

Anne Sullivan Elementary
Student – Parent Handbook
Supplement to the 2016-2017 FBISD STUDENT HANDBOOK
~~2016-2017~~



Principal: Donna Whisonant
Assistant Principals: Courtney Dickey and Cindy Salazar

Executive Assistant	Beth Smart	281-327-2864
ADA Clerk	Leila Haas	281-327-2871
Counselor	Kimberly Hicks	281-327-2860
Counselor	Jessica Trahan	281-327-2860
CCC	Davna Teverovsky	281-327-2860
Nurse	Kristi Thomey	281-327-2860
Cafeteria Manager	Marisela Bautista	281-327-2860
Extended Day		281-327-2860

Anne Sullivan Elementary
Front Office: 281-327-2860
Fax Number: 281-327-2861
Hours: 7:30 a.m. – 3:30 p.m.

Welcome to Anne Sullivan Elementary, ASE. We are looking forward to our first year! We hope that this will be a great year for you and your child as well. This handbook is designed to help you understand the policies, procedures, and practices of Anne Sullivan Elementary School.



Sullivan Core Values

- 🐾 Communicate
 - 🐾 Be Competent
 - 🐾 Inspire Others
 - 🐾 Be Honest
 - 🐾 Problem Solve
 - 🐾 Collaborate
 - 🐾 Innovate
- 

GENERAL INFORMATION - THINGS TO KNOW FROM A TO Z

After School Dismissal Plan

Students will be dismissed following the plan on file for each student. Parents must submit to each homeroom teacher the way that their child should go home daily. A “Rainy Day” plan is also required of each student.

Arrival at School

Students will report to their designated areas upon arrival. Please make every effort to have your child at school by 7:45 a.m. so they may settle in for the day. Students may not be dropped off prior to 7:30 a.m. since there are no teachers on duty at that time. Breakfast will be served from 7:30 a.m.-7:50 a.m. Students must be seated at their desks and ready for announcements at 8:10 a.m., otherwise they will be counted as tardy. Students are not allowed to be dropped off unescorted by a parent after the 8:10 a.m. bell. **A parent must come into the front office and sign their child in if they are not in the building by 8:10 a.m.** This is for your child’s safety.

Assessments –DRA/PAPI/STARR

Developmental Reading Assessment (DRA)

A district-wide Developmental Reading Assessment is given to your child at least twice a year; at the beginning and end of the year. If your child is not on grade level at the beginning of the year, then they will also be assessed mid-year to monitor growth. The expected levels are listed below. These are the MINIMUM DRA levels for promotion to the next grade level.

Grade level reading expectations:

Grade Level	Fall	Winter	Spring
K	** (PAPI)	1-3	4-6
1 st	4-8	10-12	14-18 NF
2 nd	16-18	20-24	28 NF
3 rd	28 NF	34-38	40
4 th	40	44	50
5 th	50		60

Phonemic Awareness and Phonics Inventory (PAPI)

PAPI is an assessment used by Kindergarten, 1st grade, and 2nd grade at the beginning and end of the year for each student. The purpose of the assessment is to target specific skills mastered and those that need additional support. PAPI objectives include but are not limited to: beginning sounds, ending sounds, blends, rhyming, sight words, and alphabet identification.

State of Texas Assessment of Academic Readiness (STAAR)

Grades 3-5 will take STAAR assessments of reading and math in the spring. Fourth grade will also take writing and 5th will be tested on science as well. These assessments are used to help determine academic placement for the following school year. Fifth grade students will also be subject to SSI (Student Success Initiative) meaning students must meet passing standards in both reading and math to be promoted to sixth grade. Fifth grade parents will receive additional information during the year from their child’s teacher in regards to this initiative.

Attendance

Attendance is taken at 10:00 a.m. each day. In accordance with the state law, a student is either present or absent for the entire day at the 10:00 a.m. attendance bell. Senate Bill 1 allows students to be counted present if they are with a health care professional at 10:00 a.m. and return to school later that day with a note from the doctor. When a student is absent he/she must bring a written excuse within 5 days of the absence. An absence will be unexcused if a note is not brought to school within these 5 days. The letter should include the full name of the student, date(s) of absence, reason for absence, teacher's name, grade level, and parent signature.

