

***Silverlake
Elementary
Student & Parent
Supplementary
Handbook***

***TO THE PISD STUDENT CODE OF
CONDUCT AND HANDBOOK***



2018 - 2019

August 2018

Dear Families,

Welcome to another great year at Silverlake, where we are committed to the success of our students and our community. Our theme this year is “Silverlake Elementary – Make Your Mark!”.

We have an amazing faculty and staff at Silverlake Elementary that never lose sight of the goal - student achievement. At Silverlake Elementary, we truly believe that working collectively will ensure success for all learners during the 2017-2018 school year. We understand that “What Starts Here, Changes the World”.

Our staff is committed to the academic growth of every child, understanding the importance of planning meaningful learning experiences that align with state standards and the Pearland ISD curriculum. We understand that engaging students in the learning process continues to create the thirst for knowledge. We understand that we must consistently monitor and assess students’ strengths and weaknesses, and then use the data to plan for future interventions and/or extensions of the concept.

Our focus on student achievement not only relates to academic success, but also social gains. Your child will be learning our Silverlake Elementary expectations of No Place for Hate, Character Education and GRIT Program. We are learning to show mutual respect for one another, give appreciations and not put-downs, practice attentive listening and understand our right and expectation to participate. We will emphasize the importance of doing our “personal best” at all times. The creation of a safe learning environment helps students feel more confident in sharing their thinking and promotes taking risks in their learning.

Thank you for sharing your child with us this year. Please do not hesitate to ask questions of our team by calling or emailing office staff, administrators, and/or teachers. We are here to serve our community!

Sincerely,

Shayla McGrew
Principal

Silverlake Vision Statement:

Silverlake Elementary will empower our students to become world-class citizens who embrace challenges and will prepare them to be innovative forward thinkers in an ever- changing, diverse society.

Silverlake Mission Statement:

Silverlake provides a rigorous learning environment, where students learn to meet challenges in order to develop intellectually, emotionally and socially.

Silverlake Elementary Campus Goals:

Silverlake Elementary will strive for continued academic success where students are inspired to take action based on their newly-acquired knowledge.

Silverlake Elementary Campus Motto:

What Starts Here, Changes the World!

Silverlake Parent Involvement Statement:

Our mission:

- ★ *To create an environment at Silverlake Elementary School where students, parents, staff, teachers and administrators work in unison to promote the social, emotional, and academic growth of our children.*
- ★ *To provide lines of open communication between teachers and parents so they may together create high, yet reasonable, expectations for our children's achievements.*
- ★ *To encourage parent involvement by providing a welcoming school atmosphere that will maximize parent participation in the educational process.*

This interaction between our parents and our school is essential to the growth and development of our children, school, and community as a whole.

SILVERLAKE ELEMENTARY STUDENT HANDBOOK

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**SILVERLAKE ELEMENTARY
STUDENT HANDBOOK
2017 - 2018**

Principal.....Shayla McGrew
Asst. Principal.....Debbie Brown
Counselor.....Rachelle Chapman
Secretary.....Angelica Field
Attendance Clerk.....Becky Treadway
Receptionist.....Alma Velero
Telephone.....713-436-8000
Fax.....713-436-8008

ABSENCES

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

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

- 1. the student's parent is subject to prosecution under Sec. 25.093 (Parent Contributing to Truancy) and*
- 2. the student is subject to prosecution under Sec. 25.094 (Failure to Attend School)*

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

- I. Attendance:** Attendance is taken at 10:00am daily. If your child is not present at that time, he/she will be counted absent. The exception: Texas law accommodates a child who is absent from school part of the day because of an appointment with a health care provider. A child is counted present if he/she begins or completes the school day and provides the school with a signed note from the health care professional. Your child's instructional time is valuable, so please make appointments after school whenever possible. If your child is absent to observe a religious holiday, which is not listed as a school holiday, please send written notification one week in advance.

- II. Excused Absence:** If it is necessary for your child to be absent, please provide a written note explaining the reason for the absence upon your child's return to school. The note should be provided to the school within three (3) days of the absence and include student's legal name, grade, teacher's name, reason for absence, and parent/guardian's signature. All excuse notes are used to document absences and become part of the child's attendance record.

