**Matzke Elementary School**

**Quick Reference Guide for Parents**

10002 Mills Road, Houston TX 77070

Phone: (281) 897-4450 ● Fax: (281) 897-4454

**-A**

**Address/Phone Changes**: Changes in address/phone number should be communicated to the front office as soon as possible.

**Attendance**: Students arriving after 8:40 a.m. are tardy. Attendance is marked daily at 10:00 a.m. Students who are absent should submit a written excuse (parent note or doctor’s excuse) upon returning to school. Excessive tardies/absences will be referred to the district’s truancy officer. Students with 3 or more tardies or early releases (with the exception of holiday parties/special school events)in a four week period will be referred to the attendance officer. Once referred to the attendance officer, all subsequent tardies/early releases will be monitored.

**-B**

**Birthdays**: Party invitations may be dispersed if parents send enough invitations for the entire class. Teachers will not “seek

out” students in other classrooms in order to deliver invitations. Due to the “Foods of Minimal Nutritional Value (FMNV)” policy, parents may not bring cakes, cupcakes, cookies, etc. for any child other than their own. Balloons or flowers should not be sent/brought to school. If a parent wishes to order cookies or ice cream from the cafeteria, please follow these guidelines: the order should be made 1 month prior to the child’s birthday (contact the cafeteria manager); the order must be paid in full when requested; the order must include everyone in the child’s classroom; if the child’s account has a negative balance, the balance must be paid in full before the order will be processed.

**Breakfast**: Students in grades K – 5th may proceed through the “Grab and Go” breakfast lines beginning at 8:25 a.m. and go to class to eat breakfast. Breakfast is not served after 8:45 a.m. (with the exception of late buses), and students will not be able to eat in class after 9:00 a.m.

**-C**

**Cafeteria Services**: When your child’s account becomes low, you will be notified by the Food Services automated system of the needto replenish the account. In addition, your child will receive a “sticker” to wear home as a reminder. Forms for free and reducedmeals are available through the cafeteria or front office. Reapplication must occur each year.

**Cell Phones/Pagers**: Cellular phones and paging devices should be turned off when visiting class or attending a school presentation. Students should not carry cell phones during the school day. If cell phones are visible, they will be confiscated and remain in the front office until the parent is able to come in to claim the phone and pay a $15 administrative fee.

**Clinic**: Should your child become ill at school, we ask that you pick him/her up promptly once notified. Students with a significant

temperature or communicable disease will not be allowed to remain at school. Before returning, children must be free of

symptoms/fever for 24 hours.

**Communication**: Establishing clear, open communication between school and home is a school goal. This requires the child to serve as the necessary link between school and home. Information you will receive via your child include: newsletters, weekly take-home folders/reports, progress reports and report cards. Please check your child’s backpack daily. You can also like our Facebook Page by searching Matzke Elementary on FB and follow us on Twitter @MatzkeElemCFISD.

**Conduct**: Student conduct is communicated through assignment sheets, planners, phone calls, conferences, office referrals, progress reports, and report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. At all times, students are expected to interact with respect for themselves, their peers, and adults in the building.

**Crossing Guards**: Because bus transportation is available for all Matzke Elementary students, Cypress-Fairbanks ISD does not

provide crossing guards or crosswalk assistance for students who walk or ride bikes to school. Parents who choose to have their child walk or ride a bike to school assume full responsibility for their child’s safe journey to and from school.

**-D**

**Divorce Decrees:** It is the parent’s responsibility to provide the school with the most current decree. We keep decrees in the student cum folders. We are legally bound to follow the decree and the approved custody arrangements.

**Dress Code**: Please refer to the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* for more detailed information

about student dress. Students in violation of the dress code will be sent to the office to call the parent for a change of clothes. If the parent/guardian is unavailable, the student may spend the day in Discipline Management Class (DMC).

**Dry Erase Markers**: Teachers and students use dry erase markers as part of the instructional program. Any marks made on clothing could be permanent.

**-E**

**Emergency Care Card**: It is imperative that parents complete and return the school emergency card. Changes should be updated in the front office when they occur.

