

Fiest Elementary Handbook for Parents

8425 Pine Falls

Houston, Texas 77095

Phone: (281) 463 – 5838 • Fax: (281) 856 – 1174



Web: <http://fiest.cfisd.net/en/>

twitter: @cfisdfiest Facebook: Fiest Elementary

WHO CAN HELP YOU?

Homeroom Teacher: First Contact

Counselor: Liz Salazar – (PPCD, PK, KGN, 1st, 4th)

Counselor: Nancy Tryon – (LS, 2nd, 3rd, 5th)

Diagnostician: Joni McCants

Media Specialist: Katie Abbott

Cafeteria: Ana Zavala

Behavior Specialist: Laurie Russell

Nurse: Melinda Hutchins

Attendance Secretary/Registrar: Danielle McCraw

Administrative Secretary: Sofia Villarreal

School Secretary: Glenda Breland

Math/Science Instructional Specialist: Kendall McKinney

Language Arts Instructional Specialist: Kim Frederick

Assistant Principal: Wendy Suddendorf (PPCD, PK, KGN, 1st, 4th)

Assistant Principal: Amy Archer (LS, 2nd, 3rd, 5th)

Principal: Dr. Jeanette Gerault

-A-

Address/Phone Changes: Changes in address/phone number should be communicated in writing to the front office immediately.

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. or remain after 4:10 p.m. For the safety of your child, **please do not leave your child unattended outside of the building.**

Attendance: Students arriving after 8:45 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. It is critical to student learning that they attend school regularly. Please make every effort to schedule appointments during non-school hours. Excessive tardies/absences will be referred to the district's truancy officer. Students who are absent 10% of the school year are not eligible for promotion to the next grade level. Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Please read the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* provided online for further information. Students will be allowed the same numbers of days to make up their work as the number of days they were absent. (CFISD Student Handbook)

-B-

Backpacks: Please be sure your child carries a backpack to and from school each day. Please be sure to purchase a backpack that will hold notebooks, folders and library books. All of these items will travel back and forth between school and home. To ensure the safety of our students, **please refrain from sending rolling bags** with your child due to safety concerns in crowded hallways and common areas. For safety during bus transportation to and from school, rolling backpacks interfere with safety guidelines. Students will need to be able to hold their backpack on their lap as it is a safety hazard for bags to be in the walkways or in the floor space between seats where students enter and exit. It is difficult for rolling backpacks to fit on laps.

Behavior Expectations: Fiest will adhere to the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* policies and procedures relating to disciplinary matters. Fiest follows a campus wide positive behavior support system referred to as 'PBIS'. Students are taught 'The 3 Rs': Ready, Respectful, & Responsible. *Please refer to the attached Expectation List.

Birthdays: 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. **Students may not distribute invitations to personal parties at school.** Balloons or flowers 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. Birthday cookies/ice cream will be served during the regular student lunchtime in the cafeteria only. Student birthdays will be announced and the student invited to say the pledge on the morning announcement. Parents may choose to acknowledge their child's birthday by joining the Fiest Birthday Book Club. Contact Ms. Abbott, media specialist, for more information.

Breakfast: Students will be allowed to begin entering breakfast lines at 8:25 a.m.

-C-

Cafeteria Services: All parents are encouraged to set up an account with the cafeteria manager for use when lunch or lunch money is forgotten. 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. Forms for free and reduced meals are available through the cafeteria or front office. Reapplication must occur each year. Meal prices are \$1.00 for breakfast and \$2.25 for lunch for students. Adult meal prices are \$2.00 for breakfast and \$3.50 for lunch.

Cell Phones: Students should **not** carry cell phones during the school day for personal telephone call use. If it is necessary for a student to have a cell phone, it must remain **off** and in their backpack during school hours. The school is not responsible for lost or stolen cell phones. For the safety and protection of our students, we encourage ALL students to know at least one telephone number of an adult listed on their emergency card. For visitors to the campus, cellular phones and personal electronic devices should be muted or turned off when visiting the instructional area or attending a school presentation. The *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* will be followed.

