



MCNABB ELEMENTARY
United in Excellence

2023-2024
Parent/ Student Handbook

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Spring, Tx. 77373
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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
- 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.
- Teachers hold high expectations for all students.
- Teachers possess the influence necessary to shape the attitudes of students.

The Knight Creed is an important part of our culture. Students recite this creed every morning and should exhibit these characteristics daily.

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

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 a proactive and positive approach to classroom management. Teachers will reinforce CHAMPS expectations for students while in the classroom, cafeteria, hallways, and restrooms. Teachers 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.

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.

Office referrals will be generated when a student cannot adhere to the campus expectations. Consequences will be determined by administration and will be in accordance with the SISD Student Code of Conduct.

McNabb Elementary Parent 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. Please do not block the office number as it makes it difficult to communicate with you.

After School Activities

McNabb offers a variety of enrichment opportunities and activities after school. These opportunities are sponsored by the teachers and may vary from semester to semester. In order to participate in these activities, a student must maintain passing grades and have no office referrals.

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 1:00pm in order to be distributed to the classroom. Balloons and other party decorations not permitted during the school day.

Breakfast Procedures

- Breakfast will be served in the classrooms from 7:35- 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 one 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

Car riders are picked up at the front of the school. 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. ALL parents should have a car rider tag visible in their windshield to pick up 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.**

All car riders must be picked up at 3:45pm. Any student who is still at the school by 3:45 pm will 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. Parents who are late 3 or more times will be required to find a different transportation option.

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 rain, 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.

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 & Administrator Appointments

Parents are encouraged to have conferences 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. 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.

All concerns about your child's education, **should first be communicated to the teacher. If the outcome of that discussion is not satisfactory, you may request a conference with an administrator.**

Conferences with the administrators and counselor are conducted by appointment only. During the school day, we are in classrooms coaching teachers, observing instruction, and in meetings with district personnel which may require us to be off campus. Please do not show up in the front office requesting to see an administrator, call first to make an appointment.

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 to have 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. Jeans with holes 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. Hair color that is not natural colors is prohibited. **Chains and jewelry are not allowed and may become a safety issue in the gym and on the playground.** Student earrings are permitted as long as they are small studs in the ear, no earrings that dangle. 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 7:35 am to 3:25 pm. Students with their cell phones out, will have the phone confiscated and turned over to an administrator. Parents will be required to pick up the phone 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.
- 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 2:30pm.**

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.

Snacks

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

- Snacks should be healthy. For example, snacks should consist of crackers, fruit, or dry cereal.
- Please do not send candy, soda, or colored juices.
- Snacks are not to be shared.
- Please do not send anything that will need to be heated or refrigerated.

Student ID Badges

As we continue to increase our school safety, all students will be required to wear an ID badge at all times. ID badges will be furnished by the district and should travel with the student back and forth to school. If the student loses their ID badge, it will need to be replaced for a replacement fee.

Tardy/Early Pick-up Policies and Procedures

Students entering the building after 8:05am as will be counted tardy. Three tardies equals one absence. **For student safety during dismissal, no students will be released for early pick-up after 2:30pm.**

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 accepted after 12:00pm.***

Volunteers

Parents interested in volunteering, should 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.