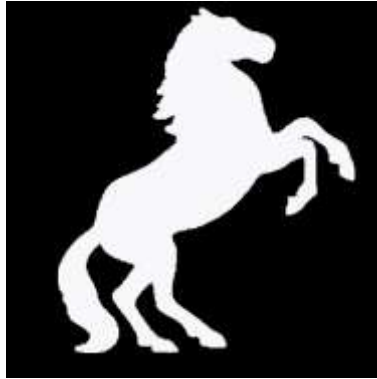


# Massey Ranch Elementary Student & Parent Supplementary Handbook



TO THE PISD STUDENT CODE OF CONDUCT AND HANDBOOK

The Pearland ISD Student Code of Conduct and Handbook may be found at the following link:

<https://www.pearlandisd.org/Page/18605>



## 2022-2023

**MASSEY RANCH ELEMENTARY  
SUPPLEMENTARY STUDENT & PARENT HANDBOOK  
2022-2023**

Principal.....Melanie Grote  
Assistant Principal.....Allison McBride  
Counselor.....Lacey Evans  
Registered Nurse.....Cheri Archer  
Administrative Assistant.....Opal Hill  
Attendance Clerk.....Sandy Helton  
Receptionist.....Melanie Hall  
Telephone.....281-727-1700  
Fax.....281-692-0300

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**ARRIVAL PROCEDURES**

- I. The school opens and arrival begins 7:15 am. We have staff supervision outside and inside the building beginning at this time. Children may not be dropped off or wait at the school doors before 7:15 am, as we cannot ensure their safety and supervision. Please keep your child with you if you arrive before 7:15 a.m. Breakfast begins at 7:15 a.m. in the cafeteria. If your child needs to eat breakfast at school, please arrive by 7:45 a.m. to have enough time to eat before going to class. Students not eating breakfast sit in the gym until 7:30, when a grade level teacher escorts classes to their grade level hallway. Students will enter their classrooms at 7:50 to get settled and prepare for the day. Daily instruction begins promptly at 7:55 am. Please plan your morning to arrive on time so that your child is in class and ready to learn at 7:55. Our car rider line takes approximately 3-5 minutes from entry to drop-off, and it takes longer for the first few weeks of school. After the bell rings at 7:55, doors close and students are marked tardy.
- II. **Car riders, please follow these procedures:**
- Use the front circle only. The back of the school is for buses and day care vans.
  - Pull all the way forward to the staff member by the columns to keep the line moving.
  - Remain in a single line all the way through the driveway.
  - Do not pass other cars in the drop-off line.
  - All students must get dropped off by driving the line.
  - Parents may not drop off in the parking lot or walk students up to the building.
  - Seat your school-aged child(ren) on the passenger side for unloading.
  - Allow your child(ren) to exit anywhere along the blue line on the sidewalk.
  - Have your child(ren) ready with all their belongings and teach them to get out of the vehicle independently. Encourage them to open the door and exit if they are able.
  - If your child needs assistance or cannot open the door, please roll down the window and let a staff member know so that we may assist.
  - Be patient 😊 Some students, particularly younger children and those with special needs, take longer to unload and require staff assistance.

- III. **Walkers & Bike Riders:** Parents who walk with students who walk or ride a bike to school stop and say goodbye at the bike rack.
- IV. **Bus & Day Care Riders:** School and day care buses drop off students in the back of the building and enter through the doors beside the cafeteria. We have staff supervision in all areas.

### **END OF DAY/DISMISSAL PROCEDURES**

The safety of all students is always our top priority. At the end of the school day, our teachers and staff escort students to their dismissal areas. We assign all staff members specific dismissal duties inside and outside of the building and stagger our classroom and grade level dismissal times to ensure a safe, orderly ending of the day for all students. We place a bright-colored tag on each student's backpack to quickly identify how they go home.

***For the safety of our students, we do not allow parents and family members to walk up to the school building during dismissal. Parents may not park on or near school property to walk up and get students. This safety procedure applies to all students and families, regardless of how they go home.***

- I. **Car Riders:** Car rider dismissal takes place at the front of the school using the front driveway. Students sit inside the building near the front entrance and listen for their names to be called. Students then exit the front doors and wait by assigned loading stations, numbered 1-6. A teacher is stationed at each numbered spot to load students safely into vehicles. Additional teachers and administrators on duty also supervise and assist to ensure student safety.

