

2017 - 2018

Smith Elementary School

2014 Lamar Dr. - Richmond, TX 77469

832.223.2300

Parent Handbook



Smith Elementary Mission Statement

The Mission of Smith Elementary School is to ensure that all students reach their potential through an exemplary education.

This handbook has been designed to give you a quick, brief list of answers to questions, which may arise, concerning Smith Elementary School's operational policies. Bulletins will supplement the information herein, but if policy questions are still unanswered you may refer to the Elementary Student Handbook or contact our school to clarify these concerns.

MESSAGE FROM THE ADMINISTRATOR

We would like to take this opportunity to welcome you to Smith Elementary. Smith is dedicated to improving the achievement of all students. As a staff, we will be working diligently to enable our students to meet and exceed the Texas Essential Knowledge and Skills while helping to create a sense of community within the surrounding area.

Please feel free to phone the office if an administrator or teacher can be of assistance to you or your family.

SCHOOL HOURS

Student hours are 7:30 a.m. to 2:40 p.m. We appreciate your cooperation in picking up your child promptly after school. Students are tardy if they are not in their class at 7:30 a.m. Be on time as truancy laws do apply.

ABSENCES

Each child is expected to be punctual and at school. State Law requires students to attend school. In the case of excessive absenteeism, it may be necessary for the social worker to become involved in assisting the school in enforcing attendance. In case of an absence from school, parents need to send a written excuse in on the day their child returns. If a child is absent three days or more, a doctor's excuse is requested.

ARRIVAL/DISMISSAL

Students not riding a bus or walking should be dropped off and picked up in the front of the main building. Parents should be in the drop off/pick up line before and after school. Due to student safety concerns, no walk-ups are permitted.

CHANGE OF TRANSPORTATION

Parents must not remove students from a bus line or bus. Any change in transportation arrangements for any student requires a note or phone call from the parent by 2:00 p.m.

WITHDRAWING YOUR CHILD FROM SCHOOL

Should your family find it necessary to move out of Smith's zone, please follow the steps below to make for an easier withdrawal for both you and your child:

- (1) Notify the school at least two days prior to your child's last day at school if possible.
- (2) Return all library and textbooks, and pay any fines or loans.

On your child's last day, pick up from the school office or have your child bring home the appropriate withdrawal papers. We do need 24 hours to complete the paperwork.

MOVING

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days.

CLINIC

Sick children should not be sent to school. Our clinic is for emergencies only. If a child has a fever or severe cold, please do not send them to school. Students must be fever free for 24 hours without fever-reducing medicine prior to returning to school.

MEDICATION PROCEDURES

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it absolutely necessary for students to receive medication at school. In order for the nurse to give medication at school, parents must follow school board policy:

- Medication must be brought to the school in the prescription bottle labeled with the exact dosage and child's name.

STUDENT PLANNERS

Students in grades 3-5 will receive a district issued planner to teach organizational skills. Parents are asked to review and initial their child's planner nightly.

HEAD LICE

Since head lice are contagious, the School Board has adopted a policy to reduce the spread of lice in school. When students are found to have lice or nits, parents are notified and the student involved is sent home. Children should be picked up in a timely manner. Students are not allowed to return until they have been treated and are nit free. Parents must accompany the child back to school upon return. The parent and child need to come into the office for an admit slip back to class. If a student with nits does return to school, he/she will be sent home again. NOTE: Please check your child(ren) weekly for evidence of nits or lice. Contact the office if you would like help in the identification of this problem.

DISCIPLINE

Maintaining student conduct is necessary in achieving our goals of providing a safe school and achieving highest student achievement. Each class, under the direction of the teacher, will develop a set of rules. The rules and consequences are posted in the classroom. These consequences may vary slightly depending on the teacher and the maturity of the class. Every classroom plan contains a serious disruption clause; that is, if a child causes a serious disruption he or she goes directly to the principal.

DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, cell phones, gum, candy, electronic games, toys, wheels on shoes, valuables, nor expensive jewelry to school except by special permission from the teacher. These items can be distracting and cause neglect of classroom work. If collected, administrators will donate small items to charity. Electronic games and cell phones will be returned to a parent/guardian. A parent/guardian will be asked to pay a fee to have the cell phone and/or electronic game returned.

EARLY CHECKOUT

On occasion, it may be necessary for you to pick up your child for an appointment or an emergency. On such an occasion, please come to the school office with picture identification. The secretary will contact the teacher with instructions to send the student to the office. In order for the student to be picked up early by someone other than the parent, their names must be listed on the student's registration form. They will also need to show our staff identification such as a driver's license. Students should be picked up by 2:00 p.m.

FIELD TRIPS

All field trips will be curriculum based to increase student achievement. Teachers schedule one trip per year based on the curriculum and the grade level. District approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not acceptable.

THURSDAY STUDENT FOLDERS

A folder will be provided to each student by his/her teacher. The folder will contain graded papers and other items of school importance. Please ask your child for this folder each Thursday.

HONOR ROLL

Honor rolls are established each grading period for students in grades 1-5. All A Honor Roll requires that all A's are recorded. A/B Honor Roll requires that A's and B's are recorded.