Clinic: Should your child become ill at school, we ask that you pick him/her up promptly once notified. Students with a 100.0 temperature or a possible communicable disease will not be allowed to remain at school. **Before returning, children must be free of symptoms/fever for 24 hours without the use of fever reducing medications.** The nurse will not call each time a child is referred to the clinic. She will use her professional judgment and notify parents when necessary.

Club Rewind: Early morning (6:30 a.m.-8:25 a.m.) and after school (4:00 p.m.-6:30 p.m.) childcare is available at Fiest through Club Rewind.

Code of Conduct: The *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* is provided in an electronic format for patrons and is located on the district website: www.cfisd.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 document and to use it as a reference when 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 Fiest Elementary for your convenience.

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. Also, please be sure to follow Fiest on Facebook and/or Twitter as well as check the website on a regular basis for special events and communication from the school. Please be sure to review your child's teacher's web page. This can be accessed by clicking on Fiest website/contact/faculty webpages & email addresses. You will also want to join you child's teacher Remind group to get short text reminders.

Conduct: Student conduct is communicated through, conduct cards, phone calls, conferences, reflections, discipline notices, home reports, 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.

-D-

Dismissal:

No changes in your child's after school transportation will be made after **3:30 p.m.** Any change in dismissal procedures must be in writing and turned in to the office. For the safety of our students, transportation changes will not be accepted via e-mail.

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 *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 will be offered and provided applicable alternative clothing from the clinic. General guidelines for Fiest 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 and cleats are not permitted.
- Hats, caps, 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. A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.

- Pierced earrings are allowed, but all other body piercing jewelry is strictly prohibited. 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.
- Body tattoos, permanent or temporary must be covered at all times.
- Students are prohibited from wearing tear-away type apparel, dusters, overcoats, and trench coats.
- *If you question the appropriateness of an article of clothing, we ask that you not allow your child to wear it to school.*

-E-

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 up the child **must** show their driver's license and be listed as an emergency contact. Children who are habitually picked up early (10 minutes or more) may receive a court warning letter. **No transportation changes can be made after 3:30 p.m.**

Electronic Devices: Personal, electronic eReader devices (Kindle, Kindle Fire, Nook, Sony Reader, iPad) may be used at school by students. It is the parents' responsibility to be aware of the content on their child's eReader. Students will be held accountable in accordance with the Student Code of Conduct if any violation of inappropriate content is presented. If the device becomes a distraction and/or disruption to the instructional environment, the student may be subject to withdrawal of privileges and/or disciplinary action based on the Student Code of Conduct. Students are strictly prohibited from the following activities while in possession of an eReader device: 1) taking, viewing and/or sharing of pictures, 2) recording, viewing and or sharing of videos, 3) recording and/or sharing of audio, 4) using earbud headphones, 5) gaming, 6) charging the battery of the eReader, 7) downloading, and 8) surfing the internet.

*Fiest Elementary and Cy-Fair I.S. D. will not be responsible for any damaged, lost, or stolen electronic device.

*Fiest Elementary and Cy-Fair I.S.D. will not be held responsible for the content held on any personal electronic device brought to school by a student.

**Sign the attached parent waiver and send to your homeroom teacher for your child to bring the device to school.

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

Emergency School Closings: Automated calls will be placed to student designated "notification" phone numbers beginning at 6:00 a.m. using the district's Emergency Notification System (ENS) if conditions warrant the closing of schools. Parents are encouraged to monitor the district website, Facebook, Twitter, Listen to TV Channels 2, 11, 13, 26, 39, 45, 47, and CFTV Comcast 16; Radio Channels FM 100.3 (KILT), FM 102.9 (KLTN), AM 740 (KTRH).

End of Year Placement: Promotion: State law mandates the following minimum performance standards for promotion from one grade to the next. In grades 2-5: the commutative average of the four reporting periods for **each** core subject area (reading/LA are combined) must be at least a 70 for students to be promoted to the next grade level. Students in 5th grade must meet the SSI requirements to be promoted to 6th grade. In grades PK and Kindergarten, a student must have an overall "√" in order to be considered for promotion. 1st grade students must earn an overall "S" to be considered for promotion. 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 retained. Exceptions will be made only in accordance with Texas education code and CFISD policy. NOTE: Students who meet promotion criteria may not be retained at any grade level, regardless of parent request. Students that do not meet the State Compulsory Attendance Laws (10% of school year) will be considered for retention in accordance with CFISD board policy.