For clarification, excused absences include illness, death in the family, approved religious holidays, and verified court appearances. Students are allowed to make up work for these absences; students have the number of days to make up work equal to the number of excused absence days.

Birthdays

Students may bring party invitations for parties to be held off campus, but must invite everyone in the class or all boys/girls as appropriate. **Invitations will only be accepted by the teacher on Fridays to be sent home in the Friday Folder.** Your child's birthday is acknowledged during our morning news broadcast, and teachers will acknowledge your child's birthday in class. Students will be allowed to celebrate their birthday at the end of the day, by providing store-bought cookies or cupcakes. No nuts please, due to allergies. A parent or guardian must bring the items into the building and fill out the nutritional form which is submitted to FBISD's Child Nutrition office. Prior to sending any treats, please contact your child's teacher so she can allow time for the celebration. Please provide paper plates or napkins. **We respectfully request no cakes or goody bags.** Since instruction is still taking place in the classroom parents are not allowed in the classroom for the celebration.

Bus Conduct and Discipline

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the **Student Code of Conduct**.

Students must:

- follow the driver's directions at all times;
- enter and leave the bus in an orderly manner at the designated stop;
- keep feet, books, and other objects out of the aisle;
- not deface the bus, or its equipment;
- not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus;
- not possess or use any form of tobacco product on school buses;
- be seated while the vehicle is moving;
- fasten their seat belts, when available on buses;
- wait for the driver's signal upon leaving the bus and before crossing in front of the vehicle.

Misconduct on buses, in district vehicles, or at bus stops, will be disciplined in accordance with the **Student Code of Conduct** along with consequences listed below:

Consequences - Elementary Grades

1st Referral... A warning

2nd Referral... Phone call home

3rd Referral... Phone call home and assigned seat

4th Referral... 1 to 3 day suspension

***Severe infractions may result in immediate bus suspension.

Cafeteria

In the cafeteria, students use their 6-digit ID number to access their lunch account. Prepayment for multiple meals is encouraged. You may pay online at <http://fortbendis.revtrak.net>, or pay by check, money order or cash. Yellow envelopes are available for you to complete and place in one of the conveniently located locked boxes throughout the school. Our cafeteria manager checks the boxes every morning.

School breakfast/lunch prices for this year will be:

Breakfast	\$1.25
Lunch	\$2.25

The cafeteria is a place where each student is expected to practice the same general rules of good manners one would find in the home. Some simple rules of courteous behavior expected of our students during meal times follow the **CHAMPS** model:

C = Level 1 voice: Quiet conversations with friends close to you.

H = Raise your hand if you need something.

A = Eat a nutritious lunch.

M = Once you are seated, practice good manners and stay seated until you are dismissed.

P = Clean your area to keep ASE beautiful.

Parents are welcome to eat lunch with their child(ren). Visitors must check in at the front desk before proceeding to the cafeteria and are asked to eat with their child(ren) at the specially designated table. Parents, please assist us with creating independent and responsible behavior in our students by encouraging them to try to open packages before asking for help and to clean up their own area when they are finished eating. The students may not take food from the cafeteria back to the classrooms. When lunchtime is over, we ask that parents exit the cafeteria to the front office. The students will return to the classroom with their teacher.

Cell Phone Use at the Front Office

We realize your cell phone calls are important; however, we ask that you please respect our work environment by not taking a phone call while requesting assistance at the front office area.

Class Parties

According to District policy, two class parties may be held each year. One is to be held before the winter break and the other on or near Valentine's Day. *Please be aware that ASE siblings will not be allowed to attend these classroom parties due to overcrowding. If parents choose to come to their child's party, they must make other arrangements for any younger siblings as they are not allowed in the classroom.* These parties are held during the last 45 minutes of the school day. The PTA Room Parent Coordinators will coordinate activities with the team leaders and individual room parents. There is no party at Halloween, nor are staff members or students allowed to "dress up" on this day.

