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Postma Elementary



Student/Parent Handbook 2022-2023

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Administration

Principal:	Terry Bell Teresa.bell@cfisd.net
Asst. Principals:	Julie McClosky Julie.mcclosky@cfisd.net Tracy Barstow Tracy.barstow@cfisd.net
Counselors:	Monique Vien Monique.vien@cfisd.net Tondra Scott Tondra.scott@cfisd.net
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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.

Emergency School Closings

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

School Hours

School Visitation and Safety

School Hours:

Arrival:	7:50am
Grades PK-5:	8:15am – 3:40pm
AM PPCD:	8:15am – 11:30am
Dismissal:	3:40pm

School Visitation and Safety: 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 now been installed in front of the cafeteria and 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 your visit to sign out and return your name tag. These new 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.

Arrival/Breakfast Procedures

Tardies/Attendance

Arrival: Students may enter the building at 7:50am. There is no supervision available for students who arrive on campus before 7:50am, do not drop students off before 7:50am unattended. Instruction begins at 8:15am. Children arriving late (after 8:15am) **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.

Breakfast Procedures: Breakfast is served from 7:50-8:15am. Students that arrive on campus after 8:15 will report directly to class, unless they arrive on alate 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 by all students in the cafeteria. Students will not be allowed to eat breakfast in the classroom. **We will not have visitors for breakfast.**

Tardies: When a student is tardy, parents must park their car and come into the building to sign in their child. A tardy will be recorded for students arriving after **8:15am**. 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 8:15 will take additional time. Please be patient through this process. Remember, Pumas should be in class and ready to learn no later than 8:15. Teachers begin teaching promptly at 8:15am.

Attendance: Attendance is taken daily at 10:10 a.m. for grades PK-5 and am ECSE. Attendance is taken at 1:00 p.m. for pm ECSE. Students who leave school 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 could result in court warnings or fines. Please read the CFISD Student Handbook/Code of Conduct for further information.

Transportation Changes

Early Departure

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 the transportation change. If a note is not received, the usual method of transportation will be followed. Students are not permitted to change buses unless this change is made through the district. If you call the campus to make a change that will start on the day of the call, we will still need a written note for documentation. Please arrive a few minutes early to write a note to document the change. **E-MAILS are not accepted for any transportation changes. All early departures must go through the front office to ensure proper documentation. Teachers are not allowed to accept transportation changes during the school day. Parents/Guardians must call the front desk in order to make transportation changes that were not addressed with a note sent with the child. Proper identification will be required for all transportation changes.**

Parents that request early release will not be permitted to pick-up their students during the dismissal process. All parents that need their child picked up between 2:45 and 3:40 will need to wait in the car rider line or pick their student up prior to 2:45.

For student safety purposes, transportation changes will not be made after 2:30 pm without Administration approval. Your partnership will help us ensure a safe dismissal for all students. Thank you in advance for your understanding that student safety is our top priority.

Early Departure: If you need to pick up your child prior to dismissal time, send a signed note in the morning stating the time and reason the child needs to leave. If you are **not able** to send a note, please call the front office to let them know that you would like to **fax** that change. The **fax** must include a copy of the **parent ID along with your signature**. If you are faxing a note, it is important to call the front desk in order to make them aware of the impending early release. If you are unable to send a fax and you call the campus to make a change, you will need to write a note once you arrive to document the change. **NO E-MAILS to the teacher or school will be accepted. All early departures must go through the front office to ensure proper documentation. Teachers are not allowed to accept transportation changes during the school day.** 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. **Parents not sending a note may experience an extended wait 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. **Emergency contacts are only permitted to take the child if the campus initiates the removal, so please send a note even with emergency contacts.**

Bus/Car Rider Walkers/Club Rewind

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, and 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 and/or receive a court warning letter or lose bus riding privileges. 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.

Parents must stay in their car and go through the designated car rider line at the front of the school. If a parent needs to come into the building, they are expected to park in a designated parking place and check in through the front office. The *Cypress-Fairbanks Police Department* will issue a ticket for any parked car in the fire lane. Once dismissal has begun, parents will not be permitted to enter or leave until after dismissal is complete. Please respect our safety measure.

Walkers/Bikers: **A release must be signed by the parent in order for your child to be a walker/biker.** Permission to be a walker/biker is limited to the children that live directly behind Postma. Walkers/bikers will enter the front of the building. After school, all walkers will meet in a designated area and be escorted to the exit door in the back of the building 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 incumbent weather, walkers/bikers will need to be picked up in the car rider line.

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.

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 7:50-3:40.

Cell Phone & Smart Watches

Prohibition of Telecommunication Devices: Except as noted in this section, during the school day, students are generally prohibited from using all telecommunication devices such as, but not limited to, cellular phones and smart watches. Such devices must not be visible and must remain turned off during the school day. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited. Using any device that permits recording the voice or photographing or videoing of the image of another without permission or in any way invades the person's privacy, casts the person in a negative or embarrassing light, or disrupts the educational environment, is prohibited.

Exception: Teachers have the authority to allow students to use telecommunication devices, such as, but not limited to, cell phones, netbooks, iPods, iPads, eBooks, for instructional purposes within the confines of the classroom.

Parent/Teacher Communication

Phone Calls/E-mails

Friday Folders

Teacher Communication: We believe communication between the teacher and parent is vital to the success of the student. We also recognize that information may not be translated correctly through emails or text messages, and therefore we do not permit teachers to share details about situations, behaviors, academics, or grades through emails or text messages. However, both emails and text messages are encouraged to communicate the best time to schedule a phone or face to face conference as needed. As always, we encourage you to work with your child's teacher first with any situations.