-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. 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, including cupcakes, cookies, etc. during the school day.

Forgotten Items: If you are dropping off forgotten items, lunch, or glasses you may leave them at the front desk. We will see to it that they are delivered to your child.

-G-

Grab-N-Go: Students who will be eating breakfast at school will participate in Grab-n-Go and take their packaged meal to their classroom.

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. Parents have access to the online gradebook posting system for grades 2-5. It is recommended to regularly check the grades posted online.

In grades PK – 1st, teachers assess student work samples and record their achievement. At the end of the nine-week grading period, each student's work is applied to a rubric, which determines a nine-week grade. In grades 2– 5, graded work is recorded by the teacher and averaged each nine weeks to determine your child's average.

CFISD 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 three opportunities each nine weeks to redo assignments/major grades for which the student earned a grade of 69 or below.
 - If the campus weights grades, the three opportunities will include one major and two daily grades.
 - If campus does not weight grades, the opportunities will include any three assignments
- 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: re-teaching; tutorials before, during, or after school; study guide taken home; etc.
- DPMs or Benchmarks are not included in the retest/redo opportunities.

-H-

Health Services: Fiest Elementary believes that “Healthy Children Learn Better”. Efforts are made to create an environment to support a healthy student who will be better prepared to have academic success in the classroom. Children at Fiest Elementary who become ill or sustain an injury during school hours or have medications prescribed by their health care provider for administration at school, are cared for by our school's nurse. Every student is required to have an Emergency Card on file in the school office. Information requested includes parent and emergency contacts and pertinent health information: allergies, medications, specific health concerns. It is critical to keep your child's information up-to-date and to communicate changes to the office as soon as possible.

Honor Roll: Student 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. In addition students 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*.

Inclement Weather: Inclement weather (heavy rain, thunder/lightning, hail, etc) will only be determined under severe weather conditions and will be determined at 3:30 p.m. Please ensure your child's alternate plan is on file with the homeroom teacher.

-K-

Key Communicator: Sign up on the campus website to be a Key Communicator. You will receive regular online newsletters from the school. – Should this be School Messenger?

-L-

Late Work: At Fiest Elementary, it is expected that students will complete and turn in all assignments on time. Teachers will determine when a student has had an adequate amount of time to complete an assignment. Student work will then be graded/assessed “as is.” In addition, teachers may note “Needs Improvement” in the “Completes Class work”/work habits section on the report card.

Library Books: Students have full responsibility for the library books checked out to them. Students will be required to pay for lost, damaged, or defaced library books that are checked out.

Lost and Found: Lost and Found is located in the cafeteria. If an item is lost, students/parents are urged to check the lost and found. All items that remain are donated each month to the clothing donation center.

Lunch: While parents may not bring food for other children, they may provide food or beverages for their own child’s consumption. Many parents treat their children to special lunches from outside restaurants for birthdays and special occasions. 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. Any visitor other than parents/guardians must be preceded with a written notice from the parent/guardian to the school regarding the planned visit. Students are unable to invite a friend to join them with their parent. Please notify the nurse and homeroom teacher of any food allergies that need to be observed during lunch. Students will be allowed to remain at their homeroom class assigned table during the lunch period. NOTE: In order to teach and review cafeteria procedures and routines, lunch visitors will not be allowed the first week of school.

Eligible students may receive their lunch at no cost or a reduced price. CFISD Food Services operates under the regulations and guidance of the National School Lunch Program. It is a federal assisted program that provides nutritious and well-balanced meals at low or no cost to children each school day. The school meal program is a self-sufficient operation with revenue sources coming from USDA reimbursement, USDA commodities, student and adult meals, and a la carte sales. Applications for these programs are available in the school office or online. Applications must be renewed each year and all information remains confidential. Questions regarding this program should be directed to CFISD Food Services.

-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 medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian or responsible adult. Non-prescription medications will be given to students only when necessary only upon receiving a written request with specific instructions from the parent/guardian. Prescription medications must be 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 in the state of Texas.

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.