Communication during the School Day

Each classroom has a telephone to allow you the opportunity to call the teacher directly and leave a voicemail message. The phone will not ring during school hours (8:00 a.m. – 3:30 p.m.). If there is an urgent message for the teacher or your child, please call the front office before 2:30 p.m. so we can pass it along, as teachers do not have opportunities to check voicemail during instructional time. Daily information comes home in the student's agenda or will be sent via email. Please be sure we have a good email address on file for your family. Each classroom teacher will send out information, important notes, and classroom work in the Friday Folder each week and via email as needed. Make sure you sign your name or initial the daily folder or agenda as well as the Friday Folder each week.

Dismissal/Checkout Policy During School Hours

All students leaving school early must be signed out in the office by a parent, guardian, or an adult listed as an emergency contact who must show a picture ID (driver's license). Only names listed on the child's registration form and Emergency Health Card will be allowed to pick up your child. No child will be released without proper identification of the individual picking up the child. Please be advised that this procedure is for the safety of your child and will be strictly enforced. Sometimes it is necessary for a child to be picked up by a different individual or go home a different way on a specific day. Any changes in your child's daily dismissal routine should be addressed in writing with a signature and sent to school with your child. In emergency situations, please contact the registrar for assistance at 281-327-2863.

Please be advised that 2:15 p.m. to 2:30 p.m. is the busiest time of the school day. Students **will not** be dismissed from class after **2:45 p.m.** **Note: Taking a student out of school before the end of the school day without a valid excuse may count against the student's conduct grade. Early pickups will count the same as tardies due to missed instruction time.

Email Notifications

In an effort to conserve paper in an increasingly digital world, our school relies on email communication to provide you with important and timely information about school events, activities and news. You will be asked to provide an email address to receive these messages. Please be sure to let us know if your primary email account changes so we can update our records. Alternative distribution arrangements will be made for those without internet access.

Emailing Teachers

Please be sure to notify your child's teacher of a correct and accurate email address for your family at the beginning of the year. Our teachers will be sending weekly information and newsletters to you to keep you informed about classroom activities and academics. If you email a teacher, please know they will provide a response within 24 hours, if not sooner. While teachers are not allowed to check email during instructional time, communication is key to maintaining an excellent relationship with the teacher for your child's education.

Emergency Contacts

Parents must provide and keep current all phone numbers where they or designated adults may be reached in the event of a child's illness or injury. If phone numbers and/or contacts change during the year, please notify the office and your child's teacher(s) immediately. If your child needs emergency care and no one can be reached, we will call EMS. Parents are responsible for any medical charges for EMS or the hospital.

Field Trips

Each grade level will participate in a field trip with an educational purpose or value.

- Parents attending field trips must have a Criminal History Form filled out and approved by the district for **each school year**. To access the form online:
 - go to www.fortbendisd.com
 - click on the Parent tab (top right corner)
 - click on Criminal Background Check (under Parent Shortcuts)
 - click on Volunteer Criminal History Application
- Parents must sign and return their child's permission form before that student can participate.
- Only teachers will be allowed to administer medication while on the field trip.
- Siblings of students will not be allowed on field trips.
- Students with disciplinary concerns will be handled on an individual basis and may require a parent chaperone.

Food/Healthy Snacks

Many children are able to concentrate more effectively if allowed to "snack" while learning.

Snacking replenishes physical energy and may provide relief for anxiety or nervousness.

We allow foods that are nutritional and not messy. If **sugar** (in any form, such as fructose or corn syrup) or **oil** is listed in the first five ingredients, then it is NOT an appropriate snack. (We do not allow candy, chips, cookies, pudding, etc.)

Further, because we have students at ASE with **life threatening food allergies to peanuts and nuts, we do NOT allow peanut or nut products in the classrooms**. Please check the ingredients on the snack to make sure that peanuts or nuts are not in the snack. Be aware that many products have cross contamination with nuts because they share machinery that produces nut products. (Your child can eat these products in the cafeteria at designated tables during their lunch period.) Further, if your child has a food allergy, please alert the school nurse immediately and the classroom teacher so we can take appropriate precautions in the classroom to address the specific food allergy.