As we all know, school car rider lines can be quite long. Together we can all help keep our Massey line moving by doing the following:

- Pull all the way up to the front of the line or behind the vehicle in front of you.
- Place a sign with child's first and last name and grade level in the window.
- Remain in your car at all times. This ensures traffic flow and safety for all.
- No cell phone use - the car rider line is a cell phone free zone.
- Keep the left lane open until 3:00 p.m. – no double stacking before 3:00 p.m.

- II. **Bus Riders:** Students in Pre-K through 2<sup>nd</sup> grade go to the cafeteria and sit in rows according to bus route numbers. Staff members then escort each bus line to the bus. Students in 3<sup>rd</sup> and 4<sup>th</sup> grade exit from their grade level hallways and walk to their buses under the supervision of teachers.

Please be aware of the following information if your child will be a bus rider:

- ALL students must be registered through the district Transportation Department in order to ride the bus home from school. If your child is not registered, we will not be able to put them on the bus, and you will need to pick them up in the car rider line.
- All students in Pre-K and Kindergarten must have an approved adult with a predetermined passcode to be dropped off at the bus stop. If there is no adult, or the adult does not have the passcode, bus drivers will return Pre-Kindergarten and Kindergarten students to the school to be picked up by a parent/guardian. Please

remember that we can only release students to adults over age 18 listed as emergency contacts in Skyward.

- III. **Day Care Students:** Teachers escort students to the gym and seat them in rows by daycare providers. Once all day care riders are seated in the gym, teachers escort each day care line to the daycare vehicle. Please notify your daycare and Massey Ranch anytime your child will not be picked up.
- IV. **Walkers/Bike Riders:** Walkers are escorted to the edge of the school property. For safety reasons, we ask that a parent or guardian meets the child(ren) on the sidewalk where a staff member waits with students. With written permission to the teacher, students who live nearby will be allowed to ride or bike home independently. We discourage students from crossing the Massey highway. For the safety of students and staff, students will not be escorted across the highway.

**Changes to How Your Child Goes Home:** If you are changing the way your child goes home, please send a hand-written note to school with your child. Please do not email your child's teacher with transportation changes, as teachers do not check their email during instructional time. You may call the school if advance notice is not possible. All notice of transportation changes must be given **before 2:30 pm**.

- V. **End of Day:** Students may not be checked out after 3:00 pm. The left lane in the front driveway must be kept open until 3:00 pm for access to the building.

Dismissal runs from 3:15 to 3:45 pm. Please be sure to pick up your child(ren) by 3:45 pm. If you arrive later than 3:45 pm, you will need to come inside and sign your child(ren) out at the reception desk. Please be aware that we can only release children to adults (over age 18) who are listed as emergency contacts in Skyward and provide proper identification.

If you cannot regularly pick your child up by 3:45 pm, please arrange for bus transportation or after-school care. We have a YMCA after-school program on-site, and many daycare providers in the area pick up from our school.

In the event of an emergency, we have a staff member on duty to supervise children until 4:00 pm. We cannot guarantee the safety or supervision of children after 4:00 pm. We advise that you list multiple emergency contacts so that someone can be reached to pick up your child.

## **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. Documentation After Absences:** If a child must be absent from school, a note describing the reason for the absence must be sent upon the child's return to school. The note should be provided within three (3) days of the absence and include student's legal name, grade, teacher, reason for absence, and parent/guardian's signature. Emails will not be accepted in place of a hardy copy note to document an absence. All excuse notes are used to document absences and become part of the child's attendance record. Please note that, unless the absence is for a statutorily allowed reason under attendance laws, the school is not required to excuse any absence, even if the parent provides a note explaining the absence.
- III. Doctor's Note After an Illness:** If a child is absent for more than five (5) consecutive days, within three (3) days of returning to school, the school must receive a statement from a doctor or health clinic verifying the illness that caused the extended absence. The student's absence may be considered unexcused and in violation of compulsory attendance laws if a doctor's note is not received within three (3) days.
- IV. TARDIES & EARLY CHECK OUTS:** It is important that students arrive to school on time and remain all day. According to Texas state compulsory attendance law, section 25.085 of the Texas Educational Code, "a child who is required to attend school under this section shall attend each school day for the entire period the program of instruction is provided." This law includes accountability for tardies and early check outs. If your child must arrive late or be checked out early, please provide a written excuse, just as you would for an absence.