-O-

Open House Night: During September, you are invited to our annual Open House Night. Students are encouraged to attend. During Open House, we open our doors for you to be amazed by the incredible work your child is doing and all of the great things happening at Fiest. This evening is designed to provide important information as well as a fun scavenger hunt format to allow students to showcase their classroom and daily routines. You will be amazed at what your student does every day!

-P-

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. Parent volunteers are used in a variety of ways to enhance the education of students. The Fiest PTO is actively committed to supporting the teachers, staff and students of Fiest Elementary School. There are several opportunities for volunteer involvement throughout the year with many activities planned. Please be sure to register with the Fiest PTO website at fiestpto.com. Joining the Fiest PTO is free!

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.

Parties: Only parents or legal guardians may attend class parties. All other visitors must be accompanied by a parent or legal guardian. Preschool children may attend with parents, but school-aged children are not permitted to attend parties of siblings due to space constraints.

The Use of Photos Policy : To protect the privacy rights of our students, at no time should pictures or video of children, except your own, be taken or posted to any web site or social media without the permission from the child's parent or legal guardian.

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 work assigned by the P.E. teachers. A student whose condition prevents them from participating in P.E. may not participate in recess.

Playground: For safety reasons, visitors will not be allowed on the playground during the school day (8:00am – 4:15 pm).

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, 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. Students are not allowed to bring live animals to school. Finally, students are prohibited from the engagement of distributing, trading, or selling items at school.

-Q-

Questions: If you have a question about your child's class, please contact your child's teacher first. He/she is most likely to be acquainted with the situation and possible ways of handling it. If an acceptable solution cannot be reached, the teacher or parent may contact the assistant principal to arrange a time when the situation can be presented and other solutions offered. Please do not hesitate to go to your child's teacher. The teacher may be having the same concerns and a discussion may help to clear up any questions. Because 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, within 24 hours.

-S-

Safety Drills and Procedures: We conduct a fire drill once a month. Periodically, students practice evacuating the school building in the event of an emergency and practice lock down, weather and intruder drill procedures. Students cannot be released or checked in during the time of a drill.

School Colors, Mascot, Theme: Our school colors are turquoise and white. The Fiest mascot is a bear. The 16-17 school theme is "WE ARE WILD ABOUT LEARNING AT FIEST!"

School Hours: 8:45 a.m. – 4:00 p.m. AM PPCD/PK 8:45 a.m.-11:50 a.m. PM PPCD/PK 12:50 p.m.-4:00- 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-

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. Children arriving after 8:45 must be signed in by a parent. Children who are habitually late (10 minutes or more) may receive a court warning letter.

Teacher Requests: Parents/Guardians may not make specific homeroom teacher (name) requests. Parents/Guardians may provide administration instructional and learning style recommendations for their child.

Textbooks: State law mandates that textbooks must be covered. Students have full responsibility for the textbooks issued to them. Students will be required to pay for lost, damaged, or defaced textbooks that are issued.

Transportation: 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 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. 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. 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.** Parents must stay in their car and go through the designated circular driveway 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 V-Soft. When picking up your child, we ask that you wait patiently in your car until he/she is released, going through the designated area by the front door. Parents will be given a sign to place in the car window for identification purposes. For the safety and security of our students, parents are **not** permitted to walk up and take a child from the car rider line. If you park and walk to the front of the school to receive your child, you will be required to check your child out from the front office. Please refrain from parking in the "No Parking" zones.

Walkers & Bike Riders: Walkers must stay on the sidewalks until they arrive at the door. Walkers are not to cross through the parking lots or the parent drop-off area. Bike riders must walk their bikes on the school sidewalks to and from the bike rack on the front right of the building.

Day Care: Day care vans unload and load in the parking lot on the side of the school nearest the gymnasium.

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) 856 – 1174. A copy of the parent's driver's license **MUST** accompany the fax. Phone/e-mail changes will **NOT** be accepted. All transportation changes must 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 and receive V-Soft clearance to enter the campus. 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 an Assistant Principal. The A.P. will set up a date/time that will not be disruptive to any classroom activities. All classroom observations are limited to 20 minutes to prevent disruption. Student visitors are not permitted during the instructional day. School personnel will ask any person not wearing an appropriate identification badge nor having legitimate business to leave the premises.

