

POSTMA ELEMENTARY



Student/Parent Handbook 2023-2024

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General Information

School Hours

<u>School Hours:</u>	8:45 AM - 4:10 PM
Arrival	8:20 AM
Grades PK-5	8:45 AM - 4:10 PM
AM PPCD	8:45 AM - 12:00 (End time is being verified)
Dismissal	4:10 PM

Administration

Principal	Terry Bell	Teresa.bell@cfisd.net
Asst. Principals	Tracy Barstow	Tracy.barstow@cfisd.net
	Julie McClosky	Tracy.barstow@cfisd.net
Counselors	Monique Vien	Monique.vien@cfisd.net
	Tondra Scott	Tondra.scott@cfisd.net
Diagnostician	Valerie Nelson	Valerie.nelson@cfisd.net
Principal Secretary	Jennifer Park	Jennifer.Park@cfisd.net
Asst. Principal Secretary	Ashley Melvin	Ashley.Melvin@cfisd.net

District Code of Conduct

The District Student Handbook/Code of Conduct will be available on-line through the district website: www.cfisd.net. You are asked to become thoroughly familiar with this very important document and to use it as a reference as questions arise. There are changes made each year. A paper copy of the handbook is available at Postma Elementary for your convenience. In the handbook, it also states that campuses may make their own policies as long as they are aligned with district policies. Please keep this packet as a reference to campus policies.

Visiting Postma: CFISD takes student safety seriously and has recently installed additional safety features at each campus, including bullet-resistant glass in the front and security vestibules in the front. For the safety and security of our children, all visitors must check in at the front office. You will be asked the reason for your visit through the intercom system before you are buzzed into the building. Then, you will be buzzed into another door in the front office. Your driver's license or ID will be checked or scanned EVERY time you visit the campus. Then you will sign in and be given a name tag with the area you are visiting on the tag. Security vestibules have been installed in front of the instructional area. You will need to be buzzed into the cafeteria or the instructional area after you have signed in. Please return to the front office after your visit to sign out and return your name tag. These procedures will take additional time. However, anything we can do to increase awareness of who and why someone is on campus will support safety for everyone. For the safety of all, please refrain from holding the door open for another visitor. Only one visitor/family is allowed in the secure vestibule at a time. Not holding a door open for another visitor isn't rude-it's safe. Thank you for your cooperation in helping to keep all our Pumas safe.

Visitor Parking: Visitor parking is located in the front parking lot of the school. Please do not park in the circular drive during the hours of 8:20 am - 4:30 pm.

Classroom Observation

Classroom Observations: Appointments are required and must be set up with the assistant principal's secretary. Visits are limited to 20 minutes. An assistant principal will accompany the parents/legal guardians during the observation.

Drop-offs: Only drop-offs for emergency items such as glasses or medicine (to the nurse) will be accepted during the school day. No drop offs will be accepted for school projects, lunches, jackets, backpacks, class work, water bottles, etc. Delivery of gifts

such as balloons, flowers, etc. are not allowed. Please help us maintain a safe environment on campus by respecting our policy in regards to campus drop-offs.

Parties & Celebrations: Student birthdays are announced each morning, and students are recognized by their homeroom teachers. Due to Foods of Minimal Nutritional Value and Competitive Food guidelines, parents are **NOT PERMITTED** to bring cookies or cupcakes (or other food items) to the school to share with classmates. However, if you'd like to purchase cookies or ice cream treats from the cafeteria for your child's classmates, please call the cafeteria manager at 281-345-3613. Birthday invitations may **NOT** be handed out at school (**unless every student in the classroom is receiving an invitation, or all girls or all boys.**) Delivery of gifts such as balloons, flowers, etc. are not allowed.

Please see the CFISD Student Handbook for additional information regarding this subject

Snacks: Students may bring a healthy snack to have during classroom snack time. Please avoid snacks with sugar, that are sticky, and are overly messy. Snacks should not cause a distraction and be able to be consumed in a timely manner with minimal mess.

Water: Students are encouraged to bring water (sport-top bottle preferred) daily. Please label your child's bottle with their first and last name. Students are allowed to refill their water bottle during the day as needed.

Extra Clothes: It is recommended that all PK & Kindergarten students keep a change of clothes in their backpack.

ID Badges: Students are required to have a student ID Badge to utilize CFISD transportation. Students will not be permitted to ride a bus home in the afternoon without an ID badge. If your student loses or damages their ID badge, replacement cost will be \$3. Lunch cards will be the same cost of \$3. Replacement lanyards or sleeves will be \$1 each.

