



MCNABB ELEMENTARY
United in Excellence

2022-2023
Parent/ Student Handbook

743 E. Cypresswood
Spring, Tx. 77373
281-891-8690

Melissa Warford, Principal
Justin Jackson, Assistant Principal
Casey Grimme, Counselor

Dear Parents,

McNabb Elementary School prepares students to be future leaders. McNabb's educational foundation is based on the CHAMPS professional development model. The staff at McNabb Elementary School shares a belief system that maintains a positive, supportive and nurturing attitude which builds self-esteem and encourages excellence.

As a staff, we collaborate with one another to provide a caring, innovative educational environment. The safe learning environment enables our students to achieve their academic, social, physical, ethical, and emotional potential. Lessons are designed to motivate, challenge, and engage all students. The students develop language literacy, written communication, mathematical proficiency, scientific competence, and social maturity.

Students are valued as unique and special individuals. Students are provided learning opportunities to develop academic skills with the confidence to become self-directed learners. Students' education is enhanced by positive relationships within a diverse community of learners.

Teachers and parents build partnerships to meet the needs of the students. This partnership enables the community to be actively involved at McNabb.

Remember: It's always a great day to be a Knight!

McNabb Knight Creed

I am a McNabb Knight where:

K - Kindness Counts

N - Never Give Up

I - Inspire Others

G - Give 100%

H - High Expectations

T - Teamwork

S - Shine

Spring ISD Vision

Spring Independent School District will be a district of choice known for high quality academics with innovative and specialized programs that meet the needs of all students in a positive learning environment.

McNabb Elementary Mission Statement

The mission of McNabb Elementary School is to develop self-directed learners, effective communicators, critical thinkers, and productive citizens in the classroom as well as society.

Campus Beliefs

At McNabb Elementary School, we believe

- All children can learn no matter what labels are placed upon them.
- Building the self-esteem of students is key in helping them believe they are capable of learning and in motivating them to try.
- Students take risks when in a climate of mutual respect. Mistakes are seen as opportunities to learn and efforts are appreciated.
- Teachers hold high expectations and students respond by reaching upward to achieve them.
- Teachers who have positive attitudes possess the influence necessary to shape the attitudes of students.
- The teacher must be knowledgeable and skillful in learning theory and teaching methods so that students can achieve academic and social success.

Discipline Philosophy

The McNabb discipline philosophy is based on CHAMPS. It is designed to provide maximum opportunities for students to learn. The CHAMPS acronym stands for Conversation, Help, Activity, Movement, Participation, and Success. It is a ***set of decisions*** used to guide teachers to build and implement a proactive and positive approach to classroom management. CHAMPS believes students will be treated with dignity and respect. Teachers will reinforce CHAMPS expectations for students while in the classroom, cafeteria, hallways, and restrooms. Teachers will provide a model of discipline that trains, corrects, and molds the student's moral character. It is essential to develop strong positive relationships of trust, respect, and acceptance with each student.

Teachers will develop a positive learning environment with a climate of mutual respect where students feel safe to take risks that will promote social and academic growth. Procedures will be taught to students and must be expressly practiced to ensure that everyone knows what to do and how to do it. Teachers will be proactive in meeting psychological and sociological needs and implement management techniques that minimize disruptions and maximize time on-task.

Students must adhere to the following at all times...

- Arrive on time with materials.
- Keep hands, feet, and objects to yourself.
- Stay on task during work times.
- Follow directions the first time given.
- Respect others, including yourself.
- Complete all assignments and daily tasks.

Students that demonstrate behaviors that put themselves or others in harm's way or cause destruction of property may be given an office referral. Consequences will be determined by administration and will be in accordance with the SISD Student Code of Conduct.

McNabb Elementary Policies and Procedures

Address/Phone # Change

When a student's address or telephone number has changed, it is the parent's responsibility to notify the registrar of the change. This notification is critical to maintain a safe school environment. If an emergency occurs during school hours, the school must have the correct information to contact parents.

After School Activities

- After school activities may have an application process.
- Students that are picked up late two or more times may be dismissed from the after school program.

