

2016-2017

**School Colors:**  
Red & Black  
**School Mascot:**  
Bearkat



## BLACK ELEMENTARY SCHOOL

14155 Grant Road Cypress, Texas 77429  
Phone: 281-320-7145 FAX: 281-320-7144  
<http://black.cfisd.net/en/>

*Please keep this information page where you can use it all year.*

### WHO CAN HELP YOU?

Homeroom Teacher - First Contact  
Adeli Cortez – Counselor  
Laura Romine – Speech Pathologist  
Julie Lenk - Media Specialist  
Paula Long - Cafeteria Manager  
Nancy Payne - Nurse  
Elizabeth Rodriguez - Administrative Secretary  
Lupita Ramirez - Attendance Secretary  
Debbie Conner – School Secretary  
LaTish Edwards - Assistant Principal LS/1<sup>st</sup>/3rd/4th  
Kevin Sullivan-Assistant Principal  
PPCD/PK/K/2nd/5th  
Melissa LeDoux - Principal

**ATTENDANCE:** Attendance is taken at 9:55 a.m. Students who leave school prior to roll time are marked absent for the entire day. Please send a note if your child is absent from school within three days for the absence to be excused. Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Please read the CFISD Student Handbook/Code of Conduct for further information.

**TARDIES:** Children who arrive to class after 8:45 a.m. are tardy. Tardy slips will be issued from the office beginning at 8:45 a.m. Children arriving after 8:45 must be signed in by a parent. Children who are habitually late (5 minutes or more) may receive a court warning letter.

**EARLY DEPARTURE:** If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and reason the child needs to leave. We will make every effort to have your child in the office at the designated time. The person picking the child up from school must show a photo ID.

**INCLEMENT WEATHER:** Inclement weather (heavy rain, thunder/lightning, hail etc.) will only be determined under severe weather conditions and will be determined by 3:40 p.m. Please have your child pack an umbrella in his/her backpack for all other days. Please ensure your child's alternate plan is on file with the homeroom teacher. There will be no hiker/bikers on inclement weather days.

### ARRIVAL AND DEPARTURES

**ARRIVAL:** All students may enter the building at 8:25 a.m. There is no supervision available for students who arrive on campus before 8:25 a.m.

**DEPARTURE:** No changes in your child's after school transportation will be made after 3:00 p.m. Any change in dismissal procedures must be in writing and turned in to the office. There is no supervision available for students after 4:00 p.m.

**BUS RIDERS:** Bus transportation is provided by the district for all students and we encourage parents to take advantage of this service. Students are only allowed to ride the assigned bus to and from the assigned bus stop. Any change in bus assignment can only be made on an emergency basis and only if the parent submits the request in writing with a parent/guardian's signature. Transportation requests related to after-school activities (such as sports, scouts, or going to a friend's house) will not be approved.

It is the practice of CFISD that no Pre-K or Kindergarten student will be dropped off at a bus stop unless a responsible caretaker is there to receive that student. When a caretaker is not available, the child will be brought back to the school and the parent will be called to pick up the child from school.

**PARENT DROP-OFF:** Parents must stay in their car and go through the designated circular driveway at the back 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 V-Soft.

**PARENT PICK-UP:** Parents must stay in the car and go through the designated circular driveway at the back of the school. Parents will be given a car rider tag to hang on the rearview mirror. Parents are not permitted to walk up and take a child from the car rider line.

**HIKER & BIKERS:** Students who are bike riders will park their bikes in the bike racks at the back of the school. It is the responsibility of the student/parent to ensure that the bike is secured correctly on the bike rack for the day. Hiker/Bikers will enter/leave the building through the doors from the main hallway at the back of the building.

**TRANSPORTATION CHANGES:** If a child's end of day transportation changes, the parent/guardian must send a note with the date, necessary changes and parent/guardian signature. If a note is not received, the usual method of transportation will be followed. For safety purposes, E-MAILED NOTES AND PHONE CALLS WILL NOT BE ACCEPTED.

### School Hours:

8:45 a.m. – 4:00 p.m.  
AM Pre-K 8:45 am – 11:50 pm  
PM Pre-K 12:50 pm – 4:00 pm

### SCHOOL VISITATIONS

We welcome your visits to Black Elementary. For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned and you will be given a personalized nametag for your visit which includes the area in which you are to visit.

**Cafeteria Visits:** To eat lunch with your child, please follow the procedure above. Family members wishing to eat lunch with a child must be accompanied by the parent or have a note from the parent giving them permission to eat with the child. This includes siblings and grandparents. You may bring lunch for your child only.

**Classroom Visits:** Appointments are required and must be set up with the assistant principal. Visits are limited to 30 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook)

**Parties:** Only parents or legal guardians may attend class parties. All other visitors must be accompanied by a parent or legal guardian.