Breakfast Procedures: Breakfast is served from 8:20-8:45 AM. Students that arrive on campus after 8:45 AM will report directly to class, unless they arrive on a late

bus. All students that arrive on a bus, regardless of time, will be given an opportunity to eat breakfast upon arrival. Breakfast will be eaten in the cafeteria. Students will not be allowed to eat breakfast in the classroom. **We do NOT have visitors for breakfast.**

Communication

District:

Websites: CFISD.NET

District Notification System (enabled via Home Access)

Listen to TV Channels: 2, 11, 13, or 26

FM Radio Stations: 97.9, 95.7, 100.3, 93.0, 102.9, 99.1, 107.9

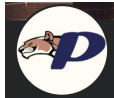
AM Radio Stations: 101, 740, 940

Postma Newsletters: The Postma Press, our bi-weekly school newsletter, includes the PTO monthly newsletter and can be found on the Postma website at <http://postma.cfishd.net/en/> under the School News Tab.

SchoolMessenger: School Messenger, the district's notification system, will keep you informed about district and school activities. Additionally, it allows us to send accurate, real-time information during an emergency situation. This system is designed to send phone calls, emails, and text messages (and allows you to select one number for those calls & text messages). **We will use School Messenger as our primary mode of electronic communication.** You may update your contact information directly through HAC to ensure that we have the most current information on file.

School Web Page: To access the Postma website, click the following link <http://Postma.cfishd.net/en/>. On this page you will find links to all past newsletters, the school calendar, and other school information.

Social Media:

- Visit our X page (formerly Twitter) @PostmaPumas to hear about some of the fun things that are happening at Postma.
-  Visit our Facebook page for "Postma Elementary" and "Like" our page to keep up with all that is happening at school. Newsletters and much of the SchoolMessenger information is also posted on our Facebook page.

Classroom Specific Communication:

Each homeroom teacher will provide communication through their preferred method (ie: newsletters, emails, Remind, Facebook group). Please check with your student's teacher for their specific class communication method.

Teacher Communication: We believe communication between the teacher and parent is vital to the success of the student. Phone communication and conferences are encouraged whenever school staff members or parents have concerns regarding a student's academic or behavioral progress. We encourage you to work with your child's teacher first with any situation.

Phone Calls/Emails: Please allow staff members up to 48 hours to respond to any phone call or email. We want to focus our attention on the students while they are here each day.

Transportation

Arrival:

Students may enter the building at 8:20 AM. There is no supervision available for students who arrive on campus before 8:20 AM. Please, do NOT drop students off before 8:20 AM unattended. Instruction begins at 8:45 AM. Children arriving late (after 8:45 AM) **MUST** be walked in & signed in at the front office by a parent or guardian. In order to ensure the safety and comfort of all students, animals are not permitted past the bike racks during arrival and dismissal.

Car Riders:

In order to help facilitate a safer and smoother morning drop off, please follow the procedures for car riders. For both arrival and dismissal, you will see cones set up to block off portions of the entrance to the driveway, as well as reinforcing the right turn only out of the parking lot. The cones will also prevent cars from crossing Greenhouse at Red Copper Lane and turning into the Postma driveway. **Car riders will only enter the Postma parking lot by taking a RIGHT turn into the Postma parking lot from Greenhouse.** There will be one lane for entrance. **Please stay in the single lane until Postma staff have given the signal for the double lane to form.** The middle

lane will be used for Postma Staff and the Club Rewind parents to safely enter the parking lot until 8:15 AM. See Car Rider News for a map.

Morning Car Riders: Students should remain in the vehicle until you have reached the “UNLOADING ZONE” **AND** hear 2 whistles to indicate it is safe for students to exit the vehicle. Postma staff are spread out in the “UNLOADING ZONE” to assist students if needed.

Morning Club Rewind: **If you arrive after 8:15 AM**, you will need to join the end of the car rider line. **If you arrive before 8:15 AM**, you will enter the Postma parking lot through the middle lane. As you are **leaving** the Postma parking lot after dropping off your Club Rewind student, **please use only the right lane to exit.**

Dismissal:

Afternoon Car Riders: We will be using a double car rider line for afternoon car riders to load 16 vehicles at a time. Please follow these procedures to ensure the safety of our students and staff. At this time we have 400 car riders. We truly appreciate your patience! -All vehicles must have the current car tag visible hanging from the rear view mirror. Students will be loaded into the car with the current car rider tag.

-If you do not have the car tag, you will be asked to park and show ID at the front desk before your student will be released.

-The first car should wait behind the cones for Postma staff to release.