- III. Monitoring:** In the case of excessive absences of a student, the administrator will

monitor attendance and will work with the teacher, student and parent. If you have a concern regarding student absences, please contact the office. It is district policy to send a letter to the parent/guardian once students have accumulated five (5) or more absences. The letters are generated regardless of whether an absence is excused or unexcused. A truancy report will be filed for excessive absences (whole or partial school days).

AFTERSCHOOL PROCEDURES

All children are escorted to their exit area by a staff member. The school day ends at 3:15pm. However, we stagger our dismissal times to provide a safe, orderly ending of the day for the children. Students are dismissed in the following order:

- ★ 3:10pm ~ Bus Rider
- ★ 3:10pm ~ Parent Pick-Up, Walker/Biker
- ★ 3:15pm ~ Daycare Riders

I. Staff Duties: Teachers are on duty after school until 3:45pm. Parents should make arrangements for children to be picked up by this time, as there will be no supervision after 3:45pm. If you are not here at 3:20pm, your child/children will be brought inside and you will need to come into the building to sign them out. If you are unable to pick your child up by 3:45pm, you will need to make arrangements with the after school YMCA program or a day care to provide supervision for your child. Please notify your childcare provider when your child is absent from school.

II. Car Riders: Car Riders are picked up in the front driveway. Students will be seated on the front porch. Drivers should pull up to the front of the pick-up line as much as possible. Teachers and staff on duty will be stationed at the numbered spots to assist students getting into cars. To keep the line flowing, please follow their direction when moving forward. Please place a sign in the window of the driver's door that features your child's first and last name and grade level. The signs will be provided at the class assignment pick-up and are also located at the reception desk. Students will be loaded on the passenger side. Please remain in your car during parent pick-up, as this ensures the flow of traffic and the safety of all.

III. Bus Riders: Students will be escorted to the bus pick-up line and seated in a row according to the route number. Once all bus riders are seated in the assigned location, each bus line will be escorted to the bus by a staff member.

IV. Day Care Riders: Students will be escorted to the cafeteria and seated in a row according to the day care providers. Once all day care riders are seated in the gym, each day care line will be escorted to the bus/van by a staff member.

V. Biker/Walker: Students will be escorted across CR 90 by staff members. Parents will meet up with their child after they have crossed the street. Otherwise, students are designated by parents to walk home independently or with a sibling. When necessary, signs are posted near the biker/walker dismissal door to designate rainy day dismissal. Parents are able to walk to the biker/walker dismissal door to pick up their child if they have a Rainy Day Pass. This is only done on rainy days, as designated by the office. For safety reasons, students will not be released to an adult without a Rainy Day Pass. Rainy Day Passes may be obtained from the office. Note: Biker/Walker dismissal could be delayed, as students will not be released if it is lightning.

Note: If there is a change in the way your child will go home, please notify the teacher in writing. If advance notice is not possible, phone calls advising the office of transportation changes must be called in **no later than 2:30pm**. Students' dismissal transportation will not

be changed after 2:30pm unless approved by the principal.

BAD WEATHER MAKE-UP DAYS

Pearland ISD has selected November 19, 2018, and February 18, 2019, as our district's bad weather make-up days for the 2018-2019 school year.

BEFORE SCHOOL PROCEDURES

- I. **Staff Duties:** For safety reasons, students should not arrive before 7:15am. Staff members are not on duty before that time.
- II. **Car Riders:** Car Riders are dropped off in the front driveway. Drivers should pull up to the front of the pick-up line as much as possible. Staff on duty will be available to assist students getting out of cars. To keep the line flowing, please follow their direction when moving forward. Students are not allowed to be dropped off in the front or back parking lots. However, beginning at 7:45am, students may be dropped off at the bus drive. The expectations for the bus drive drop-off are identical to those of the front.
- III. **Bus & Day Care Riders:** School and day care buses drop off at the bus ramp on the side of the building and students enter through the doors near the cafeteria.
- IV. **Line-up Procedures:** At 7:30am, students eating breakfast will be released to the cafeteria. Students that do not need to eat breakfast will be directed to the grade level's designated area. Teachers will invite students in the classroom and begin instruction at 8am.