Volunteering: Volunteers are a vital part of the success of our school. Please contact the PTO VIPS Coordinator for the many opportunities throughout the year. For student mentoring opportunities, please contact our school counselors. You may also contact your homeroom teacher for volunteer opportunities in their classroom. Please go to the website <http://www.cfisd.net/en/parents-students/parent-involvement/volunteer/> to begin the registration process to become a volunteer.

-W-

WatchDOGS: WatchDOGS stands for Watch Dads of Great Students. The program enlists Dads to help in the school at least one day a year. The increased male presence brings both security and joy to the kids. For more information, please contact Sofia Villarreal at 281-345-3581 or Elva.Villarreal@cfisd.net.

Water Bottles: Students are permitted to bring water bottles (filled only with water) to school, provided that the bottle has a lid and that they use them responsibly.

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.

-Z-

Zpass: Zpass is a web-based passive RFID card system used for tracking rider scans. Riders will trigger events each time their card is scanned loading or unloading the bus. Rider RFID cards will be utilized on the bus, in the cafeteria, and in the Library. Attached to each child's backpack will be a Zpass. Students will use this to swipe when they get on and off the bus each time. They will use this when purchasing breakfast. Please be sure the Zpass stays safely secured to your child's backpack. The district's student handbook states the replacement fee will be \$3 for the plastic ID and \$1 for the lanyard.

Fiest Elementary
eReader Device School Usage Waiver

Student: _____ Grade: _____

Homeroom Teacher: _____

eReader Device Type/Brand: _____

I, _____ (parent) (guardian)

understand it is the responsibility of _____
to be entrusted with the access of electronics in the classroom for reading.

We understand there are rules that need to be followed. If these rules are broken, we understand that there will be consequences of not being allowed to use further electronic devices in class any longer. We understand that if these rules are broken, there may be consequences per the Student Code of Conduct:

- If the device becomes a distraction and/or disruption to the instructional environment.
- Students are strictly prohibited from the following activities while in possession of an eReader device: 1) taking, viewing and/or sharing of pictures, 2) recording, viewing and or sharing of videos, 3) recording and/or sharing of audio, 4) using earbud headphones, 5) gaming, 6) charging the battery of the eReader, 7) downloading, and 8) surfing the internet.

I, _____ (parent) (guardian)

understand it is the parents’/guardians’ responsibility to be aware of the content on their child’s eReader. Students will be held accountable in accordance with the Student Code of Conduct if any violation of inappropriate content is presented.

We understand that Fiest Elementary and Cy-Fair I.S. D. will not be responsible for any damaged, lost, or stolen electronic device.

We understand that Fiest Elementary and Cy-Fair I.S.D. will not be held responsible for the content held on any personal electronic device brought to school by a student.

Parent/Guardian Signature

Student Signature















Date: _____

Date: _____

Received by Teacher (date): _____

Fiest Expectations Matrix

Responsible, Respectful and Ready

Classroom	Restroom	Emergency Situations	Hallway	Cafeteria	Playground	Arrival/Dismissal	Bus
<ul style="list-style-type: none"> -focus on the speaker -stay on task -follow directions the first time -use appropriate voice level -keep hands, feet, and objects to yourself  	<ul style="list-style-type: none"> -zero voice -keep hands, feet, and objects to yourself - use restroom with purpose (Go, clean, Go!)  	<ul style="list-style-type: none"> -zero voice -follow directions the first time -keep hands, feet, and objects to yourself -stay calm  	<ul style="list-style-type: none"> -zero voice -walk with a purpose to your destination -keep hands, feet, and objects to yourself  	<ul style="list-style-type: none"> -enter and exit silently -use good manners -keep hands, feet, and objects to yourself -eat with a purpose -clean table and floor  	<ul style="list-style-type: none"> -play appropriately and safely -keep hands, feet, and objects to yourself -respond appropriately to signal  	<ul style="list-style-type: none"> -zero voice -follow directions the first time -keep hands, feet and objects to yourself -walk with a purpose to your destination  	<ul style="list-style-type: none"> -focus on the speaker -use good manners - stay in your spot -keep hands, feet and objects to yourself 