Every minute of instruction counts toward helping students be successful, and teachers plan instruction for 7:55 am to 3:15 pm. For these reasons, we will take the following steps to closely monitor unexcused tardies and early check outs and communicate with parents to resolve issues:

- ★ Every tardy – student receives a tardy slip and the tardy is documented in Skyward.
- ★ Three (3) tardies or early check outs – A letter 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.
- ★ Six (6) tardies or early check outs – Teacher reaches out to the parent to find out what may be causing the tardiness and see what may be done to resolve the issue.
- ★ Nine (9) tardies or early check outs – A campus administrator contacts the parent.
- ★ Twelve (12) tardies or early check outs – School mails a letter to parent and holds Attendance Review Committee meeting.
- ★ Fifteen (15) or more tardies or early check outs – A campus administrator contacts the PISD Attendance/Outreach Office. This may result in filing a truancy report.

After the first full (five-day) week of school, students will be marked "tardy" if they are not **inside the school building by 7:55 am** and parents must **walk the child(ren) into the building and sign them in.**

- V. Monitoring:** The law requires students to be in attendance for a minimum of 90% of the days school is in session. 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 a set number of absences within a certain

period of time. These letters are generated regardless of whether an absence is excused or unexcused. The principal or attendance committee may require doctor's notes to verify illnesses or file a truancy report if a student has a questionable pattern or excessive absences. This applies both to whole and partial school days (late arrivals and early pick-ups).

**VI. State Compulsory Attendance Law:** 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 1) 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 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. Please refer to the Pearland ISD Student Handbook for more information regarding attendance.

### **AWARDS**

Student awards will be given at the end of the school year. Each grade level determines awards that are appropriate for their students. Teachers present Pre-K through 4th grade awards in the classrooms.

### **BACKPACK TRANSPORTATION TAGS**

We provide backpack tags to all students 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.
- Please reach out to your child's teacher if a tag is lost. We will replace it.
- We will follow the mode of transportation indicated by the backpack tag. A one-time or regular change must be made by sending a hand-written note to the teacher or calling the school.
- Please make changes by phone by 2:30 pm so that we have plenty of time to notify teachers.
- 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.

### **CAFETERIA**

**I. Meals:** Our cafeteria serves breakfast and lunch each school day. Parents may apply for free/reduced lunch by completing the application via the district Food Services website. Parents may send money daily or pay in advance for meals and ala carte items by setting up a School Café account on the Pearland ISD website. If sending money with a child, please send check or cash in an envelope. (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.

- 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. Use your manners while eating.
  5. Clean your area.
  6. Select all items the first time through the line – utensils, napkins, ketchup, etc.

- III. Food Items and Safety:** For lunch and snacks, please send items in packages that your child(ren) can open *without help from an adult*. This promotes independence, prevents the spread of germs and preserves time for eating during lunch periods. Please be aware that our lunch monitors can assist with opening items when necessary, but they primarily focus on student safety and supervision in the cafeteria. Please practice opening at home *before* sending an item to school if you are unsure whether your child(ren) can open it without help.

We have found that these items are easy for most children to open on their own:

- Plastic Ziploc bags
- Plastic containers with snap-on lids
- Juice boxes (NOT pouches)

We have found that these items require help. Please practice opening before packing them:

- Lunchables
- Yogurt tubes
- Juice pouches
- Thermos containers with tightly closed lids

- IV. Prohibited Lunch Items:** glass, food that needs to be heated up, sharp metal objects, or knives.

- V. Visitors:** We welcome lunch visitors after routines and procedures are established in the cafeteria. This typically takes a few weeks at the beginning of the year. We will notify parents via Skyward when we are ready to have visitors for lunch. Please keep these guidelines in mind:
- Visitors eat with their child(ren) in the visitor room just off of the cafeteria during lunch.
  - Visitors may not invite children other than their own to join them.
  - When finished eating, please have your child rejoin his/her class on time.
  - Younger children (not in school yet) are welcome to visit for lunch.
  - Any child enrolled in another school may not visit for lunch.
  - Visitors may not provide food to a child other than their own.
  - Visitors may not take pictures of or with a child other than their own.

***We do not allow visitors in the cafeteria at the start of the year so that students have an opportunity to learn the routines and expectations of the cafeteria. Please look for a Skyward communication from us announcing that we are ready for lunch visitors.***

### **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 Meet Your Teacher. All students are expected to adhere to 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. Through a collaborative effort of parents, teachers, and students we can ensure their success! We appreciate your support!