SCHOOL LUNCHES

Smith will participate in the Community Eligibility Program for free breakfast and lunch. All students attending Smith Elementary during the school year will receive free breakfast and lunch. For extra snacks, money can be placed in a student's account. Parents can place money in their child's account in the cafeteria each morning before school. Breakfast is served each morning beginning at 7:00 a.m. – 7:20 a.m. Students are encouraged to arrive by 7:00. Arriving early will allow enough time to enjoy breakfast and receive instructional support when necessary.

TEXTBOOKS

Textbooks are furnished at all levels. Fines are assessed for lost or damaged textbooks.

VISITORS

All visitors are required to sign in at the school office. Visitors will need to provide identification, such as a driver's license. Classroom visits will be limited to 20 minutes in length with an administrator's prior approval. Student safety is a priority and we appreciate your cooperation.

VISITORS FOR LUNCH

We welcome our parents to come to school to eat lunch with their child(ren). Please follow all school procedures and sign in at the office for a visitor's pass. Only adults approved by the custodial parent and on the emergency card will have approval to eat lunch with a child. Anyone not on the emergency card will not be permitted to visit with the child at any time. We have provided a family table for you to enjoy your lunch.

VOLUNTEERS

A key part of Smith's total plan is community involvement. Volunteers are needed in the workroom to help make instructional materials, and to help in the library. If you wish to volunteer in any capacity, stop by the school office and let us know.

SITE BASED DECISION MAKING TEAM

This team, composed of elected staff members, parents, and community volunteers, functions as a school management tool providing leadership to the staff and administration in the areas of budget, school organization, planning staff development, staffing, and curriculum as each impacts student achievement. The team meets during the summer to review student performance data and to formulate the Campus Improvement Plan. After the approval by the Board of Trustees, the plan is presented to all interested stakeholders in the school; the staff, parents, and community members. The team meets thereafter on a nine weeks basis to review and give support to the implementation of the plan.

TARDINESS

When your child is late, he/she should report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only prevents your child from receiving critical instructions, it also interrupts the learning process of other children. For this reason, repeated tardiness will necessitate a telephone call and/or a conference with the teacher. If this becomes a chronic issue, the matter will be referred to the principal/social worker. Three or more tardies can cause your child not to receive perfect attendance.

INCLEMENT WEATHER

Parents should instruct their children in advance regarding how they are to get home on rainy days. Please send a note to school for the teacher or call the front office to make changes of transportation. (See "Change of Transportation")

TELEPHONE

Students will not be called out of class for phone calls. In an emergency situation, administrative permission must be secured.

LOST AND FOUND

All items found should be turned into the school office. If your child loses an item, inquiry should be made promptly. Parents are urged to mark each garment to make identification easier.

SMITH (FOS)

Please consider joining our Friends of Smith Organization. Your support ensures participation in an organization that provides our students with activities and raises money to support special purchases for school. Contact the school office for further information.

PARENT TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling the teacher. Parents may not conference with teachers during class/duty time. If canceling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be required to attend an individual conference after the first nine weeks to discuss student progress.

REPORTING PUPIL PROGRESS

Report cards for grades K-5 will be issued four times per year. Report cards reflect your child's academic progress, classroom conduct and attendance. All report cards must be signed and returned as soon as possible.

SAFETY CONCERNS

Please notify the office staff or an administrator if you have any on site or off site safety concerns that may impact the well being of our students. Please remind your child(ren) to follow all safety rules. If your child is a walker, discuss the walking route they will take. Advise them to walk with a friend and to walk straight home. If your child is a bike rider, review all bike safety rules including the one mentioned for walkers. Remind your child to wear a helmet at all times.

SCHOOL BUS

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include: staying seated while the bus is moving, talking quietly, respecting each other, following all bus driver and bus assistant directions, exiting the bus and going straight home. In addition, parents need to provide supervision for the children at the bus stops

STUDENT / TEACHER CALENDAR

August 28	First Day of School
September 4	Labor Day – Student/Staff Holiday
September 29	Fort Bend Fair Day – Staff/Student Holiday
October 27	Early Release K-5
November 9-10	Early Release K-5 Report Card Conferences
November 20-24	Thanksgiving Holiday – Student/Staff Holiday
December 25-Jan 5.	Winter Break – Student/Staff Holiday
January 8.	Teacher Workday/Student Holiday
January 9	School Resumes
January 15	Martin L. King Day – Student/Staff Holiday
February 16	Early Release K-5
February 19	Staff Development/Student Holiday
March 9	Early Release K-5
March 12-16.	Spring Break – Student/Staff Holiday
March 29.	Student/Staff Holiday/Bad Weather Make up Day
March 30	Teacher DMA Day/Student Holiday
May 25	Early Release K-5
May 28	Memorial Day – Student/Staff Holiday
June 7	Last Day of School

STAFF

Carla Thomas.	Principal	832.223.2300
Maria Marrero	Assistant Principal.	832.223.2300
Diane Zepeda	Secretary	832.223.2300
Jennifer Mitchell	Counselor.	832.223.2305
Peggy Ryan	Nurse	832.223.2306
Margarita Medina	Cafeteria.	832.223.2308