

Ault Elementary School

Quick Reference Guide for Parents

21010 Maple Village Drive
Cypress, Texas 77433
Phone: (281)373-2800 • Fax: (281) 373-2823

****Changes and critical pieces of information have been highlighted for your convenience****

-A-

Address/Phone Changes: Changes in address/phone number should be communicated to the front office immediately. Proof of Residency (utility bill – gas, electric, or water; lease agreement; or closing papers) is required by the district when changing your address.

Arrival: The building is open to students beginning at 7:55 a.m. There is no supervision for students before this time. If your child is arriving at school before this time, the administration will contact you to make arrangements. Please see the “Club Rewind” section for available before and after school child care.

Attendance: Students arriving after 8:15 a.m. are tardy. **Attendance is marked daily at 9:45 a.m.** Students are required to provide a note from a parent or guardian for each absence **within three days** from the date of the absence or consecutive absences. This note may be mailed, faxed, e-mailed, or delivered in person. This note is to include the student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. If the student does not provide a note for being absent, the absence will be counted as unexcused. If your child is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for 10 or more days or parts of days in a six-month period, they will be automatically referred to the district’s attendance officer for follow up. Subsequent absences will also be monitored.

-B-

Birthdays: Party invitations may not be dispersed at school. Parents may use the Ault directory for phone numbers and addresses. This may aid you in dispersing invitations outside of school. Due to the “Foods of Minimal Nutritional Value (FMNV)” policy, parents may not bring cakes, cupcakes, cookies, or food of any kind, for any child other than their own. Balloons, flowers, or gifts should not be sent/brought to school. If a parent wishes to order cookies or ice cream from the cafeteria the following guidelines must be adhered to: 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.

-C-

Cafeteria Services: When your child’s account becomes low, you will be notified by the Food Services automated system of the need to replenish the account. In addition, your child will receive a “sticker” to wear home as a reminder. Parents may monitor their student’s account and add money electronically through the district website. You may also send checks or cash with your child. Please place the student PIN # on the check or envelope. Students with a negative balance will be served a snack from the front office (usually some type of cracker and milk or juice). Forms for free and reduced meals are available through the cafeteria or front office.

Reapplication must occur each year.

Cell Phones/Communication Devices: Cellular phones and other communication devices should be silenced when visiting class or attending a school presentation. Students must keep cell phones on silent and in their backpacks during the instructional day. If cell phones are visible, a staff member will remind the student to put it in their backpack. If the cell phone is out or visible again, it 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. At teacher discretion, students may be allowed to use cell phones for educational purposes.

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. In some cases, the child may be allowed to rest in the clinic at the nurse’s discretion. The nurse will not call each time a child is referred to the clinic. Michelle Trahan, R.N. will use her professional judgment and notify parents when necessary. The clinic phone number is 281-373-2810.

Club Rewind: Club Rewind is a Cy-Fair ISD before/after school care program at each elementary campus. It is open to students in Kindergarten through 5th grade. The program is managed separately from the school through the office of Community Programs; however, Club Rewind administration works closely with the school principal/office staff to ensure the program functions optimally. Hours of operation of Club Rewind are as follows: Morning care begins at 6:30 am and ends when students are allowed to go to the classrooms. After-school care begins immediately after school dismissal and closes at 6:30 pm. Registration and other information can be found at www.cfid.net or by calling 281-807-8900.

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. Please check your child's backpack daily. The Home Access Center is an electronic way to monitor your child's current grades. We recommend all parents regularly check the Home Access Center (grades 2-5 only). Please refer to the following guidelines regarding electronic communication:

- Parents will receive weekly communication through email from their child's teachers regarding upcoming events and specific class or grade level communication.
- The Ault Advisory and most other whole campus communication will be distributed electronically. If you do not have access to e-mail, you may access weekly newsletters by going online to www.cfid.net (click on "Campuses," "Ault," "School Info," and "Newsletters.")
- Parents will still need to check their child's backpack/binder daily for any graded papers or teacher communication that personally addresses their child.
- Additional flyers, etc. that cannot be sent electronically will be sent home on Fridays.

Conduct: Student conduct is communicated through 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. Please refer to the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* located in the "Quick Links" menu on the Cy-Fair website (www.cfid.net) for specific guidelines.

-D-

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. In some cases, the student may be asked to change into clothing that is available from the clinic.

-E-

E-mail: Teachers check their email daily. Please understand that it may be 24 hours before you receive a response. Teachers are encouraged to call if the e-mail concerns specifics that require a two-way conversation. Teachers are not permitted to discuss student grades or conduct via email.

End of Year Placement: State law mandates minimum performance standards for promotion from one grade to the next. Board policy states, "To be promoted at the end of kindergarten and first grade, a student must earn an end-of-year grade of satisfactory in reading, language arts, and mathematics. To be promoted at the end of grades 2-5, a student must earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies. Fifth grade students are required to meet minimum expectations on the **State of Texas Assessments of Academic Readiness (STAAR™)** Reading and Math tests in order to meet promotion criteria. Students who meet promotion criteria will be promoted to the next grade level and may not be retained, regardless of parent request.

-F-

Foods of Minimal Nutritional Value (FMNV): The Texas Department of Agriculture has created nutrition guidelines (Texas Public School Nutrition Policy) by which all schools must abide by. According to the policy, an elementary campus may not provide access to food or beverage to students anywhere on campus during the school day, unless it is provided through the school breakfast/lunch program or can be correlated with the curriculum. Under these guidelines, parents, teachers, and others are prohibited from serving any food or beverage to students during the school day. While parents may not bring food for other children, they may provide food or beverages for their own child's consumption for lunch and approved classroom snacks where applicable.

