription and non-prescription medication must be in the original container.
3. If prescription and/or non-prescription drugs are to be administered or kept at school for longer than ten (10) days, a written request must be received from a physician.
4. The student should not carry the medication with him/her or administer it to himself. The RN will supervise the storing and dispensing of medicine.
5. Sunscreen and/or bug repellent products should only be applied at home.

Closed Campus Days

During the school year, our campus will participate in various state and district assessments. In an effort to prepare our students for testing, we will close our campus to visitors. **Due to Covid-19, there will be no visitors on campus this year therefore no closed days.**

Conferences/Complaints

If you have 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 will take place over the phone or via Microsoft TEAMS.

Contacting Students at School

Students may not be called from class to receive a personal message from a parent except in extreme emergency situations. Please make every effort to attend to personal planning before school. Changes to transportation should be made by phone prior to 3:00. Please do not email transportation changes to the teacher or office staff.

Delivering Items to Students

There will be no food deliveries allowed as well as no outside food dropped off. If a student forgets their lunch, they may go through the cafeteria line and purchase one.

Discipline

PBIS (Positive Behavior Intervention and Supports) is a school/district-wide expectation that we use at Magnolia. Each teacher is expected to provide an environment that is conducive to learning including excellent instruction and classroom management. The School Wide Expectations (SWEs); Be Safe, Be Respectful and Be Responsible are able to fully encompass all the behaviors we would want students to display from day to day.

School Wide Expectations

- Be Safe
- Be Respectful
- Be Responsible

Please refer to the P.I.S.D. Student Code of Conduct for more specific information.

Dress Code

Students are required to follow the district's dress code. Administrators have the responsibility and the right to determine appropriateness of attire and grooming for the school setting. Please refer to the Pearland ISD Student Code of Conduct for a complete outline of the dress code requirements and for an update on face coverings.

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.

Field Trips

Due to COVID-19, there will be no field trips at this time.

Grading

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

Library

Students are encouraged to use the library. All students visit the library on a rotation schedule. Lost or damaged materials will be paid for by the student. If a book is found prior to the end of the year, money will be returned.

PTA

The PTA asks each parent to join and support the Magnolia PTA. Membership applications will be sent home to parents at the beginning of school. We appreciate your support.

Parent-Teacher Conferences

Please schedule all conferences in advance with your child's teacher by calling the office at 281-727-1750 or emailing the teacher. Tuesday conference periods are not available due to grade level planning. In addition, Wednesday afternoons are reserved for faculty meetings and campus planning initiatives.

Parties

There are no scheduled parties, assemblies, or awards ceremonies for the 2020-2021 school year.

Recess

Pre-Kindergarten through 4th Grade will participate in thirty (30) minutes of recess each day. Students will not be permitted to bring equipment or toys from home. In an effort to maintain a safe environment for all, students will be encouraged to participate in recess activities that allow for social distancing. Exclusion from recess will not be used as a discipline measure.

Skyward

Pearland ISD-Skyward student system is a secure internet-based website that will allow you to monitor your child's attendance, progress, grades, and view important teacher and administrator messages. You may access Skyward on the Pearland ISD webpage. It is imperative that parents notify the school of any changes to contact information, addresses and current emergency contacts.

Supplies

Each child is responsible for having his or her own dispensable school supplies which may vary from grade to grade. A list of required supplies may be obtained on the district's website www.pearlandisd.org or in the front office.

Telecommunication Devices, Including Cell Phones

For safety purposes, the district permits students to possess telecommunication devices, including cell phones; however, these devices must not be visible and must remain turned off during the instructional day. District employees may confiscate a telecommunication device when in violation of the PISD Code of Conduct. Any disciplinary action will be in accordance with the Student Code of Conduct. The campus will not be responsible for damaged, lost or stolen telecommunication devices. If confiscated, the parent may pick up the phone from the principal's office for a fee of \$15.00. Refer to Code of Conduct for more details.

Textbooks

Each on campus learner may be issued textbooks for school and/or home use and remote learners will be given online access to textbooks. Any damage to or loss of a textbook will result in fees payable to the school district by the parent/guardian.

Valuables and Personal Items

During the school year, students misplace many personal items. Please label articles such as jackets, lunchboxes, etc. so items are easily returned if lost. A lost and found cabinet is located in the front of the school. Students should not bring valuables or personal items such as toys, electronics, money, etc. The school is not responsible for students' personal property. All unclaimed items will be donated at the end of the year.

Visitors

Due to COVID-19, there will be no visitors at this time. Essential visitors must present a valid photo ID, sign in at the front and wear a visitor badge at all times while in the building.

Volunteers

Due to COVID-19, there will be no volunteers at this time.

Weather and Drills

Magnolia Elementary has an emergency plan prepared and ready for implementation in the unlikely event of a school emergency. Emergency drills for fire, tornado, and lockdowns are practiced throughout the year to familiarize students with procedures. When severe weather causes hazardous driving conditions or any other conditions exist that might delay the opening of schools or cause schools to be closed, parents and students are encouraged to check the district website, www.pearlandisd.org, social media pages and local television stations for current news reports. No announcements will be made when campuses will remain open with regularly scheduled hours.

Websites

Individual teacher websites may be accessed through the campus webpage. Teachers maintain individual websites containing valuable information including conference times, contact information, and class schedules. Parent and teacher communication will occur through the web-based program Seesaw.

Campus and District websites will contain information pertinent to the whole campus or district.

Weekly Folders

Weekly folders will go home on Tuesdays with on campus learners and remote learners will be able to access feedback online. Folders will contain graded papers, conduct, and/or informational flyers from the school and PTA. We will use Skyward and Family Access to communicate informational flyers and PTA information to ensure our remote learners are receiving the same information.

Withdrawals

The parent or legal guardian must notify the school at least 3 days 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 paperwork can be released.