Attendance

Attendance is critical to the success of all students. *A student must be in attendance 90% of the school days in order to gain credit for that academic year. Please refer to all attendance guidelines in the SISD Student-Parent Handbook.*

Arriving on Campus in the Morning

Students **MAY NOT** be dropped off before 7:35am. **Students MUST remain in the car until the doors open at 7:35am.** If you need to drop your student off before 7:35am, Koala Kare is available in the morning.

Birthdays

Cupcakes may be distributed to the class in celebration of a child's birthday. Cupcakes **must be store bought** and must be delivered to the campus by 2:30pm in order to be distributed to the classroom. Balloons and other party decorations not permitted during the school day.

Breakfast Procedures

- All breakfast will be served in the classrooms from 7:30- 7:55am.
- Students must be in the classrooms by 7:55am in order to receive a breakfast.

SISD Bus Transportation

Bus transportation is provided for students living outside a 1.5 mile radius of McNabb ES. Riding the bus is considered to be a privilege. The privilege of riding the bus may be taken away for just cause. If you have any questions or concerns regarding transportation please call 281-891-6490.

Afternoon Car Rider

During afternoon pickup, do not get out of your vehicle as you are waiting in the car rider line. This causes traffic to become congested in the line and it not safe for students. **Please remember after school dismissal will run slow during the first two weeks of school until students learn the routine. Please be patient with the teachers and staff as we train the students for dismissal.**

For safety reasons, all car riders must be picked up at 3:45pm. Any student who is still at the school by 3:45 pm will return to the front office to call home.

Upon arrival parents must come into the front office to sign the child out. Spring ISD police and/or Child Protective Services will be contacted for any child that is left after 4:30 pm.

Afternoon Walkers

Front & Back Walkers will be released at 3:30pm. Front Walkers will be released by the bike rack and back walkers will be released at the designated gate. In the event of inclement weather, walkers will be placed in the car rider line.

Clinic Services

The school nurse provides clinic services. A student may go to the clinic only after obtaining a pass from a teacher or administrator. Parents will be notified by the nurse to pick up the child if they have a fever of 100° or more, vomiting, diarrhea, or a student who feels too ill to remain at school. Students must be free of fever and other symptoms for 24 hours before returning to school.

Any prescription or non-prescription medication that needs to be given to a student must be brought in by a parent or guardian and a written request must be filled out and signed. The nurse will dispense the medication from the clinic at the directed time. All medications must be picked up from the clinic before school is let out for the summer.

Class Assignments and Make-Up Work

With an excused absence, a student has the number of days out plus one to complete make-up work. It is the student's responsibility to get their work when they are out. Parents may call the front office to request make-up work on their child's third day of absence. The teacher will send work to the front office for the parent to pick up. Please allow the teacher 24 hours to gather the work.

Conferences

Parents are encouraged to have a conference with their child's teacher when the child is having difficulty in school or if there are any concerns to be addressed. Each teacher has a designated time during the day for conferences as well as after school. Teachers may not have conferences with parents while supervising other students. Please contact the front office and leave a message if you would like to set up a conference with your child's teacher. Teachers have 24 hours to return phone calls and setup conferences.

Counseling

The counselor is available to parents and students needing assistance in academic, personal, or social situations. The following is a list of services offered by the counselor:

- Academic counseling
- Short term crisis counseling
- Scheduling and facilitation of parent/teacher conferences
- Referrals to appropriate school and/or community programs and agencies
- Small group presentations
- Parent information
- Referral to 504 or Gifted and Talented

Students wishing to speak with the counselor should come before school or ask their teacher for a pass to see the counselor. Parents wishing to speak with the counselor should call the school's main number and ask to speak to the counselor. Information that a student shares in a counseling situation is considered confidential unless the student suggests harm to him/her self or to others. In that case, the parents and/or appropriate agencies will be contacted immediately.

Dress Code

School is a place of business where learning takes place. Dress code regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits. Parents should adhere to all SISD dress code regulations provided in the district handbook. Students should be neat, clean, and wear appropriate shoes (no flip-flops, no shoes with wheels, or shoes without backs). Student shorts should be knee-length and be worn at the waist. Baggy, sagging, oversized pants are not allowed. Tank tops are not allowed. Tights are allowed as long as the student wears shorts or a skirt over them (the shorts or skirt should also be to the knee). Students are not allowed to wear hats in the building or on the bus. Student's hair should be neat, clean. Hair color that is not natural is prohibited. **Chains, earrings, and jewelry are not allowed and may become a safety issue in the gym and on the playground.** Students arriving at school with inappropriate clothing, hair color or accessories will be sent to the nurse (at the discretion of the teacher or an administrator) to call home so that an alternative can be arranged.