BIRTHDAYS

- I. **Gifts:** Please do not have birthday gifts sent to the school for your child. Gifts that are received by the office will be held there until the end of the school day. A parent/guardian will be contacted to make arrangements to pick up item(s).
- II. **Invitations:** Please handle private party invitations outside of school. If you send invitations to school to be passed out by your child, they will be sent back home. The only exceptions to this rule are if there is an invitation for **every** child in that classroom or one for all the girls or all the boys.
- III. **Treats:** Any birthday treats brought by parents must be delivered to the reception desk on the day they are to be served. A staff member will deliver the snack to the classroom. The treat must be a "self-serve" snack, such as cookies, cupcakes, etc. to be eaten sometime after lunch. Please make arrangements in advance with your child's teacher and consult them to determine if there are children who have food allergies. Please do not send decorations, supplies, party treat bags, balloons, flowers, etc. These items will not be delivered to the classrooms.

CAFETERIA

- I. **Meals:** Breakfast and lunch are served in the cafeteria each school day. Meals may be purchased in advance for breakfast and/or lunch; or students may pay for their meals on a daily basis. **When paying in advance, parents may present cash or a check to the cafeteria manager or send the check in an envelope with the child.** (Upon arrival at school, the child should take the envelope directly to the cafeteria manager). Please write your child's name and homeroom teacher on the check. *Students who do not bring a lunch or money will be provided with a peanut butter sandwich and milk from the cafeteria.* Meal prices are as follows:

CLOSED CAMPUS DAYS

During the school year, our campus will participate in various state and district assessments. In an effort to prepare students for the testing day routines and procedures, we will close our campus to all visitors. Students will be adhering to a flex schedule and testing will be taking place throughout the building. Through a collaborative effort of parents, teachers and students, we can ensure success! We appreciate your support!

CONFISCATION OF CONTRABAND OR DISRUPTIVE ITEMS

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items, or because of the nature of the item or its use, is disruptive to the educational process. In the case of prohibited items, students will be warned prior to the property being confiscated. If a student continues to display or use an item in a disruptive manner, school personnel will confiscate the property from the student. If the item has not been picked up by the parent of the student from whom the item was confiscated within four weeks, the District is free to dispose of the property in an appropriate manner. Any items which are illegal to possess such as controlled substances, alcohol or weapons may be turned over to law enforcement authorities.

CONTACTING STUDENTS AT SCHOOL

Please make every effort to attend to personal planning before the student arrives at school in the morning. Please follow the procedures listed below in order to leave a message for your child:

1. Contact the school office ~ 713.436.8000
2. The office will take the message to the child's teacher during lunch, conference period or at the end of the day to avoid disrupting classroom instruction.
3. The teacher will be responsible for getting the message to the student.

DISMISSAL 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 desk to pick up their child during the regular school day. Proof of identification must be presented, and the parent or their designee must sign the register before the child will be released. A staff member will go to the child's classroom and escort him back to the office, or the receptionist will call for them if appropriate. (*Students should remain in class for the entire day, unless emergencies or extenuating circumstances arise.*)

*** If a student's dismissal schedule or routine changes, the parent or guardian should write a note to the teacher advising her/him of the change. **Phone calls advising the office of transportation changes must be called in no later than 2:30pm. Students' dismissal transportation will not be changed after 2:30pm unless approved by the principal.**

DRESS CODE

Pearland ISD has adopted a standardized dress code for all students. (A copy of the student dress code is included at the back of this handbook and in the Student Code of Conduct.) 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 dressed according to the district's expectations. Consequences for dress code violations may be found in the PISD Code of Conduct and Handbook.

DRUG FREE & TOBACCO FREE SCHOOL DISTRICT

Pearland ISD is a "Tobacco and Drug Free" district. 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.*" No employee, student, or visitor may possess or use tobacco/drugs on our campus.