Please do NOT send foods that require eating utensils in the classroom. We encourage you to discuss the importance of eating a healthy breakfast each morning at home with your child. The snack does not take the place of breakfast or lunch.

Students may also bring a container with a pop-up top to fill with **WATER**. Only water will be allowed in the classroom.

Please know that snacks are not required. This is an option for students who respond well to snacking while learning. Because of food allergies and health reasons, students are NOT allowed to share snacks.

Free/Reduced Lunch Program

Through a federal program a student may qualify for a free or reduced-in-price lunch. The names of students who qualify are **confidential**. You will receive applications for free or reduced lunches from the school; however, applications are handled through the Child Nutrition Department. Refer all questions to the registrar.

Friday Folders

In order to inform parents on a weekly basis about office information, school news, and student progress, teachers will send a special folder home with each student every Friday. This procedure will be used in grades K-5. All student work for which a grade has been recorded from the previous week will be included in the folder. Any papers with grades below 75 should be corrected by the student and initialed by a parent. Parents are requested to review the contents over the weekend, then sign and return the folder on Monday.

Honor Roll

Anne Sullivan Elementary will follow the District guidelines for an Academic Honor Roll for students in grades 2-5. Students will be recognized for outstanding academic performance on the District's curriculum. Conduct grades will not be considered in determining Honor Roll status. The National Elementary Honor Society will be available for our 4th and 5th grade students. Honor Roll status is achieved when the student receives no grade below 80 and no letter grade below S.

Library

Our library contains many volumes of resource materials. The library also has computers to aid students with the completion of assignments and research. Additionally, many wonderful fiction and non-fiction books are available for your child's enjoyment. Book fairs will also be scheduled during the school year to assist in promoting a love a reading.

Lost and Found

Please label your child's belongings (hat, jacket, sweater, backpack, etc.). The school cannot assume responsibility for your losses. However, if you report them immediately, every effort will be made to help locate missing items. Unclaimed clothing will be donated to Shared Dreams for families in need at the end of each semester.

Medication/Medical Concerns

Parents of students with medical concerns should notify the nurse upon registering. Medical conditions will be noted in Skyward. The nurse will notify teachers of significant medical problems. Students who become ill during the school day shall be given a referral notice to the clinic. The clinic will treat students and determine if a student should go home. The nurse will then notify the teacher if a student is to be sent home.

Parents must bring all medications to school; students cannot take medicine to and from school. A note from the parent should accompany all medication. We will need a doctor's note if the medicine is prescribed (such as Ritalin, antibiotics, EpiPens, or asthma inhalers). These may be administered at school with a note from the doctor.

Medications such as Tylenol can be given with just a parent note for up to 15 days. After that, a doctor's note is required. Only the clinic may administer medication. Any parent wishing to give their child medication at school must report to the clinic. All medication must be in the original container with the name of the student and directions for dispensing.

Children should not remain at school when they become ill or need medical attention. A student who has had a fever of 100 degrees or higher must be fever free for 24 hours before returning to school.

Observations in the Classroom

Parents are welcome to schedule one 30-minute observation in the classroom during instructional hours. Please contact your child's administrator and teacher at least one day in advance to request a day and time. Student/teacher interaction must not be interrupted at any time during the instructional day. You are asked to observe quietly and in a location designated by the teacher. Siblings should not accompany parents during your classroom visits and please refrain from interaction with your child or other students during your visit. If you wish to discuss your visit or any other aspect of your child's education, please contact the teacher during non-instructional hours to set up a conference.

Progress Reports

Progress reports will be distributed to all students on assigned district's progress report dates. Please review, sign, and return to your child's teacher.

PTA

There will be quarterly PTA meetings during the school year and other meetings may be scheduled as needed. All parents are encouraged to become members of the PTA on our campus and attend meetings and events. The PTA typically provides monetary support such as programs, the winter and spring parties, technology, staff development for teachers, field trips, etc. as well as voluntary time and hours by providing people to assist with multiple school activities.