-Postma staff will move the cones and give the signal to move forward to the “Loading Zone”.

-Students will wait inside the building and will be called to load when it is their turn.

-For safety, please remain in your vehicle. Staff will open the vehicle door for the students to load. In order to keep the car rider line moving, please pull forward, out of the car rider loading zone, if you are needing to assist your child with the seatbelt.

-After students have been loaded in their vehicle, Postma staff will give the signal to exit the “Loading Zone” by **waving** and **one whistle**.

-Please remain in your designated car rider line to ensure that all students safely enter their cars. Changing lanes causes delays.

-If you have questions, please email Leslie.Jaramillo@cfisd.net.

****Car Rider dismissal ends at 4:35 PM. Should you arrive after 4:35 PM, an adult will need to sign your student out in the front office using a valid ID or the car rider tag. Recurring late pick-ups will result in alternate dismissal arrangements.**

Please respect our safety measures, our staff, and each other in the car rider line. Our children are watching our behavior.

Walkers/Bikers: *A Walker/Biker Permission Form must be completed by the parent and approved by Postma staff in order for your child to be a walker/biker.* **Permission to be a walker/biker is limited to the children that live in the neighborhood directly behind Postma.** Walkers/bikers will enter in the front of the building. After school, all walkers will meet in a designated area and be escorted to the “walker gate” by a staff member where they will be released to walk home. All bikers will be released with the first round of car riders through the front of the building. In case of inclement weather, alerted via Remind, all walkers/bikers will need to be picked up in the car rider line or at the front door after dismissal (see Walker/Biker Permission Form). “Inclement Weather” is defined as severe thunderstorms that occur during dismissal from 4:00pm - 4:30pm.

Bus Riders: A student must ride the bus assigned by the district and board/get off the bus at the assigned stop. CFISD strongly encourages a caretaker to be at the bus stop for Pre-K/Kinder students. It is possible the bus driver will return a Pre-K/Kinder student to the school if no caretaker is at the stop. The parent will be called to pick up the child from school. Children who are habitually returned may have an attendance officer visit home, receive a court warning letter and/or lose bus riding privileges.

Early Departure: If you need to pick up your child prior to dismissal time, **send a signed note with your student in the morning** stating the date and time the student needs to leave. Students who arrive at school with an early release note are issued a blue sticker that alerts the teacher to send them to the front office at the requested time. The person picking the child up from school must have their full name on the note sent and show their driver's license or valid ID.

If you are **not able** to send a note, please call the front desk for assistance. The front desk will assist you with the steps for early pick up. Be prepared to provide written documentation and ID verification once you arrive at the campus to pick up your student. **Parents not sending a note may experience an extended wait time.** **Please plan accordingly.** **Teachers are not allowed to accept early departure changes. All early departures must go through the front office to ensure proper documentation.** In the event it is not the parent/guardian picking the student up for the early departure, parents/guardians must provide written documentation providing

approval for the early release. Any person picking the child up from school must have their full name on the note sent and show proper identification. **Emergency contacts are only permitted to take the child if initiated by the campus.**

To facilitate a safe and efficient dismissal, early release will not be permitted after 3:45. Students that need to leave between 3:45 and 4:10 should be picked up through the car rider line. Thank you in advance for your understanding that student safety is our top priority.

Club Rewind: If your child attends Club Rewind after school, transportation changes need to be sent to both Club Rewind Staff and the campus. Afternoon Club Rewind dismissal begins **after** the Postma car rider dismissal is complete.

Transportation Changes: For safety purposes, please limit transportation changes unless absolutely necessary. Send a signed note with the beginning and ending dates of the change and the type of transportation change. If a note is not received, the usual method of transportation will be followed. Students are not permitted to change buses unless approved by CFISD transportation department. In the event of an emergency transportation change, please call the front desk for assistance. Be prepared to provide written documentation and ID verification. Written documentation is required for all transportation changes. **Teachers are not allowed to accept transportation changes. All transportation changes, rather planned or in the event of an emergency, must be processed through the front office.**

Attendance: Attendance is taken daily for grades PK-5. Students who leave prior to attendance time, are marked absent for the entire day. Please send a note within three days if your child is absent from school for the absence to be excused. Parents will receive letters about excessive tardiness and/or absences that may result in court warnings or fines. Please see the CFISD Student Handbook/Code of Conduct for further information.

