



# MEYER ELEMENTARY

**2020-2021**

## **Parent/Student Handbook**

**16330 Forest Way Dr.  
Houston, Tx. 77090  
281-891-8270**

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Dear Parents,

At Meyer Elementary, our scholars are our future. We work hard every day to make sure they are 21<sup>st</sup> century citizens and lifelong learners. Our mission is being committed to ensure a safe and secure learning environment with high levels of learning for all students rooted in best practices through ongoing professional collaboration. Meyer's educational foundation is based on the CHAMPS professional development model.

All students are valued on our campus. Meyer Mustang Scholars strive for greatness, and push themselves to maximize their potential. Our Scholars pursue excellence in all subject areas. Students are provided learning opportunities to develop academic skills with the confidence to become self-directed learners.

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

### **Meyer Beliefs**

- We will base our decisions on what is best for our students.
- We will strive for excellence in all we do.
- We will build trust through integrity and lead by example.
- We will communicate openly.
- We will value diversity and treat everyone with dignity and respect.
- We will win as a team.

### **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.

## **Discipline Philosophy**

The Meyer 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, restrooms, and online. 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...

- Follow the CHAMPS rules and procedures at all times.
- Be prepared for school every day. (virtually and in person)
- Be present and engaged all day, every day. (virtually and in person)
- Keep hands, feet, and objects to yourself.
- Be respectful of myself and my peers. (virtually and in person)
- Complete all assignments and daily tasks. (virtually and in person)
- Be accountable and responsible for myself. (virtually and in person)
- Follow directions the first time given. (virtually and in person)

Again, CHAMPS is the classroom management system utilized district-wide. Most discipline situations are handled by the classroom teacher, in communication with the parent. Students who persist in disruptive behavior or commit a serious infraction are referred to the office. Consequences will be determined by administration and will be in accordance with the SISD Student Code of Conduct.

## Meyer Essentials

### **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.
- Parents will need to have prior transportation arrangements. *Any changes to transportation must be put in writing and submitted to the office before 2:40 p.m.*
- 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.*

### **Prepared for Virtual Learning in the Morning**

All scholars must be prepared to begin their virtual learning experience every day, according to the schedule provided. (Official start time for students will be 8:45, in most cases.) (Refer to the schedule.)

### **Arriving on Campus in the Morning**

For their safety, students should not be dropped off at school prior to 8:15 a.m. Teachers do not begin their morning duty until 8:15am. If you need to drop your student off before 7:30 A.M., please enroll your student in our morning program called Koala Kare. Classes will begin at 8:35 a.m.

### **Bicycles**

When arriving or departing from campus, students should walk their bikes down the sidewalk to the front of the school. Bikes should be locked in the racks provided at the front of the school.

## 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.

## Books

Textbooks issued to students are considered to be the property of the state and should be covered at all times. Students will be fined for damaged or lost textbooks.

## Breakfast Procedures

- All breakfast will be served in the classrooms.
- Students must be in the classrooms by 8:35 a.m. in order to receive a breakfast.

## Bullying

Meyer Elementary is a *NO PLACE for HATE* campus. Bullying will not be permitted or tolerated.

THE DIFFERENCE BETWEEN <b>BULLYING</b> AND <b>CONFLICT</b>	
Imbalance of power, not friends	Equal power or friends
Repeated negative actions	Happens occasionally
Purposeful	Accidental
Serious with threat of physical or emotional harm	Equal emotional reaction
Strong emotional reaction from victim and little to no emotional reaction from the individual(s) doing bullying	Not seeking power or attention
Attempt to gain material things or power	Not trying to get something
No remorse – blames victim	Remorse – will take responsibility
No effort to solve problem	Effort to solve problem

## **SISD Bus Transportation**

The privilege of riding the bus may be taken away for just cause without prior notice. If you have any questions or concerns regarding transportation please call 281-891-6490.

### **Waiting for the bus after school:**

- Students will follow hallway procedures while proceeding through the hallways to the assigned area to board the bus.
- Students must be respectful to teachers and staff members on duty.
- Students who do not follow procedures may have their bus privileges taken away. Parents will be notified to pick up their child.

### **Getting on the bus:**

- Students will walk quietly in a single file line to the bus, while following social distancing rules.
- Student must walk to the side or in front of the bus. They must never walk behind the bus.
- Students must watch their step getting on and off the bus.
- Students must sit according to the guidelines that have been set forth.
- When getting on the bus, students must take their seat immediately.

