

# **Massey Ranch Elementary Student & Parent Supplementary Handbook**

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



**2019-2020**

August 2019

Dear Massey Ranch Family,

Welcome to another year of celebration and success at Massey Ranch Elementary! As an International Baccalaureate World School, we are committed to student and community success. The beginning of a school year is always so exciting, and this year our staff is more energized than ever!! We are looking forward to working together with you.

We have an incredible staff at Massey Ranch, and we are here to focus on the most important thing to all of us – which is, of course, student success! At Massey Ranch we truly believe that we are better together as we work collectively to ensure success for all learners during the 2019-2020 school year.

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

Our focus on student achievement not only relates to academic success, but we want all children to achieve gains socially as well. Your child will be learning our Massey Ranch essential agreements in the upcoming weeks. 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 also be emphasizing 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 to take 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,

Melanie Grote  
Principal

*Massey Ranch Vision Statement:*

*Massey Ranch Elementary shall be an internationally minded environment where students, teachers, staff, parents, and community members collaboratively develop respectful, productive, lifelong learners.*

*Massey Ranch Mission Statement:*

*Massey Ranch Elementary is a diverse learning community that provides a safe, supportive, challenging environment to promote academic, social, and personal growth.*

*Massey Ranch Elementary Campus Goals:*

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

*Massey Ranch Parent Involvement Statement:*

Our mission:

- ★ *To foster an environment at Massey Ranch Elementary where students, parents, staff, teachers, and administrators work collaboratively 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 climate or 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.*

## **MASSEY RANCH ELEMENTARY STUDENT HANDBOOK TABLE OF CONTENTS**

Administrative Staff.....	5	Make-up Work.....	13
Absences.....	5	Medication Disbursement.....	13
After School Procedures.....	6	Morning Supervision.....	13
Before School Procedures.....	7	Parent-Teacher Communication..	14
Birthdays.....	7	Perfect Attendance.....	15
Bring Your Own Device.....	8	Physical Education & Recess.....	15
Cafeteria.....	8	PISD Code of Conduct & Student Handbook.....	15
Campus Expectations.....	8	PTA.....	15
Change of Address/Phone #.....	8	Recycling.....	15
Closed Campus Days.....	9	School Parties.....	16
Confiscation of Items.....	9	School Safety.....	16
Contacting Students @ School....	9	Severe Weather & Drills.....	16
Dismissal During School Hours....	9	Sexual Harassment.....	16
Dress Code.....	10	Shelter In Place.....	16
Drug/Weapon Free School.....	10	Skyward ~ Parent Access.....	17
Early Dismissal Days.....	10	Special Services.....	17
Emergency First Aid Care.....	10	Student Records.....	17
Emergency Info.....	10	Supplies.....	17
Enrollment.....	10	Tardies.....	18
Field Trips.....	10	Textbooks.....	18
FMNV.....	11	Transportation.....	18
Forgotten Items.....	11	Valuables & Personal Items.....	19
Grading.....	11	Visitors.....	19
IB-PYP.....	12	Withdrawals.....	19
Insurance.....	13		
Library.....	13		



**MASSEY RANCH ELEMENTARY  
STUDENT HANDBOOK  
2019-2020**

**Principal.....Melanie Grote**  
**Assistant Principal.....Allison McBride**  
**Counselor.....Lacey Evans**  
**Secretary.....Opal Hill**  
**Attendance Clerk.....Sandy Helton**  
**Receptionist.....Melanie Hall**  
**Telephone.....281-727-1700**  
**Fax.....281-692-0300**

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**ATTENDANCE**

- I. Daily Attendance:** Attendance is taken at 10:00 am 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).

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.

## **AFTERSCHOOL PROCEDURES**

The safety of all students is our top priority. All children are escorted to their exit area by a staff member. The school day ends at 3:15 pm. However, we stagger our dismissal times to provide a safe, orderly ending of the day for the children.