### **CONFISCATION OF ITEMS**

As a discipline management technique, school personnel may temporarily confiscate items that disrupt the educational process and/or are prohibited by campus or classroom rules. This includes cell phones and other electronic devices. Any items which are illegal to possess such as controlled substances, alcohol or weapons may be turned over to law enforcement authorities. Please refer to the Pearland ISD Code of Conduct for a list of prohibited items and additional information on student possession of electronic devices, and illegal, prescription, and over the counter drugs.

### **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 at 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.

### **COVID-19 HEALTH AND SAFETY**

Please refer to the district website for details regarding health and safety for students and staff. Our campus will continue to encourage appropriate hygiene practices and monitor for signs of illness. While face coverings are optional for all staff and students, we will work to ensure that all choices are respected and individuals feel comfortable in our school, whether they choose to wear or not to wear a mask.

### **DISCIPLINE**

PBIS (Positive Behavior Intervention and Supports) is a school/district-wide expectation that we use at Massey Ranch. 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. Please refer to the Pearland ISD Student Code of Conduct for more specific information.



### **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.**

***Please note that we can only release your child to individuals listed as emergency contacts in Skyward. All individuals must present proper identification in order for a child to be released to them.***

### **DRESS CODE**

Pearland ISD has adopted a dress code for all students. A copy of the student dress code may be found at the following link: <https://www.pearlandisd.org/dresscode>. 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 dress code.

### **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, in line with the district school calendar. Due to the shortened instructional day, we will adhere to an alternate schedule. Each grade level's daily schedule (including lunch, Art/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 early dismissal dates for the 2022-2023 school year are December 16 and May 25. The school hours on early dismissal days are 7:15-12:55.

### **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 child(ren)'s 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. We can only release your child to individuals listed as emergency contacts in Skyward. All individuals must present proper identification in order for a child to be released to them.

### **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.

### **FORGOTTEN ITEMS**

Parents may drop off forgotten items, such as backpacks, lunch, or Library books at the reception desk. Please label these items with the name of the student and the teacher.

### **GRADING**

- Students in grades 2-4 students receive numeric grades, following these guidelines:
  - Teachers provide a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the TEKS.
  - No one assignment should count for more than 20% of a student's grade.
  - In grades 2-4, teachers record a minimum of two grades per week for Reading and Mathematics and one grade per week for Language Arts. This may be a combination of daily and major grades.
  - In grades 3-4, teachers record a minimum of one grade per week in Science and Social Studies. By the end of the grading period, this may be a combination of daily and major grades.
  - Teachers update grades in Skyward weekly for each subject area.
- The following is the grade letter equivalent:
  - A      90-100                      excellent
  - B      80-89                         good
  - C      70-79                         average
  - F      69-or below                    unsatisfactory
- Student grades reflect student understanding and mastery of the Texas Essential Knowledge and Skills. Grades that go into the grade book and factor into the student's average comprise grade-level instruction and materials.
- Students who have been absent will be given a minimum of 3 days to turn in their work.

### **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 & RE-DOING FAILING ASSIGNMENTS**

- All make-up work will be provided by the homeroom teacher. A student will be given a minimum of 3 days to complete and return make-up work after an absence.
- Re-do Failing Assignments/Tests
  - In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade (below 70%).
  - If a student fails an assignment or assessment, the teacher will re-teach the material and provide one opportunity for the student to "redo" the assignment/assessment in the classroom, earning full credit up to a 70%.
  - The teacher will make a note on the assignment/assessment "Re-taught for a \_\_\_%" (up to a 70%). In addition, the teacher will indicate in his/her electronic grade book when a grade is a re-assessment opportunity.
  - If the student fails to achieve the maximum grade of 70 on the redo of the assignment/test, the higher of the two grades is recorded. The only exception is if a teacher chooses to destroy all students' test, re-teach, and give a new test to the whole classroom.

### **MEDICATION DISBURSEMENT**

When possible, 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.