### **Riding the bus:**

- Students must remain in their assigned seat at all times unless otherwise directed by the bus driver.
- Students will be respectful to the bus driver and other students at all times.
- Students may visit quietly only with the person next to them or the person across the aisle from them. (according to guidelines set)
- Students will be considerate of others.
- Students will remain in their seat while the bus is in motion, until they reach their designated stop.
- Students will not push, kick, hit, spit or fight at any time. Consequences for such behavior may result in loss of bus privileges.

### **Getting off the bus:**

- When exiting, students must step away from the bus quickly.
- Students must not walk behind the bus.

- If a student needs to cross in front of the bus, he/she must stand to the side where they can be seen by the driver. The bus driver will then give them the all clear signal to cross in front of the bus.
- Students must get off the bus at their designated stop, following social distancing procedures.
- Students must make sure that they have all their belongings before getting off the bus.
- Students are not allowed to throw objects on or off the bus.
- Students will follow all procedures set forth by the bus driver, in addition to the procedures set by the school.

### **Car Riders**

- Car riders will exit through the side of the building, and wait for their ride. Parents will be issued a car rider sign to put in the front windshield of their vehicle. Students will be assisted into the vehicle by staff members.

- For the safety of all students, please remember to social distance until your turn.

#### **Do not park to pick up your child. Do not pass on the outside lane.**

- When arriving at school, please place the card on the passenger side window. If you do not have the card, you will be asked to go to the front office for authorization. **Please remain in the vehicle at all times.** Students will only be released to parents in a vehicle with the appropriate name in the window.
- You may request additional cards from the front office.
- *All adults who have permission to pick up your child must be listed on the child's transportation slip. You may add a person to this list at any time prior to the person picking up the child. You can do this in person at the front office or send a written note with your child stating the name of the person picking him or her up.*

**For safety reasons, all car riders must be picked up by 3:40 p.m.** 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 may be contacted for any child that is left after 4:30 pm.

### **Cafeteria Information**

#### **Student Lunch Procedures**

- The first and second classes will go directly to the lines. The rest of the classes will wait quietly, according to social distancing guidelines. If a child has a parent to each lunch with, only the child may eat at that table (no friends). (After approval for visitors has been provided)

- After a student gets their lunch, they will enter their designated account number into a keypad at the register. **To qualify for Free or Reduced lunch, parents must fill out a new application EACH year.**
- Teachers will monitor the students. If your child refuses to eat, you will be notified by the teacher.
- There will be a 3 minute warning – 3 minutes of silence to finish eating and clean up the area.
- When a class is dismissed, they will close their milk and throw all trash away.

### **Lunch Visitors**

Due to safety concerns, NO LUNCH VISITORS ARE PERMITTED, at this time. The campus will notify parents when this rule has changed. In addition, once visitors are permitted again, the campus will be closed for lunch visitors on District and State testing days.

### **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, vomiting, diarrhea, or a student who feels too ill to remain at school. Students must be free of fever and other symptoms for 72 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. (This will include virtual conferences, as well.)

### **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.

*Students and parents may set up virtual conferences with the counselor, if needed.*

### **Deliveries to Students**

The delivery of flowers, balloons, etc. is not permitted. Only emergency phone messages will be delivered during instruction. If a student forgets his/her lunch, class project, money, etc. deliveries can be made to the front office. Most items are distributed during lunch. Class instruction will not be interrupted with notifications and/or deliveries.

### **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, unless administrators have given permission. Student's hair should be neat and clean. Hair color that is not natural is prohibited. 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.

### **Tops**

**Type: Polo**

**Colors: White, Navy, Gold, Grey**

Restrictions: No stripes, patterns, designs of any kind, no halter tops, spaghetti straps or sleeveless.

Exceptions: shirts may have an emblem as long as it is smaller than a quarter, no oversized emblems.

### **Bottoms**

**Type: Pants, Capri's, Shorts, Skirts**

**Color: Khaki, Dark Denim, Black, Navy**

Restrictions:

- Skirts and shorts must sit at the knee
- Pants must fit – No sagging.
- Bottoms must be solid- no sparkles, additional zippers, holes, rips, tears, writing, etc.
- Belts must be worn.

*When students are learning virtually, their attire must be neat and appropriate.*

### **Electronic Devices and Games**

The following items are not allowed at school: cameras, games, or laser lights, etc. Any of these items brought to school without permission will be taken and given to an administrator.