EARLY DISMISSAL DAYS

Pearland ISD has early dismissal days scheduled throughout the school year. Due to the shortened instructional day, we will adhere to an alternative schedule. Each grade level's daily schedule (including lunch, Art/Spanish/PE/Music/Library, etc.) will be adjusted as needed. Parents and visitors will not be allowed to join their students for lunch due to the altered lunch schedule and limited seating available. The dates for early dismissal are listed on the district calendar.

EMERGENCY FIRST AID CARE

Any treatment given at school is limited to first aid. Parents should supply the school with information regarding health concerns, 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. When a student becomes ill or is injured at school, the parent/guardian is 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 for emergency care services.

Parents/guardians are responsible for emergency care costs.

EMERGENCY INFORMATION

Please keep your emergency card/record up to date. It is important to update any change in phone, workplace, and/or those designated to pick up your child. In the event of an emergency, we rely on the accuracy of this information to contact you.

ENROLLMENT

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

FIELD TRIPS

Each grade level has the opportunity to participate in one field trip per year. All field trips must have a relevant connection to the grade level curriculum. Field trips may be on or off school campus. Before your child can participate in any scheduled off campus field trips, a signed permission form must be on file with your child's teacher. No child will be allowed on a field trip without written permission from a parent. Chaperones are required to complete a Criminal History Background Check yearly before participating in any school activities. Parents are encouraged to assist teachers as chaperones; however, **siblings are not allowed to go on field trips**. Chaperones are not allowed to ride on the bus.

FMNV – FOODS OF MINIMAL NUTRITIONAL VALUE

FMNV refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the US Department of Agriculture under the child nutrition programs. Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at anytime, anywhere on school premises until the end of the last scheduled class. Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff, students or student groups, parent or parent groups, or any other person, company or organization. USDA has approved exceptions for certain products included in the above mentioned categories. See TDA, Food and Nutrition Division, Administrators Reference Manual, for the current list of these exceptions. For a detailed description of the FMNV Policy and guidelines, please visit the website:

<http://www.fns.usda.gov/cnd/menu/fmnm.htm>

FORGOTTEN ITEMS

We ask that parents not interrupt classroom instruction to deliver forgotten items, such as lunch money, homework, or books. If items need to be brought in for a student, please label these items with the name of the student and the teacher and bring them to the reception desk. We will ask the student or the teacher to pick these items up from the office.

GRADING

In Kindergarten through first grade, student progress is reported using a developmental continuum representing the knowledge and skills appropriate for the age level of the student. Teachers maintain a monitoring system which includes dated anecdotal notes on student progress, work samples and assessments to support the report card.

In 2nd grade through 4th grade, students receive numerical grades.

A=90-100

B=80-89

C=75-79

D=70-74

F=Below 70

I. Grading Policy:

- ★ Teachers are required to record a minimum of two grades per week for Reading, Language Arts, and Mathematics. This may be a combination of daily and major grades. For Grade 3 and Grade 4 Science and Social Studies, teachers are required to record a minimum of one grade per week. By the end of the grading period, this may be a combination of daily and major grades.
- ★ A variety of grades will be recorded, which may include objective items and/or authentic tasks.
- ★ Individual homework assignments will not be recorded as grades in the grade book. Homework effort will be reflected through students' work habits grade.
- ★ Redoing Failing Assignments (assignments recorded in grade book)
 - Daily Work: After re-teaching occurs, the work will be completed at school. Students may receive full credit up to a 70%. Teachers will designate in the electronic grade book program which assignments are daily work.
 - Tests/Assessments: After re-teaching occurs, students will have the opportunity to re-do a failing grade and earn full credit up to a 70% on any tests and/or assessments. The only exception to this policy is if a teacher chooses to delete the grade for the entire class, then re-teach, and give a new test/assessment to all students.
- ★ Progress Reports are sent home every three (3) weeks for all children in grades Kindergarten through 4. In addition, parents will be contacted if a child's average(s) drops significantly after that time.
- ★ Report cards are sent home at the end of each grading period. Hand-posted cards are prepared for students in Kindergarten through 1st grade; computer-generated cards are issued in grades two, three, and four.
- ★ In grades Kindergarten through 4, report cards and progress reports must be signed by the parent and should be returned to the school within seven (7) days.

