

# **P.H. Greene Elementary**

## **Parent Handbook**



2903 Friendswood Link Rd.  
Webster, TX 77598  
Phone: 281-284-5000  
Fax: 281-284-5005

**School Hours: 8:15 a.m. to 3:15 p.m.**

Early Release Dismissal at 12:15 p.m.

**Morning Pre-K and PPCD: 8:00 a.m.-11:00 a.m.**

Morning Pre-K on Early Release Days 8:00-9:45 a.m.

**Afternoon Pre-K: 12:15 p.m.-3:15 p.m.**

Afternoon Pre-K on Early Release Days 10:30 a.m. – 12:15 p.m.

**Principal**  
**Lesa Gaffey**  
**legaffey@ccisd.net**

**Assistant Principal**  
**Ann Begley**  
**abegleyccisd.net**

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**It's good to be Greene!!!**

# Attendance

## **Absences**

Students are considered absent if they are not in the classroom at 10 a.m. Upon returning to school after an absence, a note is required within three days of the absence, in order for the absence to be excused. The note must include the date and reason for the absence, and must be signed by a parent or guardian. Emails and/or phone messages will not be accepted. Additionally, when a student is absent parents will receive an automated message from the school informing them of their child's absence. Attendance is critical to success. Most instruction involves hands-on experiences, direct teaching, and collaboration with peers and cannot be duplicated.

Students will be given make-up work, upon returning to school. Students have one day for each day absent to make-up the work.

## **Tardies**

Students are considered tardy if they are not in their classroom by 8:15 a.m. Parents are responsible for ensuring their child is at school on time. Instruction starts at 8:15 a.m. and students who arrive late may miss important instruction and disrupt the class. Parents must walk in and sign their child in, if they arrive to school after 8:15 a.m.

# Arrival and Dismissal

## **Arrival**

Students are allowed to enter the building through the front doors at 7:45. Please do not drop off students prior to 7:45. Bus riders will enter the building through the cafeteria doors beginning at 7:30. Breakfast is served in the cafeteria from 7:45 a.m.- 8:05 a.m.

## **Dismissal**

A photo ID is required when parents are checking out students for dismissal. **Students will not be released after 2:45 p.m. accept in extreme emergencies.**

**Bus Riders:** There are two bus runs in the afternoon. Students who are on a first run bus route will be dismissed at 3:05 p.m. from the cafeteria. Students who are on a second run bus route will be dismissed between 3:20 p.m. and 3:30 p.m. from the cafeteria.

In order for students to ride the bus, they need a bus card and to live at an address on the bus route. If you would like to locate your child's bus route drop-off and pick-up locations and times, you may access the Transfinder program at the following link:

<http://www.infofinderi.com/tfi/address.aspx?cid=CCI53WAGWNLr>. Please contact transportation any time you have questions about CCISD bus services. Their phone number is (281) 284-0600. Keep in mind that the bus route times may be delayed at the start of the year.

**Car Riders:** Parents picking up car riders should wait in the car rider line. Car riders will begin dismissing at 3:05 p.m. Please pull up to a colored paw or to where the teachers indicate, in order to assist with proper loading and unloading. You will receive a card during the first week of school to place in your front window at the time of pickup. This card allows the car rider line to move more efficiently. No walk-ups are allowed to take a child from the car rider porch.

**Daycare:** Students who are being picked up by a daycare will wait in the cafeteria. Daycare riders will begin dismissing at 3:05 p.m. If your child is sick, please notify the daycare. This allows for less confusion and saves time at dismissal. Additionally, if you would like to know the daycare facilities that pick up and drop off at Greene Elementary, feel free to contact the front office.

**Walkers:** Walkers are dismissed at 3:15 p.m. There are two exits: Fife Drive (near the cafeteria) and Friendswood Link (in the Gym hallway). If parents walk to pick up children, please stand in line at the back porch or outside the Gym door and wait for your child to be dismissed to you. Parents are not allowed into the building without obtaining a badge from the front office. Duty personnel will be available to assist students. Parents may not pick children up from the front of the building or from the office at dismissal time. Students in 2<sup>nd</sup>-5<sup>th</sup> grade may walk home by themselves, with parent permission.