Typically, our PTA will sponsor two major fund raising events per year, a Fun Run and an auction. Please watch for information regarding these to be sent home later in the year. You don't want to miss all the fun! They both will be exciting events for our families.

Please ask the front office for contact information regarding any questions or to volunteer for the PTA. Information regarding volunteer opportunities will also be sent home in the Friday Folder. Contact information for our PTA can be found on the ASE website <http://www.fortbendisd.com/ase>.

Rainy Day Procedures

Each parent should make sure that their child knows the procedure they should follow when it is raining at dismissal time.

- **Students are not allowed to come up to the front office to call home. This should have been worked out in advance.**
- At 2:45 p.m. a School Messenger notice will be sent to parents informing them of Rainy Day Dismissal.

Registration for Kindergarten

In order to be eligible for kindergarten, a student must be five years of age on or before September 1st. Birth certificates and Social Security cards are required of *all* students in Fort Bend ISD. A student entering kindergarten or a student entering by transfer from other schools outside FBISD must present a birth certificate and social security card at the time of enrollment. The child must be enrolled under their full legal name. Documentation of current immunizations (shot records) and proof of residence must also be submitted before the registration process is complete.

Report Cards

Report cards describing a student's progress are available online through Family Access at the end of each reporting period (9 weeks). In addition, the teacher will require a conference (in person or on the phone) at the end of any reporting period in which the student's performance falls below state-mandated academic levels. Teachers or parents may also request a conference at any time during the school year. The district offers two parent/teacher conference days during the school year; one in the Fall and one in the Spring.

Retention and Promotion Procedures

Along with your child being at the expected reading level at the end of the year, other items are also taken into consideration. The district states, "Student may be advanced to the next grade level by meeting promotion or placement standards. To be promoted, the student must earn a yearly average of 70 or above in reading, language, math, and science or social studies; meet the state attendance requirements; and meet district and state promotion guidelines on assessments" (as noted on the front page of the report card). We look at all the information we have on a student. For example: PAPI, DRA, report cards, STAAR, District Assessments (math, writing, science, and social studies), grade level assessments, and attendance. Teachers will talk to you at parent-teacher conference time to explain your child's progress in each subject area. Even though the teachers must contact you, please take the initiative to contact the teachers if you have concerns or questions. You may schedule a conference with your child's teacher at any time throughout the year.

Retaining a student is a very difficult decision and we work very hard at ASE to ensure every child meets or exceeds the expectations for that grade level. However, if there is enough evidence to show that a student has not met the expectations, we also do not believe in setting a child up for failure in the next grade level. We want every child to be successful, which means they must learn and show that they have mastered the basic information for the current grade level in order to move on to the next grade level. An additional conference with the parent, teacher, and an administrator will take place at the end of the year, if your child is in danger of failing.

Safety Drills / Evacuation of Building

Fire/Emergency drills are required monthly by law and are an important safety precaution. It is essential that when the first signal is given, everyone clears the building or goes to the designated area by the prescribed route as quickly as possible. Students should refrain from noise and remain outside until a signal is given. Fire, severe weather, and lockdown drill instructions are posted in each room of the building. Each drill shall be treated as if it were an actual emergency situation, which potentially could be a life and death matter. Although speed is important in any such procedure, of greater importance is the ability for all students to follow directions and evacuate in an orderly manner. If parents are in the building, they are expected to also follow these procedures. You must be a role model for your child and show them the importance of safety procedures.

School Messenger – Parent Notification System

School Messenger provides an easy to use communication tool for administrators to send parents information via the telephone, email and text messaging. Notifications of attendance and truancy are provided to parents through School Messenger. Parents may choose to receive messages in English or Spanish. Parents may also receive notifications via email if an email address is provided to the school.

Siblings

Please be respectful of the learning environment at Anne Sullivan Elementary. Siblings should be monitored at all times while on campus.

Student Agendas

In order to promote organization habits and to keep parents informed, Anne Sullivan Elementary will use agendas in 3rd – 5th grades. Each day's assignments, test information, school activity information, etc. will be written on the board first thing every morning. It is the student's responsibility to write the information in their agenda. Please check your child's agenda daily.