- I. Staff Duties:** Teachers are on duty after school until 3:30 pm. Parents should make arrangements for children to be picked up by this time, as there will be no supervision after 3:30 pm. If you are not here at 3:30 pm, your child/children will be brought to the reception area and you will need to come into the building to sign them out. If you are unable to pick your child up by 3:30 pm, you will need to make arrangements with the after school YMCA program or a day care to provide supervision for your child.
- II. Car Riders:** Car Riders are picked up in the front driveway. Students will be seated inside the front doors. Drivers should pull up to the front of the pick up line as much as possible. Please remember that just like a school zone, the car rider line is a cell phone free zone. 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 receptionist 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 cafeteria and seated in a row according to the route number. Once all bus riders are seated in the cafeteria, each bus line will be escorted to the bus by a staff member.
- IV. Day Care Riders:** Students will be escorted to the gym 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. Please notify your childcare provider when your child is absent from school.

**For the safety of our students, parents may not park in the school parking lots, driveways or bus loops to walk up to pick up students designated as a car rider during dismissal time. Walk ups are not allowed during dismissal.**

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 2:30 pm**. Students' dismissal transportation will not be changed after 2:30 pm unless approved by the principal. Please do not email the teachers with transportation

changes as teachers may be off-campus or not have access to their email throughout the day. In addition, students should not be checked out between 2:55 and 3:15 p.m.

## **BEFORE SCHOOL PROCEDURES**

**I. Staff Duties:** For safety reasons, students should not arrive before 7:15 am. There is no staff 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. **DO NOT pass cars that are loading or unloading children.** Students are to exit and enter their vehicles on the curb side. Do not allow students to exit on the far side of the vehicle and allow them to walk behind or in front of your vehicle. Please do not drop off children in the parking lot to walk across the drop off lane. We also ask, that unless needing to drop off items in the school or speak to someone, that parents not park and walk children into the building. This keeps the line flowing and allows drop off to move more efficiently.

**III. Bus & Day Care Riders:** School and day care buses drop off students in the back of the building at the bus ramp and enter through the main doors beside the cafeteria. Bus drop off begins at 7:15am.

**IV. Line-up Procedures:** Breakfast begins at 7:15. Students that do not need to eat breakfast will be directed to the grade level's designated area. Kindergarten through second grade students wait in the gym. Third and fourth grade students wait in the cafeteria. Students will proceed to their classrooms beginning at 7:45 a.m. and instruction begins at 8:00 am.

## **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 receptionist desk on the day they are to be served. To minimize interruption to instruction, parents/visitors will not be allowed to join the class for the birthday treat. A staff member will deliver the birthday treats to the classroom. The treat must be a "self-serve" snack like cookies, cupcakes, donuts, etc. to be eaten some time 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, drinks, supplies, party treat bags, balloons, flowers, etc. These items will not be delivered to the classrooms.

## **BRING YOUR OWN DEVICE – BYOD**

Massey Ranch Elementary is excited to participate in the district’s Bring Your Own Device initiative. Teachers will be encouraged to incorporate technology into their lessons. When indicated by the teacher, students may bring an electronic device such as a cell phone, iPad, tablet, Kindle, etc. that can connect wirelessly to the internet. The device can only be used during BYOD lessons and with teacher approval. Devices out at any other time during the school day will be confiscated and disciplinary procedures will be followed. Devices may only be utilized for instructional purposes. A student’s BYOD privileges may be revoked if classroom, campus and district procedures are not followed.