II. Transferring Students: 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.

III. Homework: The purpose of homework is to review, reinforce or extend skills previously taught in the classroom. It will be purposeful, meaningful and provide feedback to students in a timely manner. Each grade level shall establish uniform

homework guidelines that are appropriate to the students being served. These guidelines shall be communicated to parents and students at the beginning of the school year.

LIBRARY

Students attend library through the specials rotation 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.

MAKE-UP WORK

The student's teacher will determine the need for make-up work and due date. Students will be allowed at least as many days to complete make-up work as they were out for the illness. Parents may request make-up work by calling the school for pick-up between 3:00 – 4:00pm.

MEDICATION DISBURSEMENT

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

- ★ Written permission and specific directions must be signed by a parent or guardian. Directions must include the student's name, dates, time(s) to be given, and the name of the medication.
- ★ Prescription and non-prescription medication must be in the original containers.
- ★ If prescription and/or non-prescription medications are to be administered or kept at school for longer than ten (10) days, a written request must be received from a physician.
- ★ The school nurse will supervise the storing and dispensing of all medication. The student may not carry medication with him/her or administer it to himself/herself.

MORNING SUPERVISION

The regular school day for K-4 students is from 8am – 3:10 pm. Students arriving at school **after 8am** are counted tardy.

The doors to the school will open at 7:15am. Staff members are on duty at the front entry of the school to greet students arriving before 7:30am. Teachers are not on duty until 7:45am. Please do not drop students off and leave them waiting outside the building before 7:15am. We are unable to ensure their safety if we are unaware they are waiting outside. Students arriving before 7:30am should be dropped off in the front of the building. At 7:30am, students will be released to the cafeteria to eat breakfast or to their grade level's designated hallway where they will be supervised by a staff member. Students may eat breakfast from 7:30 – 7:55am.

After 7:30am, students will report to designated areas:

- Kindergarten & 1st – Gym Area / 2nd - 4th – Cafeteria
 - Students are asked to read a book at this time.

We ask that parents not walk students to their classrooms after the first THREE days 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 8am. This will also assist us with school safety.

PARENT-TEACHER COMMUNICATION

I. Conferences: Conferences are held early fall with the parent(s) and teacher. The purpose of the fall conference is to set goals for the school year. Spring conferences allow students to reflect on those goals and share successes with their parents.

Teachers or parents may request additional conferences at any time throughout the school year. The teachers' work day is from 7:45am – 3:45pm. To schedule a conference with your child's teacher, please call the office at 713.436.8000 or email the teacher directly. **(Please do not go directly to the classroom.)**

Please note that staff meetings are Wednesday afternoons and one day a week each team will have planning and will be unavailable for conferences.

II. Email: Each teacher has an email account that can be used to contact him/her. Please keep in mind that while teachers check email daily, there are only certain times in their schedule (ie: planning period, lunch, before/after school) in which they do so. Therefore, responses to email may not be immediate. If an important conversation needs to take place, parents should arrange for a conference with their child's teacher.

II. Newsletters: Each month a newsletter will be sent home electronically and will be posted on the Silverlake webpage. This newsletter will include information about curriculum, upcoming activities, volunteer opportunities, projects and testing information and dates and other relevant grade level and school information.

V. Peek of the Week: Each Friday, a "Peek of the Week" will be sent home electronically and posted on the teacher's webpage. The peek should include information about the learning objectives for the upcoming week, important activities, projects and testing information, dates, and other relevant grade level information.

VI. Website: Our campus and teachers maintain a website with up-to-date information about what is happening at our school. This is a great place to get questions answered. The website includes information about curriculum, date and times of important events, and other relevant grade level and school information.