**Playground:** For safety reasons, visitors will not be allowed on the playground during the school day.

### Parents Out of Town

If both parents are out of town and the child is staying with a friend or relative, we must have the names and telephone numbers of the adults taking care of the child in your absence. Please notify the front desk of these changes in writing with the parent/guardian's signature, names and telephone numbers of the caretakers.

### CHANGE OF ADDRESS

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a phone number change by sending a note with your child to the front office. To make an address change you must provide proof of residency.

### 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  
[www.cfisd.net](http://www.cfisd.net)

## BIRTHDAYS

\*Student birthdays are acknowledged at school during the morning announcements and in the classroom.

\*Due to imposed state health regulations, cakes, cupcakes, favors, etc. for birthdays or other special occasions are not permitted. Treats may be purchased from the cafeteria with five days notice. Contact Ms. Long, cafeteria manager, for details. We will not be able to accommodate requests the last two weeks of school.

\*Due to the Privacy Act, homeroom lists may not be provided to individuals. Student directory available with PTO membership.

\*Students may not distribute invitations for personal parties at school. We also do not allow the delivery of gifts such as flowers, balloons, etc.

\*Parents may choose to acknowledge their child's birthday by joining the Black Elementary Birthday Book Club. Contact Ms. Lenk, media specialist, for more information.

## FORGOTTEN ITEMS

If you are dropping off forgotten items, lunch or glasses, you may leave them at the front desk or follow procedures given by the receptionist.

## PERSONAL ITEMS

To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school unless directed to do so by the teacher. Personal items can be defined as, but not limited to: toys, radios, trading cards, sports equipment, iPods, cameras, stuffed animals, markers, gel pens, excessive jewelry, makeup, etc.

See District Handbook.

## BUYING & SELLING ITEMS

Students are not permitted to buy or sell any items at school except for Black Elementary sponsored activities and events.

## Let's Work Together

- Read notices and newsletters from our school.
- Encourage daily reading.
- Help your child with homework.
- Set a regular bedtime.
- Make sure your child has a lunch or lunch money.



## 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. Please refer to the District Student Handbook for complete information regarding dress code. General guidelines for our Black Elementary students include:

- Shorts, skirts, and dresses must be mid-thigh length or longer.
- Students should wear shoes that allow for safe play during recess and P.E. class. Shoes with wheels or cleats are not permitted.
- Hats, scarves, and other head coverings are prohibited unless it is for religious or medical reasons.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to midriff tops that reveal bare skin on the mid-section of the body while standing or sitting, tank tops, tops with spaghetti straps, backless apparel, spandex shorts and oversized or baggy clothes.
- Pierced earrings are allowed. Noisy, distracting, or excessive jewelry or accessories are prohibited.
- The student's hair style/color must not distract from or interfere with the learning environment.

*If you question the appropriateness of an article of clothing, we ask that you not allow your child to wear it to school. It is an uncomfortable situation for both the staff member and the child when inappropriate clothing is worn to school.*

## 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 science projects can also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework.

## Food and Nutrition 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. The exceptions to this policy are three designated days determined by the principal.

## CAFETERIA

Meal Prices: Student: Breakfast \$1.00 / Lunch \$2.25

Adult: Breakfast \$2.00 / Lunch \$3.50

Cafeteria Manager – Paula Long – 281-320-7160

*All parents are encouraged to set up an account with the cafeteria manager for use when lunch or lunch money is forgotten.*

## LUNCH SCHEDULE

Kindergarten.....	11:45 – 12:15
1st grade.....	12:45 – 1:15
2nd grade.....	12:15 - 12:45
3rd grade.....	11:15 – 11:45
4th grade.....	10:45 – 11:15
5th grade.....	1:15 – 1:45

## MEDICATION POLICY

**\*All medication to be given at school**, both prescription and non-prescription (including cough drops and medicated lip balm), must be brought to the clinic in the original container by the parent/guardian.

\*Prescription medication must be in the original pharmacy 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.

**\*Please refer to the Health Services area on the [www.cfishd.net](http://www.cfishd.net) website for further information.**

## PTO/VOLUNTEERS

Please join the Black Elementary PTO. You may volunteer in many ways to assure the success of our children. Please go to the website <http://www.cfishd.net/vsoft/vsoft.aspx> to begin the registration process to become a volunteer.

## CODE OF CONDUCT

The District Student Handbook/Code of Conduct will be available on-line through the district website: [www.cfishd.net](http://www.cfishd.net). You will only be required to sign the acknowledgement form one time in elementary school. You are asked to become thoroughly familiar with this very important document and to use it as a reference as questions arise. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks, and Dress Code. A paper copy of the handbook is available at Black Elementary for your convenience.