

2016-2017

# FIEST ELEMENTARY SCHOOL

8425 Pine Falls Drive Houston, Texas 77095

Phone: 281-463-5838 FAX: 281-856-1174

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

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

**ATTENDANCE:** Attendance is taken at 10:00 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 provided online 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 (10 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 their driver's license. Children who are habitually picked up early (10 minutes or more) may receive a court warning letter. No transportation changes should be made after 3:30 p.m.

**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.

## School Colors:

Turquoise & White

## School Mascot:

Bears

## 2016-2017 Theme:

Wild About Learning

## School Hours:

8:45 a.m. - 4:00 p.m.

AM PPCD/Pre-K 8:45 am -11:50 pm

PM PPCD/Pre-K 12:50 pm - 4:00 pm

## Club Rewind:

AM - 6:30-8:25 PM - 4:00-6:30

## WHO CAN HELP YOU?

Homeroom Teacher - First Contact

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

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

Joni McCants - Diagnostician

Katie Abbott - Media Specialist

Ana Zavala - Cafeteria Manager

Mindy Hutchins - Nurse

Sofia Villarreal - Administrative Secretary

Danielle McCraw - Attendance Secretary

Glenda Breland – School Secretary

Laurie Russell – Behavior Specialist

Kendall McKinney – Math/Science Instructional Specialist

Kim Frederick – Language Arts Instructional Specialist

Amy Archer – Asst. Principal (LS, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>)

Wendy Suddendorf – Asst. Principal (PPCD, PK, K, 1<sup>st</sup>, 4<sup>th</sup>)

Dr. Jeanette Gerault - Principal

## SCHOOL VISITATIONS

We welcome your visits to Fiest. 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 & **must be worn at all times.**

**Cafeteria Visits:** To eat lunch with your child, please follow the procedure above. Visitors 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 grandparents, other family members etc. 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 20 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. Preschool children may attend with parents, but school aged children are not permitted to attend.

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

## 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. or remain after 4:10 p.m. **Please do not leave your child unattended outside of the building.**

**DEPARTURE:** 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.

**BUS RIDERS:** A student may not ride the bus other than the assigned bus except in emergency situations. A request to ride a different bus must be made in writing by the parent, brought to the office, and approved by an administrator. Reasons for bus change DO NOT INCLUDE scouts, sports activities, visiting a friend, birthday parties or anything for which it is the parent's responsibility to provide transportation. 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 may 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 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.

**PARENT PICK-UP:** Parents must stay in the car and go through the designated area by the front door. Parents will be given a sign to place in the car window for identification purposes. **Parents are not permitted to walk up and take a child from the car rider line.**

**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 in front 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. **Changes will not be accepted after 3:30.**

## 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.

## 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 change in information by sending a note with your child or to the front office. In case of emergency, it is vital that we are able to contact you.

## BIRTHDAYS

\*Student birthdays are acknowledged at school during the morning announcements. Students will be invited to say the pledge.

\*Due to imposed health regulations, you will not be permitted to bring cakes, cupcakes, favors, etc. for birthdays or other special occasions. Treats may be purchased from the cafeteria with 30 days notice. Contact Mrs. Zavala, cafeteria manager, for details.

\*Summer birthdays should be celebrated in April and May. 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.

\*Students may not distribute invitations to 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 Fiest Birthday Book Club. Contact Katie Abbott, 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. We will see to it that they are delivered to your child.

## PERSONAL ITEMS

To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school. 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 Fiest sponsored activities and events.

## Let's Work Together

- Read notices and newsletters from our school.
- Limit TV and encourage reading.
- 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 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 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. 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 tearaway type apparel, dusters, overcoats, and trenchcoats.

*If you question the appropriateness of an article of clothing, we ask that you not allow your child to wear it to school.*



## TEXTBOOKS

State law mandates that textbooks must be covered. Students must pay for lost or damaged textbooks.

## CAFETERIA

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

Adult: Breakfast \$2.00 / Lunch \$3.50

Cafeteria Manager - Ana Zavala - 281-463-5848

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

## CODE OF CONDUCT

The District Student Handbook/Code of Conduct will be available on-line through the district website: [www.cfisd.net](http://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 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 Fiest Elementary for your convenience.

## MEDICATION POLICY

**\*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 when necessary only upon receiving a written request with specific instructions from the parent/guardian.  
\*Prescription medication 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 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.**

## PTO/VOLUNTEERS

Please join the Fiest PTO. You may volunteer in many ways to assure the success of our children. Please go to the website

<https://fiestpto.membershiptoolkit.com/home>

to begin the registration process to become a volunteer.

## EMERGENCY SCHOOL CLOSINGS

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).

Visit [www.cfisd.net](http://www.cfisd.net), Facebook, Twitter