## **CAFETERIA**

**I. Meals:** Breakfast and lunch are served in the cafeteria on 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 set up an account using School Café on the Pearland ISD website, 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. Please contact Pearland ISD Food Service Department if your child is in need of reduced meal prices. *Students who do not bring a lunch or money will be provided with a cheese sandwich and milk from the cafeteria.*

Meal prices are as follows:

	<u>DAILY PRICE</u>	
Breakfast.....	\$1.45	Lunch.....\$2.50

**II. Behavior Expectations:** Massey Ranch students and staff are committed to creating a safe, respectful environment for all. We take pride in our cafeteria and work together to keep it a clean and friendly environment. Our cafeteria behavior expectations include:

1. Raise your hand for assistance.
2. Stay in your seat at all times.
3. Talk quietly using inside voice.
4. Always use your manners while eating.
5. Clean your area.
6. Select all items the first time through the line ~ utensils, napkins, ketchup, etc.

*Note: Cafeteria Monitors will be on duty to supervise the children while at breakfast and lunch. Please make sure that you are sending packaged items that your child can open **unassisted**. There are monitors in the cafeteria to help students, but if your child cannot open their food packages/containers, they will have to wait until a monitor is available.*

**III. Visitors:** We ask that we have no visitors in the cafeteria for the first two (2) weeks of school so that students have an opportunity to learn the routines and expectations. After the second full week of school, we welcome lunch visitors. The students enjoy the treat of having a family member join them for lunch. Students not enrolled in school yet are welcome to join us. Students enrolled in other schools are not allowed to visit the campus during school hours. Visitors may not provide food to a child other than their own.

Lunch Visitor Room

Parents and lunch guests will eat with their child in the visitor room just off of the cafeteria during lunch. Students cannot choose a friend to join them to eat lunch in the visitor room. Thank you for your cooperation with this procedure. Parents/Visitors may begin visiting for lunch on Wednesday, September 5, 2019. When you and your child are finished eating lunch in the visitor room, please have your child join his/her class at their lunch table. The student lines up with his/her class and the teacher knows that all of her students are ready to return to the classroom. Teachers will do a "head count" to make sure they have all of their students before returning to their classroom.

**IV. Prohibited Items:** Please do not send any of the following items: glass, food that requires heat, sharp metal objects, or knives.

### **CAMPUS EXPECTATIONS**

We expect all students to contribute to a safe and respectful learning environment. Teachers will communicate classroom expectations and consequences through discussions in class and at Meet Your Teacher Night. Detailed information regarding discipline is included in the Pearland ISD Student Code of Conduct.

### **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

The parent/guardian must notify the attendance clerk in writing of the new phone numbers, address, etc. with proof of residency.

### **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. Parents and visitors will not be allowed to join their students for lunch due to the altered lunch schedule and limited seating available. Through a collaborative effort of parents, teachers, and students we can ensure their 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. Except 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 ~ 281-727-1700
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. When picking up your child for an appointment, please allow 10-15 minutes for the student check-out process. (*Except emergencies or extenuating circumstances, students should remain in class for the entire day.*)

\*\*\* 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. Students will not be allowed to change their dismissal procedures without a note/phone call from a parent/guardian and will be sent home the "standard" way. **Phone calls advising the office of transportation changes must be called in no later than 2:30 pm. Students' dismissal transportation will not be changed after 2:30 pm 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 may be found at the following link: [https://www.pearlandisd.org/cms/lib/TX01918186/Centricity/shared/\\_district\\_documents/2019-20\\_Dress\\_Code.pdf](https://www.pearlandisd.org/cms/lib/TX01918186/Centricity/shared/_district_documents/2019-20_Dress_Code.pdf) .) 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 Code of Conduct and Handbook.

### **DRUG FREE, TOBACCO FREE, & WEAPON FREE SCHOOL/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 drugs, tobacco, or weapons on our campus.

### **EARLY DISMISSAL DAYS**

Massey Ranch Elementary has two (2) early dismissal days 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 include: **December 20 and May 21.**

### **EMERGENCY FIRST AID CARE**

Any treatment given at school is limited to first aid. 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. 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 emergency service for needed care until the parent/guardian can be reached. **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 people who can 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.

### **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 campus or off 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 Form 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 any time, 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, parents 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 exemptions. For a detailed description of the FMNV Policy and guidelines, please visit the website: <http://www.fns.usda.gov/cnd/menu/fmnav.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 receptionist desk.** We will ask the student or the teacher to pick these items up from the office.