Electronic Devices

Cell phones should not be heard or seen during the school day from 7:30 am to 3:30 pm will be confiscated and turned over to an administrator. Parents may pick the phone up from the front office.

Emergency Drills

Emergency drills are required and will be conducted according to district guidelines. These drills include fire, tornado, lock down and evacuation. Emergency drill maps are posted in each classroom. Students are expected to follow the directions of staff and act in an appropriate manner during all drills.

Homework Procedures

- Homework must be turned in to the appropriate teacher on the due date.
- All homework will be completed in pencil, unless otherwise instructed by the teacher.
- Make-up work should be turned in within the same number of days of which the student was absent plus one day.
- Make-up work can be requested after the 3rd consecutive day of being absent.
- 24 hour advance notice must be given to the teacher in order for the work to be compiled.
- Make-up work can be picked up in the front office.

Leaving Campus During the Day

If possible, medical or dental appointments should be made outside the school day. A signed note, with the date and time, should be sent to your child's teacher stating that the child will be leaving for an appointment. It is important that this note also include the name of the parent or guardian who will be picking up the student. The person providing transportation must report to the front office to sign the student out from school before the student will be released. Any person picking up the child must be listed on his/her paperwork in the front office. **Early dismissals will not be granted after 2:45pm.**

Parent Involvement and Concerns

Because parent support is an integral part of a student's total educational experience, we encourage parents to become active participants by visiting our school, volunteering time whenever possible, and by attending parent meetings and student activities. If parents have a concern about their child's education, **they should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, they may request a conference with an administrator.**

Parking

All visitors must park in the parking lot located in front of the school. Please do not park in the spaces marked for school personnel. Cars that are parked in the fire lane will be towed. For special events, additional parking is available in the staff parking lot located to the west of the building.

PE Procedures

- Students will use hallway procedures when going to and from PE.
- For the safety of the students, tennis shoes or rubber soled shoes are needed for PE. No flip flops.
- Appropriate dress attire is needed for PE. Wearing shorts or leggings under skirts and dresses is recommended.
- Participation will be required regardless of attire or shoes.
- Students will report any injury or concern to the PE teacher immediately.
- If a student is unable to participate in PE class for any reason, a dated and signed note from the parent/guardian and/or doctor stating the reason and the date in which the student can return to PE activities is required.
- The PE teacher must be notified of any physical limitations that could restrict participation in the class activities. All limitations must be documented with the nurse.

Snacks

Students in K-2 may bring snacks to school. The snack needs to meet the following guidelines:

- Snacks need to be a small.
- Snacks should be healthy. For example, snacks should consist of crackers, chips, fruit, or dry cereal.
- Please do not send candy, soda, or colored juices. Your child may have clear or natural colored juices or water.
- Snacks are not to be shared.
- Please do not send anything that will need to be heated or refrigerated.
- Leftover food from lunch will not be allowed to leave the cafeteria to be eaten as a snack later in the day.

Tardy/Early Pick-up Policies and Procedures

Students entering the building after 8:05am as well as students who are picked up from school early without proper documentation will be counted tardy. **For student safety during dismissal, no students will be released for early pick-up after 2:45pm.**

Transportation Changes

Transportation changes must be made in writing. No phone calls requesting a transportation change will be accepted. Once a student is on the bus, he/she will not be removed from the bus for any reason. ***No transportation changes will be made after 2:45 pm***

Truancy

A student shall be considered truant when absent from school without the consent of a parent or legal guardian or a school official. Students will receive an unexcused absence and a zero for all posted grades in the classes missed when truancy has been established.

Volunteers

Parents are encouraged to be active in the volunteer program at McNabb Elementary. All parent volunteers must complete a background check form in order to volunteer at the school. The forms are available online at the Spring ISD website. All parents must have a clear background check before attending any field trips or school activities. Contact the school for ways that you might become involved in the campus programs.