### **PARENT-TEACHER COMMUNICATION**

- I. **Parent-Teacher Conferences:** Teachers will schedule a conference for each student within the first 9-week grading period. Outside of that, 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. Conferences may take place in person, over the phone or via Microsoft TEAMS. Please note that staff meetings are after-school on Wednesday afternoons, and teachers have team planning meetings at least one day a week during their conference periods. Teachers will respond to parent phone calls and conference requests within 24 hours.
- II. **Email:** Each teacher has a district email account that parents can use to contact him/her. Please allow a 24-hour response time for email communication. While teachers check their email daily,

they do so only during certain times in their schedule (*i.e.*, conference period and before/after school). Teachers are not able to check or respond to email during instructional time. If you feel a matter needs attention sooner than the customary 24-hour response time, you may consider calling the office at 281-727-1700 to see if an administrator can assist you.

- III. **Newsletters:** We send an electronic newsletter via Skyward at the beginning of each month. 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.
- IV. **Peek of the Week:** Teachers send home an electronic “Peek of the Week” for the upcoming week by Friday of the previous week. The peek includes information about the learning objectives, important activities, projects and testing information, and other classroom or grade level information that parents should know for the upcoming week. The Peek will also be available on the teacher’s website.
- V. **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.

#### **PEARLAND ISD 1:1 Initiative**

All students will have a device available for use in the classroom each day. Additional information on the district 1:1 initiative can be found here: <https://www.pearlandisd.org/Page/24600>

#### **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.

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. Please visit [www.joinpta.org](http://www.joinpta.org) to become a member. We appreciate your support.

### **SCHOOL PARTIES & BIRTHDAYS**

Class Parties:

- There are three (3) parties during the school year: Winter Holiday, Valentine's Day, End of Year.
- One room parent will be allowed in the classroom 15 minutes before the party begins for help with preparation. All other parents and guests will proceed to classrooms at the time the party begins.
- All visitors must sign in at the front desk and wear a visitor's badge while in classrooms.
- Siblings that have been absent or signed out early from any Pearland ISD campus are not allowed to attend class parties or other school events. Massey Ranch siblings may not be checked out after one classroom party and then attend another classroom party.
- School age children not enrolled at Massey Ranch will not be allowed to attend the parties.

Student Birthdays:

- We celebrate student birthdays by recognizing them during announcements each morning. Each student will receive a birthday sticker and pencil. Please do not send birthday gifts (including balloons, flowers, treat bags, etc.) to the school for your child's birthday.
- Parents may choose to send store-bought cupcakes or cookies (no cakes) with the child in the morning for the teacher to pass out to the class any time after lunch. Please arrange in advance with your child's teacher and consult them to determine if there are children who have food allergies.
- Parents may NOT visit the classroom for the child's birthday, as this disrupts instruction.
- Birthday parties are not allowed during the school day for students. Please do not send decorations, drinks, supplies, party treat bags, balloons, flowers, etc
- Students may not distribute party invitations to individual classmates. They may distribute invitations to all boys, all girls, or all students in the class.

### **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 student safety, 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, 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.

Various drills including 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.

### **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**

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. For assistance with Skyward, you may call and speak to our attendance clerk 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.

- ★ Resource Classes
- ★ Inclusion Support
- ★ English as a Second Language (ESL)
- ★ Dyslexia Support
- ★ PPCD (Preschool Program for Children with Disabilities)
- ★ Life Skills
- ★ Behavior Support and Instruction (BSI)
- ★ Social Connections
- ★ Counseling

- ★ Speech
- ★ Gifted & Talented
- ★ Pre-Kindergarten (full 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:  
[School Supplies 2022-23 PRE-K-4.pdf \(pearlandisd.org\)](#)

### **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.

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. If you have concerns about student safety or behavior on the bus, please contact the district transportation department. Campus administrators do not handle discipline for conduct that occurs on buses.

***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.***

### **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 and will have disciplinary consequences.

***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. Eyeglasses and retainers will be turned into the nurse.

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 will confiscate a telecommunication device when in violation of the PISD 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. The visitor's badge will indicate the location of the visit, and visitors are expected to remain in that location. Visits to individual classrooms are permitted only with prior approval of both 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.*



## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must not be visible and must remain turned off during the instructional day, including during all testing unless they are being used for approved instructional purposes..

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. District employees will confiscate the telecommunications device when in violation of the student's handbook provisions. The student or student's parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches and policy FNF.]