**End of Year Placement**: *Promotion*: State law mandates the following minimum performance standards for promotion from one

grade to the next. A composite grade of at least 70 in language arts (reading and language), mathematics, science and social studies. Fifth grade students are required to meet minimum expectations on the STAAR Reading and Math tests in order to meet promotion criteria. *Placement*: Students who fail to meet state promotion standards, but who are judged by a campus review committee to have achievement deficits that could be remedied at the next grade level without invoking retention may be “placed” in to the next grade level. *Retention*: Any student who fails to meet promotion standards set by the state or district will be screened for possible retention. NOTE: Students who meet promotion criteria may not be retained at any grade level, regardless of parent request.

**-F**

**Foods of Minimal Nutritional Value (FMNV)**: The Texas Department of Agriculture has created nutrition guidelines (Texas PublicSchool Nutrition Policy) by which all schools must abide. According to the policy, an elementary campus may not provide access tofood or beverage to students anywhere on campus during the school day, unless it is provided through the school breakfast/lunchprogram or can be correlated with the curriculum. Under these new guidelines, parents, teachers, and others are prohibited fromserving any food or beverage to students, including cupcakes, cookies, etc. during the school day.

**-G**

**Grading**:

In an effort to communicate progress to parents, work samples are collected and graded to show a student’s mastery of a

specific skill. However, all assignments that come home are not necessarily graded. In addition, some assignments that come home with grades may not be recorded in the teacher’s grade book. A student may occasionally receive a holistic score on a scale of 0 – 4 for projects or writing assignments. These scores are converted to numeric grades as follows: 0 = 50, 1 = 65, 2 = 75, 3 = 85, 4 = 95.

Not all grades are averaged equally. Tests and quizzes may count toward a higher percentage of the student’s final average than daily grades. Specific criteria regarding grades will be shared by the teacher.

In grades K – 1st, teachers assess student work samples and record their achievement. At this end of the nine weeks, each student’s work is applied to a rubric which determines a nine weeks grade. In grades 2nd – 5th, graded work is recorded by the teacher and averaged each nine weeks to determine your child’s six weeks grade. Numeric grades may be converted as follows: A = 90 – 100, B =80 – 89, C = 75 – 79, D = 70 – 74, F = 0 – 69.

**-H**

**Homework**:

We do not have homework at Matzke.

**Honor Roll**: Student in grades 2nd – 5th are eligible for honor roll. To earn exemplary honor roll, students must receive all A’s and all S’s in conduct and work habits. To earn A/B honor roll student can earn any combination A’s and B’s on the report card must

maintain all S’s in conduct and work habits.

**Horizons**: The Horizons program is for students who are identified as gifted/talented through the standardized testing criteria defined by the district.

**-I**

**Immunizations**:

Texas law requires certain immunizations before a student may attend school. These immunizations are listed in the

*Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.

**-L**

**Lost and Found**: Lost and Found is located in the hallway by the gym. If an item is lost, students/parents are urged to check the lost and found. On the last Friday of each month, all unclaimed items will be disposed of or donated to a charitable organization.

**Lunch**: While parents may not bring food for other children, they may provide food or beverages for their own child’s consumption and sit at the visitor tables at the back of the cafeteria. Many parents treat their children to special lunches from outside restaurants occasionally. While we encourage you to reward your children with these special celebrations, we ask that if you are bringing your child lunch that you arrive on time. To protect instructional time, any student waiting on a parent ten minutes after lunch has begun will be sent through the cafeteria line. NOTE: In order to teach and review cafeteria procedures and routines, lunch visitors will not be allowed the first week of school. In addition, lunch visitors will not be allowed during testing days.

**-M**

**Medication**:

If it is necessary that medication be administered to your child at school, the medication must be delivered to the school

by the parent/guardian. In addition, parents must transport the medication home. Students are not permitted to transport or be in

possession of any medication (over-the-counter or prescription). All medications must be in original containers.

**Money**: If you must send money to school for any reason, we ask that you send it in a sealed envelope that has been clearly marked with your child’s name and the purpose for which the money was sent.

**-P**

**Parents Out of Town**: If both parents are planning to be out of town, and the child will be staying with a friend or relative, please

supply the school with pertinent information in writing. The information will help school personnel with transportation arrangements as well as any medical problems that may arise while parents are away. It is also advisable to give written permission to the caretakers to seek medical care.