**Bike Riders:** Students are allowed to ride bicycles to and from school. All children should wear a bike helmet (state law). Please be sure to provide a lock for your child to lock the bicycle during the school day.

- Once on campus, walk your bicycle.
- Use the crosswalks with school crossing guards to safely cross streets.
- Remember to go directly home after school.
- Always use hand signals for stopping and turning.
- Do NOT ride in the street – stay on sidewalks

## **Transportation Changes**

At the beginning of the year, teachers will ask about each student's transportation (car rider, walker, bus rider, or daycare). It is very important that our teachers know how each student is getting home. We encourage parents to make any necessary transportation changes prior to the start of the school day. A note should be sent to your child's teacher. All transportation changes must be made before 2:30pm.

**\*Transportation changes cannot be accepted by phone or email.**

**\*Any person picking up your child must be listed as a contact in their permanent**

**file in the office. Students will not be released to anyone not on pick up list on the registration card.**

## **Cafeteria**

\*Breakfast and lunch menus can be printed out at <http://ccisd.net/departments/child-nutrition-services>

Students are assigned their own account and PIN number. At home, please practice with your child to help them learn their PIN number. You can send money to keep in an account for your child in the cafeteria for meals or access the account online. For more information, contact our CCISD Child Nutrition Department at 281-284-0700, [childnutrition@ccisd.net](mailto:childnutrition@ccisd.net). Additionally, there is an option to have the system notify you via email when your child's account gets low.

### **Breakfast**

Students can participate in our breakfast program every morning from 7:45-8:05 a.m. Student breakfasts cost \$1.25. Family members are welcome to join their child for breakfast. Adult breakfasts cost \$1.75. Be sure to sign in at the front office before going to the cafeteria. Remember that all guests are required to have a government issued ID or passport to enter the campus. It is important that we start school promptly, so please make sure your child finishes breakfast by 8:05 a.m. and arrives to class on time.

### **Lunch**

Students may either buy or bring their lunch. Family members are welcome to eat lunch with their child. Be sure to sign in at the front office and wait for your child in the cafeteria. Due to limited seating, please eat with your child **only** at the visitor tables in the cafeteria, not at the student tables. Students cannot bring friends with them to the visitor's tables. Lunch costs \$2.15 for students and \$3.00 for each adult and child guest.

**\*\*If a child does not have money in his account, he or she will be given a cheese sandwich and a carton of milk.**

### **Free and Reduced Breakfast/Lunch Information**

A flyer will be sent home on the first day of school with this information. If your student registers after school starts, please contact the front office staff for more information. There are four ways to submit an application for the 2015-2016 school year:

1. Online: [mealbenefits.ccisd.net](http://mealbenefits.ccisd.net) or [www.ccisd.net](http://www.ccisd.net)
2. Paper Application: from Child Nutrition office located at 2145 West Nasa Blvd, Webster, TX 77598

3. Direct Certification: State agency will notify CCISD of student who qualify for SNAP formerly Food Stamps, TANF, or FDPIR.

4. Homeless: please contact our school. If you choose to participate in the National School Lunch Program, it is critical that parents fill out the application and return it to the campus. Your participation in CCISD's Partnering with Parents campaign will also allow for the Clear Creek ISD to receive federal funding for instructional programs that benefit all children at your local school. CCISD receives federal funding based on the number of children who qualify for this program.

### **Meal Modifications**

In order to qualify for a food modification for your child in the cafeteria, a student must have a 504 or IEP plan documenting the life threatening allergy or medical condition. Our school nurse will provide the parent with the new student Diet Modification Request Form. Once the form is filled out and returned the 504 process will begin. Food modifications in the cafeteria will NOT be made without agreement of the 504 or ARD committee nor will a student be "flagged" by the cafeteria to indicate any restrictions until this agreement has been processed.