Tardies: When a student arrives after 8:45 AM, they are marked tardy. Parents must park their car and come into the building to sign in their child. Parents who drop off students late on a continual basis may receive a court warning letter and/or a visit from an attendance officer. Due to enhanced security, signing in students that arrive after 8:45 AM will take additional time. Please be patient through this process. Remember,

Pumas should be in class and ready to learn no later than 8:45 AM. Teachers begin teaching promptly at 8:45 AM.

Lunch

Lunch: If your child forgets their lunch, please bring their lunch during their scheduled lunch time. (See schedule below) The parent will need an ID to check in at the front desk, receive a V-Soft sticker, and deliver their child's lunch to the cafeteria. If you are unable to come during their scheduled lunch time, your child will go through the lunch line.

Lunch Schedule:

Kinder	11:20 AM-11:50 AM	2nd Grade	11:55 AM-12:25 AM
1st Grade	10:45 AM-11:15 AM	4th Grade	1:05 PM-1:35 PM
3rd Grade	12:30 PM-1:00 PM	5th Grade	1:35 PM-2:05 PM

Lunch drop-offs to the front office will not be accepted.

Cafeteria Visits: In order to support student safety and teach students cafeteria procedures, we will begin lunch visitors on October 4th for Kindergarten through 5th grade students only. Lunch visitors are invited to have lunch with their child on Wednesday, Thursday, or Friday each week. Written permission from a parent/guardian must be sent with the student for a visitor to eat lunch with the child. Due to limited space, a child may have **one** lunch guest and the cafeteria is limited to 18 lunch visitors per day per grade level. In order to reserve your space at lunch, a link to a **Lunch Visitor Sign-up Genius** will be sent out on the Friday prior to each week via School Messenger and will be posted weekly on the [Postma Website](#) under "Upcoming Events". Due to limited space, **you may be turned away** if more parents come for lunch than we have room for in the lunch visitor area. Parents that RSVP via the Sign-Up Genius will have priority. Friday is typically a very busy day, please try to

attend on Wednesday or Thursday when possible. Please be patient, everyone will want to attend at the beginning.

See the [Lunch Visitor Guidelines](#) for more information. Children 5 and under do not count as a guest, but young children must stay seated and supervised. **School-aged siblings are not permitted to eat lunch with your child.** You may bring lunch for your child **only** and **only** your child will be allowed to sit with you. **No other classmates are allowed to sit with your child.** Lunch visitors will sit on the stage. When the teachers initiate the "silent chew" time (signaled by a group clap), all students eating with visitors must return to their homeroom tables to prepare for dismissal from the cafeteria and parents need to return to the front office to check out.

- **Remember, pictures and videos while in the cafeteria should be of your child only.**

If you plan on eating with more than one child, please exit the cafeteria at the end of each lunch and return to the front office to receive a new tag. Due to limited space, we appreciate your support by following these guidelines. **There will be no visitors for breakfast. No lunch visitors on testing days, curriculum-based events, or as indicated on the Postma calendar.**

Health Resources & Clinic Procedures

Illness:

- A sick child who is unable to participate in school in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, school staff, and visiting community members from contracting an illness that can be spread from person to person. Please be aware of the following guidelines for school attendance.

- **COVID-19:** Refer to the [CFISD LEAD Safely](#) plan for students who are experiencing symptoms, have tested positive, or have been in close contact with an individual who tested positive.
- **Fever:** A child must remain home with fever equal to or > 100° F and may only return after he/she has been fever free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.
- **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting must stay at home and may return to school only after being symptom-free for 24 hours.
- **Conjunctivitis (Pink Eye):** Following a diagnosis of pink eye, a child may return to school 24 hours after the first dose of prescribed medication has been administered.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash must stay at home and may return to school after a health care provider has made a diagnosis and authorizes the child's return to school in writing or symptoms have resolved completely.
- **Head lice (pediculosis):** Students who have an active case of live lice may attend school only after treatment which eliminates all live lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch. Head lice are common in school-aged children, so parents should routinely monitor children for live lice and teach the avoidance of behaviors that spread lice.
- If you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodations required upon his/her return.
A healthy school community requires parents and schools to partner with each other. To prevent/minimize local outbreaks of contagious disease, parents must keep children who have an illness that can be spread from person to person at home, and CFISD school nurses will exclude students with symptoms of a communicable illness from school attendance.

Refer to [District Health Resources](#) for more information.