### **GRADING**

In Pre-Kindergarten through 1<sup>st</sup> 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 2<sup>nd</sup> grade through 4<sup>th</sup> 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.
- ★ Grade level teams will develop and administer a minimum of one common assessment for each content area.
- ★ 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: 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 via Skyward every three (3) weeks for all children in grades Kindergarten through 4<sup>th</sup>. In addition, parents will be contacted if a child's average(s) drops significantly after that time.
- ★ Report cards are sent home via Skyward at the end of each grading period. Hand-written cards are prepared for students in Pre-kindergarten; computer-generated electronic report cards are issued in grades Kindergarten – 4<sup>th</sup>.
- ★ In grades Kindergarten through 4<sup>th</sup>, report cards and unsatisfactory progress reports must be acknowledged and signed electronically through Skyward by the parent 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.

Recommended daily duration of student engagement in homework activities (other than Daily Sustained Reading):

Kinder:	10 min.
First Grade:	10 min.
Second Grade:	20 min.

Third Grade:	30 min.
Fourth Grade:	40 min.

*Note: Occasionally, teachers will assign special projects that may require additional time.*

### **IB ~ INTERNATIONAL BACCALAUREATE**

Massey Ranch Elementary is an authorized IB World School. The goal of the International Baccalaureate Primary Years Programme is to develop learners who become inquirers, thinkers, communicators, and risk-takers who are knowledgeable, principled, caring, open-minded and well-balanced.

A structured Inquiry Approach to learning is the basis of the program, whereby students learn to ask and formulate answers to meaningful questions. Teams of teachers develop Units of Inquiry that provide significant, relevant, and challenging learning experiences across the curriculum. Community service opportunities and activities promote caring and responsible attitudes among students.

### **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 costs of treating injuries or assume liability for any other costs associated with injury.

### **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 3 days to complete make-up work once they return from the absence(s). Parents may request make-up work by calling the school before 8:15 am for pick-up between 3:15 – 4:00 pm.

### **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. No expired medication.
- ★ 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 8:00 am – 3:15 pm. Students arriving at school **after 8:00 am** are counted tardy. The school day for morning Pre-Kindergarten and PPCD students is from 8:00 – 11:15 am. The school day for afternoon Pre-Kindergarten and PPCD students is from 12:00 – 3:15 pm.

The doors to the school will open at 7:15 am. Please do not drop students off and leave them waiting outside the building before 7:15 am. We are unable to ensure their safety if we are unaware they are waiting outside. Students may eat breakfast from 7:15 – 7:55 am.

Each grade level will sit in their designated area.

- Kindergarten through second grade students will wait in the gym. Third and fourth grade students will wait in the cafeteria. Students will sit in their class line.
- Students are asked to read a book at this time.

**We ask that parents not walk students to their classrooms or the waiting areas 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 8:00 am. This will also assist us with school safety.

## **PARENT-TEACHER COMMUNICATION**

- I. Conferences:** Teachers or parents may request conferences at any time throughout the school year. The teachers' work day is from 7:45 am – 3:45 pm. To schedule a conference with your child's teacher, please call the office at 281-727-1700. **Please do not go directly to the classroom for a conference without an appointment.** Please note that staff meetings are Wednesday afternoons and one day a week each team will have planning and 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.
- III. MACK Binder:** Students will each receive a "MACK ~ My Academic Communication Keeper" binder at the beginning of the school year. These binders provide a daily mode of communication between our parents and staff. The MACK binder will provide a "snapshot" of your child's academic activity and progress. It will also include helpful information to keep you informed ~ Peek of the Week, PISD School Calendar, etc. Graded papers and student work are placed in the binder for parent and student review. We encourage you to make reviewing the MACK binder a part of your activities each day. In addition to student work, the MACK binder contains other important information regarding school activities, PTA events, etc.
- IV. Newsletters:** Each month a newsletter will be sent home electronically or in your child's MACK Binder. This newsletter will include information about curriculum, upcoming important activities, volunteer opportunities, project 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 or in your child’s MACK Binder. The peek should include information about the learning objectives for the upcoming week, upcoming important activities, projects and testing information, dates, and other relevant grade level information. The Peek will also be available on the teacher’s website.