Student Code of Conduct

ASE seeks to provide a safe, orderly, and nurturing learning environment for all children. Our school promotes this atmosphere through character education, safety education, and works to train students in becoming responsible, self-disciplined learners. At ASE, we believe that all learners are student leaders. Students will be introduced to the district 7 Core Competencies.

As a general rule, less serious offenses will be addressed with discipline management techniques developed by the classroom teacher and grade level. Persistent offenses will result in parental notification and could lead to more serious discipline strategies including behavior contracts, loss of privileges, and in-school suspension. The most serious offenses may receive more severe discipline measures, up to and including suspension from school. Each case will be handled independently and you will always be contacted.

Student Deliveries

Birthday treats such as balloons, flowers, and other celebration items are not allowed in the classroom during instructional time.

Tardies

All students are counted tardy if not in class and seated by the 8:10 a.m. bell. To be prepared for a productive day we encourage students to arrive by 7:45 a.m.

When a student is late, he/she will follow the procedures listed below:

1. Students are tardy if they are not in their classroom and seated at 8:10 a.m.
2. Parents must come into the front office and sign their child in if they are tardy. Students are not allowed to be dropped off unescorted by a parent after the 8:10 a.m. bell. This is for your child's safety.
3. If a student does not have a tardy slip with them when they enter class they will be sent back to the office.
4. The student delivers the tardy slip to the classroom teacher.
5. All tardy slips will be kept by the teacher and reported weekly in Friday Folders.
6. Five or more tardies within a nine-week period will result in an "N" under "Follows School Rules" on the report card.

Teacher's Lounge/Front Office Area

The teachers' lounge and front office area are reserved for faculty and staff only. Students, parents and younger siblings are not permitted in either area without permission from an administrator.

Visitors

Parents are always welcome at school. All visitors must present their ID and will be signed-in through the Raptor system at the front office. You will be given a badge to be worn on the left hand side of your chest. Please sign out when your business at school is completed.

Volunteers

- Parents serving as volunteers and chaperones must have a Criminal History Form filled out and be approved by the district for **each school year**. Parents must complete the form online and submit it to Human Resources via e-mail. To access the form online:
 - go to www.fortbendis.com
 - click on the Parent tab (top right corner)
 - click on Criminal Background Check (under Parent Shortcuts)
 - click on Volunteer Criminal History Application
- *Please remember for safety reasons, younger siblings are not allowed in the VIP's room due to the many machines such as paper cutters and laminators in the area.*

WATCH D.O.G.S. (Dads Of Great Students)

WATCH D.O.G.S. is an innovative father involvement, educational initiative of the National Center for Fathering. WATCH D.O.G.S. are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S. school. Anne Sullivan Elementary will start this program in the second semester. Please watch for information to come.

Website

Our school's website, www.fortbendis.com/ase, is full of information about our staff, events, and exciting things happening at Anne Sullivan Elementary.

Withdrawals / Transferring

If it should become necessary for you to leave our school during the year, please notify our registrar and your child's teacher at least one week in advance so we may help make your transfer speedy and efficient. Library books and textbooks need to be returned before leaving.

Acknowledgment Form
Anne Sullivan Elementary
Student – Parent Handbook 2016-2017
Supplement to the FBISD Student Handbook

My child and I have received and read a copy of the Anne Sullivan Elementary Student/Parent Handbook. I understand that the handbook contains information that my child and I may need during the school year and that all students and parents will be held accountable for this information. If I have questions, I will contact the school to receive clarification.

I understand that it is the purpose of the school to educate my child. However, I know I play an integral role in ensuring the success of my child by supporting my child at home, promoting good attendance, and keeping open communication with the school.

Please sign, detach this page, and return to your child's homeroom teacher by Friday, August 26, 2016.

I have read and understand the Anne Sullivan 2016-2017 Student/Parent Handbook and will adhere with ASE policies.

Please print:

Homeroom Teacher's Name: _____

Child's Name

Grade Level: K 1 2 3 4 5

Parent's Signature

Date