**Physical Education**: State law requires that children have access to a minimum number of physical education minutes each week. Under some circumstances, a child may be required to not participate in physical education activities due to certain health issues. In this case, the parent may write a note to be given to the P.E. teacher and the nurse. If the amount of time requested exceeds three P.E. classes, a doctor’s excuse from physical activity will be required. Students not participating in P.E. will complete class work assigned by the P.E. teachers. For safety reasons students need to appropriate shoes to participate. No flip flops.

**Prohibited Articles**: Some common items used at home may create disruptions if brought to school. Students should refrain from bringing toys and games to class. Items including, but not limited to cell phones, electronic games/musical devices, walkie-talkies, pagers, cameras, radios, sunglasses, laser pens, trading cards, and other costly articles should not be brought to school. Inappropriate items will be collected by the teacher and held until they can be retrieved by the parent/guardian. Also, sharp, pointed objects that could be potentially dangerous are prohibited as well as glass jars and/or bottles. Live animals are not allowed. Finally, students are prohibited from the engagement of distributing, trading, or selling items at school.

**-Q**

**Questions**:

Teachers are not always able to get to a phone during the day, it is very helpful when parents send notes regarding

questions. Teachers make it a habit of asking for notes each day and are happy to respond to any parent questions. If you would like to talk personally to the teacher, we ask that you call the front office and leave a message. The teacher will return your call as soon as possible.

**-S**

**School Hours**: 8:40 a.m. – 4:10 p.m.

**School Supplies**: Each student enrolling at the beginning of the year will be responsible for purchasing all of the supplies listed.

Many items are “pooled” for use throughout the year. Students should not bring supplies other than those on the school supply list. Consumables may need to be replenished throughout the year.

**School Telephone**: The telephones in the school building are business phones and may be used by students only on an emergency basis. Parents should not call the school to talk to a child or leave messages for him/her. After-school plans should be made in the morning before your child leaves home. Assignments or items left at home do not constitute an emergency.

**-T**

**Transportation**: *Bus Rider*: Bus transportation is available to all Matzke students. Each student will be placed on his/her scheduled bus each day, unless written permission is received to allow another means of transportation. Students are not allowed to board another bus without written permission signed by the principal or his/her designee. Temporary transfers from one bus to another will not be allowed except in extreme emergency situations. We enlist your support in working with your child concerning appropriate bus conduct. Student must realize that misbehavior on the bus can lead to unsafe conditions and will not be allowed. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. With the privilege of bus transportation goes the responsibility of each individual bus rider to exhibit safe behavior at all times. Failure to observe the bus rules will result in parent notification through a bus report. Excessive bus reports may result in the denial of this transportation privilege. Information concerning student conduct on buses is detailed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.*Car Rider*: Those parents that elect to provide transportation for their children are asked to use the appropriate drop-off/pick-up location which is at the front of the school. Students should NOT be dropped off before 8:25 a.m. as there will be no supervision. When picking up your child, we ask that you wait patiently in your car until he/she is released.

**Transportation Changes**: Parents must send a note to school regarding any transportation changes. In the case of an emergency, parents may fax the school at (281) 897-4454 . A copy of the parent’s driver’s license MUST accompany the fax. Phone or email changes will NOT be accepted. All transportation changes should be made before 3:30 PM so that we may have adequate time to get a message to the teacher.

**-V**

**Visitors**:

For security reasons, all visitors must use their driver’s license to sign in. This will generate a name tag which must be

worn at all times during your visit. Visits to individual classrooms during instructional time are permitted only with prior approval

from school administration. Parents who wish to visit a classroom during instructional time should contact the child’s teacher. The

teacher will set up a date/time that will not be disruptive to any classroom activities. Student visitors are not permitted during the

instructional day. School personnel may ask any person not having legitimate business to leave the premises.

**-W**

**Water Bottles**: Students are permitted to bring clear water bottles (filled only with water, not flavored additives) to school, providedthat they use them responsibly. Water bottles must come to school filled

**Withdrawal from School**: In order to withdraw your child before the end of the year, you will need to notify your child’s teacher and the school’s attendance secretary. Two days notice are needed to complete checkout procedures, which includes clearing your child’s library and textbook records.