PERFECT ATTENDANCE AWARDS

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 report card from the previous school attended to prove his/her eligibility. *(Reminder: Three tardies in a nine-week attendance period are counted as an absence for perfect attendance awards. Three leave-early instances in a nine-week period are counted as an absence for perfect attendance awards.)*

PHYSICAL EDUCATION & RECESS

SB 530: Physical Activity Requirements for Public School Students

Students below sixth grade are required to participate in moderate or vigorous daily physical activity for at least 135 minutes during each school week as part of the district's physical education curriculum or through structured activity during recess.

Each grade level will participate in twenty (20) minutes of recess each day. Recess will consist of fifteen (15) minutes play time and five (5) minutes travel time. All students will be allowed to participate in play time for a minimum of five (5) minutes unless excused for medical reasons. If a child needs to be excused from Physical Education, a written note must be provided.

PISD STUDENT CODE OF CONDUCT AND STUDENT HANDBOOK

Our Silverlake Elementary Handbook is a supplement to the PISD Student Code of Conduct and Handbook. We have provided basic information and overview of policies and

procedures for our specific campus. Please read the PISD Student Code of Conduct and Handbook for more detailed information.

PTO

The PTO (Parent Teacher Organization) is an integral part of our school. PTO support provides services as well as instructional resources for all students in our school. Each parent is asked to join and support our PTO. Membership applications will be sent home to parents. Our monthly newsletters and calendars will provide meeting times and information. The Silverlake PTO supports the staff through the numerous volunteer opportunities. Parents and citizens who would like to support our school should contact the school and complete the Criminal History Check available online. Criminal History Checks are completed on all volunteers before individuals are allowed to work on campus or participate as a chaperone on a field trip. When “working” on campus or with the children, all volunteers must sign in at the reception desk before beginning tasks.

RECYCLING

One of Silverlake’s ongoing projects is to ask families to recycle paper in our bins located in the back parking lot. Please help us develop our students’ awareness of the need to conserve our natural resources. We also invite you to recycle your aluminum cans, printer cartridges, and old cell phones.

SCHOOL PARTIES

There are three (3) authorized school parties during the school year: Winter, Valentine’s Day, and End of the Year Celebration. Each party will be 45 minutes in length and will include lunch. Parents and guests will be allowed in the classrooms for preparation and decorating five (5) minutes prior to the start of the party.

SCHOOL SAFETY

- To increase security on every PISD campus, parents, visitors, and guests must sign in and out at the reception desk by presenting a valid Texas driver’s license or a Texas identification card each time they visit a campus. Office staff will scan the ID to print a visitor’s badge indicating the visitor’s name and destination. If no ID is presented to the office staff, entry will not be granted.
- For safety reasons parents driving their children to and from school are requested to load and unload them using a **single lane of traffic**. Students are not allowed to be dropped off in the front or back parking lots.
- Due to numerous buses and daycare vans/vehicles, students are not to be dropped off unsupervised in the parking lot at the back of the school. It is not safe for our students to be dropped off unsupervised and/or between parked vehicles. All students being dropped off by parents/carpools/guardians should be dropped off in the front of the building. However, students may also be dropped off using the bus drive beginning at 7:45am daily, following the same expectations for drop-off in the front of the campus.
- No skateboards, scooters, or motorized vehicles are allowed in the building.

SEVERE WEATHER AND DRILLS

In case of an emergency or inclement weather, tune in to local radio and television stations. Pearland ISD will be included in all media reports.

Radio Stations: KTRH-740 AM, 100.3 FM

Television Stations: KTRK-TV Channel 13, KHOU-TV Channel 11, KPRC-TV Channel 2, KXLN-TV Channel 45

Also online at: www.Pearlandisd.org, <http://school-alerts.com/>, Facebook, and Twitter

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.

Fire drills and lockdown drills will be practiced by students and staff regularly. Due to the fact that our students are evacuated from the building during a fire drill, vehicles (other than emergency personnel) are not permitted into the parking lot. During a lockdown drill, no one (other than emergency personnel) is allowed to enter the building.

SEXUAL HARRASSMENT

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

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.