Phone Calls/E-mails: Please allow staff members 24-48 hours to return any phone calls or e-mails. We want to focus our attention on the students while they are here each day. In addition, the staff member you are trying to contact could be out of the building and therefore have not had an opportunity to respond to your email or phone call. Please return communication preference note. We encourage you to contact your child's teacher(s) first with any concerns you may have before contacting an administrator.

Communication Folders: Every week, a folder will be sent home with your child that will include notes from the school and student work. This folder will act as one of the communication tools between you and your child's teacher. Please sign and return the following day.

Communication Options

Newsletters

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

SchoolMessenger

- School Messenger, the district's mass 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 the School Messenger system anytime to ensure that we have the most current information on file. Registration instructions can be found on the district's webpage at www.cfishd.net

School Web Page

- <http://Postma.cfishd.net/en/> - this link is to our school webpage! On this page you will find links to all past newsletters, teacher webpages, school calendar, and other school information.

Twitter Account

- Visit our Twitter page @ PostmaPumas to hear about some of the fun things that are happening at Postma.

Facebook

- Search 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.

Student Dress Code

Parent/Visitor Dress Code

Student Dress Code: 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 and no spaghetti-straps, backless, low cut or 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 covering, 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.

Parent/Visitor Dress Code: Visitors are expected to follow a similar dress code as the students in regards to clothing that is not too tight, too loose, revealing, saggy, or too short. Shorts/dresses must be mid-thigh in length or longer and no spaghetti-straps, backless, low cut or too short or reveal underclothing, midsection, torso, back, chest, or cleavage. No gang or cult-type clothing or clothing that depicts guns, alcohol, drugs, inappropriate logos/ sayings, etc. Thank you in advance!

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 with minimal mess.

Cafeteria Visits/Lunch Times

- **Cafeteria Visits:** In order to support student safety and teach students cafeteria procedures, we will begin lunch visitors on October 5th for Kindergarten through 5th grade students only. Lunch visitors are invited to have lunch with their child on Wednesday, Thursday or Friday each week. Only a parent/guardian/emergency contact (with a note stating permission from the parent) may eat lunch with their 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 on the [Postma Website](#) under “Upcoming Events” weekly. 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. If a parent would like to allow an emergency contact to eat with their child, a note must be written along with a copy of the parent driver’s license. The emergency contact must be listed on the child’s emergency contact form in HAC. If you have special circumstances, prior approval from administration is required. **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 table to prepare for dismissal from the cafeteria and parents need to return to the front office to check out.

- **Remember, pictures and videos while on stage are not permitted.**

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. For your child to have time to interact with friends, and for our younger students to develop fine motor and social skills, we ask that you limit eating with your child to no more than once a week. **There will be no visitors for breakfast. No lunch visitors on testing or curriculum-based events.**

Lunch Times: 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 can go through the

lunch line. **Lunch drop-offs will not be accepted.**

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

Lunch & Other Drop-off Items

Drop-off's: 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. Please help us maintain a safe environment on campus by respecting our policy in regards to campus drop-offs.

Nurse – Clinic Policies & Procedures

***Illness:**

If your student is absent with possible symptoms of COVID-19, a doctor's clearance or negative COVID-19 test **will be required** to return to campus.

***Medication:**

All medicine, including **cough drops**, must be brought to the clinic in the original container by the **parent/guardian**. Students may not carry any medication at any time. Non-prescription medications will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian. **School personnel are not permitted to apply sunscreen on students.**

Prescription medication must be unexpired, in the original container, properly labeled with the child's name, name of medication and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.

When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

***Spare clothes:**

It is recommended that all students pack a spare change of clothes in their backpack so that in the event of an accident or spill, they are able to promptly change their clothes without having to wait for a drop off of clothes in the event the clinic doesn't have their size.

Send a note or call the nurse with any medical concerns. If your child becomes hurt/injured and the injuries could affect participation at school, please contact the nurse.

Home Access Center (HAC) Honor Roll & Award Criteria

Home Access Center (HAC): Grades, attendance and tardies for 2nd through 5th, general information Kinder and 1st. Phone numbers and email can be updated via [Home Access Center](#) as well.

The Cypress-Fairbanks Independent School District (CFISD) is pleased to provide you with access to records of your child's grades, attendance and assignment information via the internet. This service is made available through the district's Home Access Center and can be accessed at any time. 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.

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.

Perfect Attendance: Student is in attendance for the whole school year.

Homework

Classroom Observations

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 and/or classwork, they will be provided an opportunity during recess and/or WIN Time to complete any unfinished homework or classwork, however, the student benefits best when homework is completed at home and students focus on classwork during instruction time.**

Homework varies by grade level and content area. Pre-kindergarten and kindergarten students follow a monthly calendar of home connection activities. Students in Grades 1-5 have daily math and independent reading each night. Homework time should not exceed 45 minutes per night.

- School communication is sent home each week via your child's teacher. Your child's graded work and notes from the school are placed in the communication folder. Please sign your child's weekly check sheet and take out all work and notes. Have your child return his/her folder and check sheet the day following it being sent home. If you have concerns, please contact your child's teacher.

Classroom Observations: Appointments are required and must be set up with an assistant principal. Visits are limited to 20 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook)

Student Redo Policy

Elementary 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.**

Parties & Celebrations

Food & Nutrition Guidelines

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. As a wish to be fair to all, 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.**) In consideration and respect for the instructional setting time, and safety, delivery of gifts such as balloons, flowers, etc. will not be allowed.

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

Food & Nutritional Guidelines: To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only that do not meet the FMNV. The exceptions to this policy are five designated days determined by the principal. Parents may not provide any food in the cafeteria to students that are not their own.