Medication:

Prescription Medication

- The school district has received a written request to administer medication from the parent, legal guardian or other person having legal control of the student.
- Prescription medication must be in the original container properly labeled with the child's name, name of medicine and directions for time and dosage.
- Medication must be prescribed by a medical professional licensed to practice in the United States.
- School district employees shall not be required to administer any medication that exceeds recommended dosages, or administer any procedure that conflicts with standard medical practice, as described in recognized medical references on these issues.
- When the period for administering the medication has expired, or at the end of the school year, the parent or other adult must retrieve the medication from school. **Students may not transport medicine to or from school.**

Non-Prescription Medication

- Non-prescription medication shall be in the original, unopened container.
- Student's name and directions for time/dosage shall be provided by the parent/legal guardian at the time the request to administer the medication is made.
- Substances such as vitamins, herbal preparations, etc. will not be given during school hours.

Dress Code

Student: Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

We do not have a formal dress code, but we do have guidelines. Please refer to the [District Student Handbook](#) for complete information regarding dress code. General guidelines for our Postma students include:

- No clothing that is too tight, too loose, revealing, saggy, or too short. Shorts/dresses must be mid-thigh in length or longer.
- Dresses and Tops: No spaghetti-straps, backless, low cut, too short or reveal underclothing, midsection, torso, back, chest, or cleavage.
- Leggings must be worn with a top of appropriate length.
- No gang, cult-type clothing, or clothing that depicts guns, alcohol, drugs, inappropriate logos/sayings, etc.
- Hair must be well groomed, neat and clean at all times; hair style/color and makeup must not distract from or interfere with the learning and school environment.
- No hats or head coverings, except for religious, medical reasons, or for campus special events.
- Shoes must not present a safety or health hazard. Tennis shoes are best for participation in PE and recess.
- Costumes are not permitted unless it is a campus-organized event.

If you question the appropriateness of an article of clothing or hairstyle, we ask that you not allow your child to wear it. It is an uncomfortable situation for both the staff member and the child when guidelines are not followed. School administrators have the final decision in determining and enforcing student dress and grooming standards at school.

Parent/Visitor Dress Code: Visitors are expected to follow a similar dress code as students in regards to clothing. Refer to the guidelines above. Thank you in advance!

Technology

Home Access Center (HAC): Grades, attendance, and tardies for 2nd through 5th, general information Kinder and 1st can be located via Home Access Center for each student. Phone numbers and email can be updated via [Home Access Center](#) as well. This is a secure system and information requires that you have a confidential Login ID and password for each of your children. This number will remain exclusive to your child as long as they are a student in CFISD.

Prohibition of Telecommunication Devices: During the school day, students are generally prohibited from using all telecommunication devices such as, but not limited to, cellular phones and smart watches. Placing the cell phone into silent/vibrate mode and text messaging is not considered “turned off” and is prohibited. Cellular phones should remain in the students’ backpack during the instructional day. Recording, videoing, or photographing any individual without consent/permission is prohibited.

Exception: Teachers have the authority to allow students to use telecommunication devices for instructional purposes within the confines of the classroom.

District Issued Student Devices

District Issued Student Devices: Students will be issued a CFISD device for school work. Devices should be charged and brought to school daily. Students are provided with a cover for their device/chromebook and a charger. Students are expected to keep the issued protective cover on their device at all times and to take proper care of their device. Students that need their device serviced by a technician will complete a Happy Fox ticket. Go to CFISD.HappyFox.com to request service for your child’s device.

Replacement costs for lost or damaged devices are listed below (prices are subject to change).

Hotspot Case	\$7.00
Hotspot Charger	\$21.00
Hotspot	\$64.00
Chromebook Charger	\$30.00
Chromebook Case	\$30.00
Chromebook	\$427.00

Curriculum & Instruction

Retest/Redo Guidelines

EIA (Local): The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

The following criteria should guide retest/redo practices:

- A student may have a maximum of **three (3) opportunities** each nine weeks to redo up to **three (3) daily assignments, or two (2) daily assignments** and **one (1) unit test or checkpoint**, for which the student earned a grade of 69 or below.
- The highest grade a student can earn on a "retake or redo" will be a 70. A student may not earn a grade lower than the original grade.
- Prior to retesting/redoing, an intervening action plan should be created (teacher directed). Examples include reteaching; tutorials before, during, or after school; study guide taken home and reviewed; etc.
- **Benchmarks and DPMs are not included in the retest/redo opportunities.**

Homework

Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and projects may also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework. **If students do not complete homework, they will be provided an opportunity during recess and/or WIN Time to complete any unfinished homework.**

Honor Roll Criteria

Honor Roll & Award Criteria (Grades 2-5)

Distinguished Honor Roll: Students who made all A's and **all** S's for conduct on their report card for the year.

Honor Roll: Students who made A's and B's (more A's than B's) and **all** S's on their report card for the year.