**VI. Website:** Our campus and teachers maintain websites 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. Students may earn perfect attendance for the fall or spring semesters or for the 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 six week attendance 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 thirty (30) minutes of recess each day. If a child needs to be excused from Physical Education, a written note must be provided.

The campus will provide play equipment to be utilized during recess time. Students will not be permitted to bring play equipment from home to use during recess time. In an effort to maintain a safe environment for all, students are not permitted to play contact sports, which may include, but not limited to football and tag.

### **PISD STUDENT CODE OF CONDUCT AND STUDENT HANDBOOK**

Our Massey Ranch 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.

### **PTA**

The PTA (Parent Teacher Association) is an integral part of our school. Our PTA support provides services as well as instructional resources for all students in our school. Each parent is encouraged to join and support our PTA. Membership applications will be sent home to parents. Our monthly newsletters and calendars will provide meeting times and information. The Massey Ranch PTA 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. These must be updated yearly. When “working” on campus or with the children, all volunteers must sign in at the receptionist desk before beginning tasks.

### **RECYCLING**

One of Massey’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. These items can be dropped off at our receptionist desk.

### **SCHOOL PARTIES AND OTHER EVENTS**

There are three (3) authorized school parties during the school year: Winter, Valentine's Day, and End of the Year Celebration. One room mom will be allowed in the classroom for preparation and decorating and parents and guests will be invited to join two (2) minutes prior to the start of the party. Siblings that are absent from the Massey Ranch campus or from any other PISD campus are not allowed on campus to attend parties or other events such a field day. Siblings may not be checked out of one party to attend another child’s party.

### **SCHOOL SAFETY**

- To increase security on every PISD campus, parents, visitors, and guests must sign in and out at the receptionist’s 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.
- 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 or picked up in the bus drive 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.
- No skateboards, scooters, roller blades, skates, shoes/backpacks with wheels, 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 the 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://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](http://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](http://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 K- 4<sup>th</sup> grade students secure access to a copy of their child's progress and attendance. A parent must obtain 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 281-727-1700.

### **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.

- ★ IB-PYP World School
- ★ Resource Classes
- ★ Inclusion Support
- ★ English as a Second Language (ESL)
- ★ Dyslexia Support
- ★ PPCD (Preschool Program for Children with Disabilities)
- ★ Life Skills
- ★ Counseling
- ★ Speech
- ★ Gifted & Talented
- ★ Pre-Kindergarten (½ day program)

### **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](http://www.pearlandisd.org).

## **TARDIES**

A student will be marked "tardy" if he/she is not in the school building by 8:00 am. 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 8:00 am 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, explaining that three tardies in a six week attendance period make 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. Most textbooks are consumable and provided to students to work in throughout the school year. 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, then 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 2:30 pm. Please do not send transportation changes via email. We can not guarantee that teachers/staff will have the opportunity to check 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 cabinet** is located in the reception area of the school. 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.

Students are not allowed to use telecommunication devices (cell phones, pagers, etc.) while on school property during the school day unless participating in the BYOD initiative. District employees will confiscate a telecommunication device when in violation of the student handbook's provisions. The student's parents will be charged an administrative fee of \$15 before the device is released. The device will only be released to a parent/guardian.

### **VISITORS**

All school visitors and parents must present a valid ID, sign in at the front office and wear a visitor badge at all times while in the building. Visits to individual classrooms are permitted only with prior approval of the principal and teacher as long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. These visits must be scheduled in advance and limited to 30 minutes or less.

### **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.***