SKYWARD ~ FAMILY & STUDENT ACCESS

Skyward ~ Family & Student Access is an online program that allows parents of 2nd – 4th grade students secure access to a copy of their child's grades in subjects with numeric marks and attendance. A parent must acquire a user name and password from the school to gain access to the data. The website is updated once a week. For help or questions, please contact our Attendance Clerk or Educational Technology Specialist at 713.436.8000.

SPECIAL SERVICES ON OUR CAMPUS

There are a variety of special services available on our campus. For more information on the following services and/or qualifying criteria, please feel free to contact the campus.

- ★ Resource Classes
- ★ Inclusion Support
- ★ Life Skills
- ★ English As A Second Language (ESL)
- ★ Dyslexia Support
- ★ BSI
- ★ Counseling
- ★ Speech
- ★ Gifted & Talented

SPIRIT DAY

Each grading period, our students participate in a Spirit Day, which is held in the gym/cafeteria. The goal of the event is to celebrate student progress and success experienced during the previous grading period.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each child from the time he/she enters the district until he/she withdraws or graduates. This record moves with the student from school to school.

Parents have the right to access their children's records unless their rights have been legally terminated and the school has been given a copy of the court order. In addition, parents shall determine whether directory information will remain confidential or be released to the public. *Parents are to notify the school in writing if they do not wish for the child's directory information to be released to the public.*

SUPPLIES

Each child is responsible for furnishing his/her own school supplies, which may vary from grade to grade. A list of the required materials is available at the receptionist desk or the PISD website: www.pearlandisd.org.

TARDIES

A student will be marked "tardy" if he/she is not in the school building by 8am. Tardies will be reported on the report card. For the purpose of perfect attendance awards, three tardies will equal one absence. If a student arrives after the 8am bell he/she should report directly to the office before going to class to receive an admittance pass. The following steps will be taken to monitor students' tardies and communicate with parents:

- ★ Every tardy ~ A tardy slip issued is documented in the office.
- ★ After three (3) tardies ~ A note is sent home with the student. Three tardies in a nine-week attendance period makes a student ineligible for a perfect attendance award.
- ★ After six (6) tardies ~ A phone call from the teacher to the parent, asking if a teacher- parent conference is needed to problem solve the situation.
- ★ After nine (9) tardies ~ A campus administrator schedules a parent conference to problem-solve the situation.
- ★ After twelve (12) tardies ~ A letter is mailed to parents and an Attendance Review Committee meeting is scheduled.
- ★ After fifteen (15) or more tardies ~ A campus administrator makes contact with the PISD Attendance/Outreach Officers.

TEXTBOOKS

The school is accountable for all state-adopted textbooks. Any damages or loss of textbooks will be the parent/guardian's responsibility. Payment must be made before another textbook can be reissued.

TRANSPORTATION

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

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

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

Good behavior on the bus is important for the safe transportation of the children to and from school. If the bus driver observes that a student's behavior is too disruptive and the student does not respond

to the driver's correction, discipline consequences will occur.

Changing your child's normal method of dismissal transportation must be submitted in writing to your child's teacher or called in to the office no later than 2:30pm. Please do not send transportation changes via email. We cannot guarantee that teachers/staff will have the opportunity to their email before dismissal.

IMPORTANT PISD CHANGE: If a child needs to ride a different bus due to extenuating circumstances, a parent must contact the Pearland ISD Transportation Department at 281-485-3562. The Director of Transportation will approve or deny the request.

VALUABLES AND PERSONAL ITEMS

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

Please label articles such as jackets, lunch boxes, etc. with a permanent marker. A **lost and found area** is located by the bus loading ramp door. Small items such as money, jewelry, etc. will be turned in to the receptionist. Students who wear glasses and/or retainers are responsible for keeping up with them. Glasses and retainers will be turned into the nurse.

WITHDRAWALS

Please notify the school office and your child's teacher as soon as you know you will be withdrawing your student. 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 or a fee will be assessed. Please come to the office to sign the withdrawal form on your child's last day.

Note: All textbooks and library books must be returned and all records must be cleared before student's withdrawal papers can be released.