Cell phones should not be heard or seen during the school day from 8:35 am to 3:40 p.m. 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, once school is being held again on campus. 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. *Guests, when permitted, will be required to participate in the proper procedures.*

## **Emergency Medical Care Form**

Parents will complete an emergency care form each year for each of their children. The form asks for pertinent information needed by school officials in the case of an emergency. It is important that parents keep their child's information current including emergency telephone numbers and release information.

## **Emergency School Closing**

*In the event of an emergency, including school closing for weather, positive COVID 19 cases, or other extreme events, an announcement may be provided to parents, guardians, or public. Also, information may be broadcast on local radio and television stations, and the district website.*

## **Food, Drink, Candy and Snack**

Food, drink, and/or candy are not allowed in any part of the building except the cafeteria (see snack policy for exceptions). Gum is not allowed on school property.

## **Homework Procedures**

- Homework must be turned in to the appropriate teacher on the due date. (*in-person and virtual*)
- 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 2:55 p.m.**

### **Lost and Found**

Our school maintains an area for articles of clothing, lunchboxes and backpacks which have been lost. Please make sure that your child's name is clearly marked on all articles, such as jackets, sweaters, backpacks and lunch kits. Any items remaining at the end of the school year will be donated to a local shelter.

### **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.**

### **Parents Visiting Classrooms**

Parents are more than welcome to arrange a time (at least 24 hours in advance) to visit their child's classroom, once visitors are permitted back in the building. Administrative approval is required and the time of visitation will be scheduled with the teacher(s). All parents must check in through the front office. For the safety of all students, we must know where parents are in the building at all times. In order that the learning environment is not disturbed, visits must not exceed 30 minutes. Parents may request an observation once every four weeks. The parent must only be a spectator and may not engage with any student or teacher during the observation unless arranged with the teacher. All student information is confidential and should remain confidential.

### **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, according to social distancing requirements.
- 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.

### **Recess Procedures**

- Swings are swung forward and backwards in one direction. No jumping or twisting of the swings.
- Only sports equipment can be thrown on the playgrounds.
- should not be on the slide at a time. They should slide on their bottom, feet first, and only sliding downward. No jumping off the slide.
- When the whistle is blown, all students will stop, look at the teacher, and listen for directions.
- Teachers are strategically monitoring the playground at all times. Teachers are walking around the playground.
- Recess is in a defined area where teachers can monitor all students.
- Individual classroom teachers will provide restroom and water fountain time for their own class after recess.
- As a school, recess is earned.
- Students will not have recess, until it is approved by the district and other officials.

### **Restroom Procedures**

- With the teacher's permission, a student will go directly to and return from the restroom, following hallway procedures.
- Students must remain quiet and orderly in the restroom.

- Students will follow grade level restroom procedures. *In addition, students will follow all social distancing procedures.*

### **Snacks**

- The teacher will provide notification to the parent, if a snack time will take place in their classrooms.
- 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.

### **Tardy/Early Pick-up Policies and Procedures**

Students entering the building after 8:35 a.m., 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 2:45 p.m.**

### **Technology**

SISD offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange. Any inappropriate or unauthorized use of the internet, technology equipment, software, etc. may result in disciplinary consequences and/or having technology privileges revoked in accordance with Spring ISD policy. All computers have internet access.

### **Textbooks**

Unpaid charges assessed for lost/damaged/stolen textbooks must be cleared before a student's record can be completed. A student whose textbook record is not clear will not be issued any additional textbooks until unpaid charges have been collected. Payment of a lost book is required before a new book will be issued. The amount of charges will be determined by the textbook coordinator.

### **Transportation Changes**

Transportation changes must be made in writing or by fax. No phone calls requesting a transportation change will be accepted. *No transportation changes will be made after 2:40 p.m.*

### **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.

### **Visitors**

- All parents and visitors must enter through the front of the school and present their valid Driver's License for registration in the RAPTOR program.
- RAPTOR will print a visitor's badge that must be visibly worn at all times while in the building. Parents must limit their visit to the area stated on the ID badge. If the visitation area is going to change, the visitor must go to the front office and get a different badge printed.
- Visitors are not allowed to take pictures of any child, other than their own, while on the campus.
- Visitors must adhere to all of the same policies and procedures as the students.

### **Volunteers**

Parents are encouraged to be active in the volunteer program at Meyer 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. *(Parents will be notified when they may resume volunteering on campus.)*