-G-

Grading: In an effort to communicate progress to parents, work samples are collected and graded to show a student's mastery of specific skills. 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. In grades K – 1st, teachers assess student work samples and record their achievement. At the 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 nine weeks grade. These grades (2nd - 5th) can be accessed via the Home Access Center. Numeric grades may be converted as follows: A = 90 – 100, B = 80 – 89, C = 75 – 79, C- = 70 – 74, F = 0 – 69.

-H-

Honor Roll: Students in grades 2nd – 5th are eligible for honor roll. To earn honor roll, students must receive all A's or a combination of A's and B's on the report card.

-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-

Late Work: At Ault Elementary, it is expected that students will complete and turn in all assignments on time. Teachers will establish when an assignment is complete and ready to be graded. It is up to teacher discretion to determine if an assignment will be graded "as is." If a student is continuously showing difficulty with completing work, the teacher will communicate this to parents. If the student shows difficulty in completing assignments, this can be indicated with an N on their work habits. Students will not be permitted to call home to retrieve forgotten work. They may bring their late work the following day.

Library: Students will visit the library during Language Arts classes. Two books may be checked out at a time. A new book may not be checked out until a previously borrowed book is returned. If a book is not returned or found before the last day of school, the student will be responsible for the cost of that book(s).

Lost and Found: Please ensure that your child's personal items have their name on them in permanent marker (i.e. coats, hats). Lost and Found is located in the hallway near the cafeteria. If an item is lost, students/parents are urged to check the lost and found. Twice per year, all unclaimed items will be disposed of or donated to a charitable organization.

Lunch: Occasionally parents treat their children to special lunches from home or outside restaurants. While we encourage you to reward your children with these special celebrations, we ask that if you are joining your child for lunch that you arrive on time. There will be a special table for students who have visitors for lunch. Visitors are limited to parents/guardians and grandparents. To protect instructional time, any student waiting on a visitor 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 at the beginning of the school year. A schoolwide communication will be sent out with details regarding when lunch visitors will be allowed. Lunch visitors are permitted on Tuesdays, Wednesdays and Thursdays ONLY unless circumstances require a non visitor day due to testing or other conflicts.

-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. The medication must be in the original container with dosage information indicated. If the medicine is a prescription from a doctor, the dosage information must be listed on the original container. *Students are not permitted to transport or be in possession of any medication (over-the-counter or prescription) including cough drops.*

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. We are not responsible for lost or misplaced money.

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Parent-Teacher Organization (PTO): The school has an established Parent-Teacher Organization. One of the most important functions that this group performs is the organization of its Volunteers in Public Schools (VIPS) program. Parents volunteer their time in a variety of ways to enhance the education of students. Ault values and appreciates the VIPS and their dedication to our students and staff. Please visit the Ault PTO Facebook page for more information.

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 refrain from 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. Students who are unable to participate in P.E. will also sit out during recess for their safety.

Pictures: Pictures are permitted to be taken **during special school events** only. Photographs including any child other than your own should not be published (including published to websites such as Facebook) in order to honor the privacy of others. Pictures are not permitted to be taken during a regular school day (this includes birthdays etc. in the cafeteria).

-Q-

Quality Education: Ault Elementary is dedicated to providing all students with a quality education.

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School Hours: 8:15 AM - 3:40 PM

School Supplies: Each student will be responsible for purchasing grade level school supplies. 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 with teacher permission. 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: Parents will indicate **ONE** permanent mode of transportation for dismissal at the beginning of the school year. Students will be sent home daily as parents have indicated. Parents must send a note to school regarding any transportation changes. In the case of an emergency, parents may fax the school at 281-373-2823. A copy of the parent's driver's license **MUST** accompany the fax. Phone changes will **NOT** be accepted. **All transportation changes MUST be made before 2:50 PM so that we may have adequate time to get a message to the teacher.**

Emails to teachers will not be accepted as transportation changes; emails may be sent to the front desk receptionist at marydawn.morton@cfisd.net. Emails must be sent by 2:50 PM on the day of the change.

- **Bus Rider:** 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. We enlist your support in working with your child concerning appropriate bus conduct. Students 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. 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 provide transportation for their children are asked to use the appropriate drop-off/pick-up location which is at the back of the school. **Students should NOT be dropped off before 7:55 AM.** When picking up your child, we ask that you wait patiently in your car until he/she is released by school personnel. A double car rider line will be implemented in order to increase efficiency. It is essential to follow all signs and directives by school personnel in order to ensure student safety.
- **Cross Walks:** The district provides two crosswalks for the safety of our students. One is located at the corner of Vista Heights and Chappell Knoll, and the other is located near the corner of Maple Village and Chappell Knoll. If your child is a biker or walker, they will be required to cross **at the crosswalk**. Please **DO NOT** park your vehicle on Vintage Falls during dismissal times. This area is reserved for our hiker biker students **only**. Car pickup is restricted to our car rider line in the back of the building. Cars parked on Vintage Falls during dismissal times block the vision of other traffic and students. We

appreciate your support in helping us maintain safety for the benefit of our students and families at Ault!

- ***Hiker/Biker Dismissal:*** If your student is in Pre-K or Kindergarten and is a hiker biker, they must have an older sibling to walk or bike home with OR a parent/guardian. If they do not have an older sibling or a parent/guardian, they will be held in the front office and parents will be notified. Parents must designate an alternate mode of transportation for inclement weather days.

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Visitors: For security reasons, all visitors must use their driver's license or government issue identification 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 or assistant principal. The teacher or assistant principal 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.