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

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

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

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

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

## MASSEY RANCH ARRIVAL/DISMISSAL QUICK TIPS SHEET BACK TO SCHOOL PROCEDURES



### FIRST THREE DAYS OF SCHOOL

Parents may walk with their children into the building for the first three days of school (August 17, 18, 19). On the first two days (Wednesday, August 17 and Thursday, August 18), parents may escort children to their classrooms from 7:15 to 7:55. On the third day (Friday, August 19), parents may escort children to the gym from 7:15 to 7:30. Parents may walk students to their grade-level hallways from 7:30 to 7:55.

### WEEK OF AUGUST 22

Beginning Monday, August 22, students will follow daily procedures independently. We will have staff available to assist them, as needed. Teachers will dismiss students as designated on the way home sheets. Throughout the year, if there is a change in the way your child will go home, please send the teacher a hard copy note (not email). If advance notice is not possible, phone calls advising the office of transportation changes must be called in no later than 2:30 p.m. Students may not be checked out between 2:55 and 3:15p.m.

### CAR RIDER DROP-OFF



Students may be dropped off in the front of the building from 7:15 to 7:55 a.m. We have staff out front to assist with unloading and getting students safely into the school. We also have staff inside to assist with getting students to the right place and anything else they may need. Parents can expect car drop-off to take longer the first few days. The car rider line is single file during morning drop-off – please do not try to pass cars in line. The line moves efficiently once routines are established and takes approximately 3 to 5 minutes from entry to exit. After the first three days of school, parents must proceed through drop off line and may not park or walk children in to the building. This helps the line of cars flow smoothly and safely. After 7:55 a.m., however, parents must park and sign students in, as they are tardy.

### AFTERNOON DISMISSAL PROCEDURES



Car riders are picked up in the front driveway. Please place a sign in the window of the driver's door that features your child's first and last name, as well as grade level. Staff on duty will load students safely into vehicles on the passenger side. Please remain inside your vehicle and remember that as in school zones, the car rider line is a cell free zone.

**For the safety of our students, parents may not park on or near school property and walk up to the building to get students during dismissal.**

Bus riders will be escorted to the buses by route number. Students must be registered to ride the bus home and may not ride any route other than the one they are assigned. For Pre-K and Kindergarten students riding the bus, an adult listed on the transportation emergency contact list must be at the bus stop upon arrival and show a valid driver's license. If an adult is not present at the stop or does not have identification, the child will be returned to the school.

Day care students will be escorted to the appropriate day care vehicle. Please notify your childcare provider when your child is picked up early or absent from school.

Walkers are escorted to the edge of school property to meet a parent/guardian. Students are discouraged from crossing the highway. For the safety of students and staff, students will not be escorted across the highway.

### BUS TRANSPORTATION



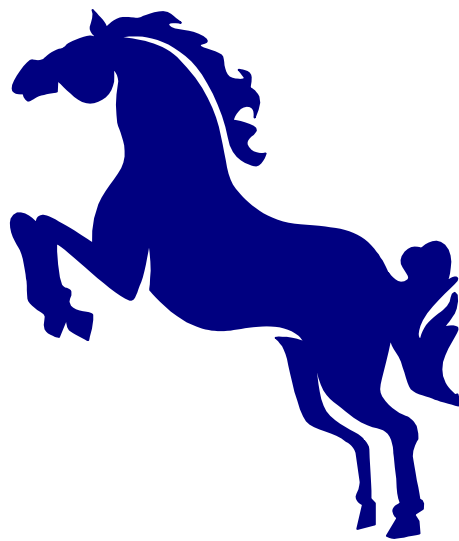
Transportation is provided free of charge to students who live two miles or more from their zoned campus, as measured by the nearest commonly traveled public road. Transportation is available for a fee to students who live within two miles of their zoned campus. Bus fees may be mailed to Transportation, P.O. Box 7 Pearland, TX 77588, or paid in person at the Transportation Department. **Questions about transportation? Call the Transportation Department at 281-485-3562.** Information regarding bus schedules and the location of the nearest bus stop can be located on the PISD Website @ [www.pearlandisd.org/transportation](http://www.pearlandisd.org/transportation). Go to bus schedules and then click on the link to type in your address.

***Massey Ranch Vision Statement:***

*Massey Ranch Elementary is an inclusive environment where all students, families, and staff collaboratively develop respectful, productive, lifelong learners.*

***Massey Ranch Mission Statement:***

*Massey Ranch will provide a diverse learning community that promotes academic, social emotional and personal growth.*



***Every Child. Every Minute. Every Day.***