## **Communication from School**

Campus administration makes every attempt to communicate with the Greene Elementary community on a regular basis. An e-newsletter will be sent via email on the 1st and the 15th of every month. Important dates and other information will be included in this newsletter. You can also view our school calendar at [www.ccisd.net/greene](http://www.ccisd.net/greene). A call out system is also used to disseminate information and utilizes phone numbers and email addresses submitted during registration. These call outs are used to communicate upcoming school events. "Tuesday Folders" will be sent home every week. These folders include student work, information from the teacher, and your child's individual conduct report. Teachers and administrators are available for scheduled appointments. Please do not hesitate to call your child's teacher, assistant principal, counselor, or principal if you have any questions or concerns.

### **School Events**

School events and activities will be communicated on our campus calendar which can be found on our Greene Elementary webpage: <http://www.ccisd.net/schools/elementary-schools/greene>. Teachers will send home flyers announcing the events in the Tuesday folder and in their Peek of the Week. A call out system is also used to communicate information by phone and email. Be sure and sign up for the call outs in the front office, if you are not receiving them. If you have any questions about upcoming events, please call our front office.

## **Contacting Your Child's Teacher**

Teachers can be contacted by email or by calling the office at 281-284-5000. Scheduling an appointment with your child's teacher will allow time for them to share information in a confidential setting. After 7:45 a.m., teachers are busy preparing for the day and welcoming students into their classroom.

## **Contacting Your Child**

Parents are asked to make every effort to attend to personal planning before the student comes to school in the morning. Please remember to discuss afternoon transportation arrangements with your child. If a change in transportation is needed, a note must be sent to your child's teacher or be made in writing prior to 2:30 p.m. The office staff will ensure that your child receives any urgent messages without disrupting their learning. Please remember that transportation changes cannot be accepted by phone or email.

## **Monitoring Your Child's Progress**

You deserve to know about your child's performance on an ongoing basis. Please contact your child's teacher any time you have questions about your child's progress. Report cards and progress reporting dates are listed on the district and campus calendar. Another great way to monitor your child's progress and school information is to register for LinkEd. LinkEd is designed to give you information regarding your child's grades, attendance, update contact and student demographic information, and much more. If you have questions on how to register for LinkEd, please contact our front office.

## **Dress Code**

At Greene Elementary we follow the Clear Creek ISD dress code. Also, remember that on schedule PE days, your child will need to wear tennis shoes. If a student is out of dress code, parents will be called and asked to bring a change of clothes. If no one can be reached, students may be given clothes from the nurse.

**\*Dress code rules apply during every school day including field trips and field days.**

## **General Information**

### **CIIC-Campus Instructional Improvement Committee**

The CIIC is comprised of administrators, teachers, community members, and parents. This committee works together to create the best learning environment for students. The CIIC provides an opportunity for open dialogue among stakeholders. The committee meets six times throughout the school year. Items discussed in committee

meetings include the Campus Improvement Plan, curriculum, budget, staffing, school organization, and staff development.

### **Cell Phone Policy**

Student cell phones must be turned off during the school day and kept in the backpack. If a student needs to contact his or her parent during the school day, a school phone may be used with teacher permission. A student who does not follow this policy may have the cell phone confiscated. The confiscated cell phone may be released to the student's parent/guardian upon the payment of a \$15 administrative fee made to the school, as authorized by the Texas Education Code.

### **Change of Student/Parent Information**

If there is a change in student or parent information, please inform the front office or your child's teacher. This can be done in writing or by stopping by the office to make the necessary changes. Parents can also update contact and student demographic information using LinkEd. It is imperative for the school to be able to contact parents in the case of an emergency.

### **Discipline Policy**

Each student is expected to behave in a responsible manner and adhere to the Student Code of Conduct for the Clear Creek Independent School District. Please refer to the CCISD Student Handbook for a complete copy of the Student Code of Conduct. If your student is sent to the office you may receive written notification and/or a telephone call from either the principal or the assistant principal.

Consequences for misbehavior could include:

- Verbal warning
- Parent conference
- Time-out
- Recess detention
- Lunch detention
- In-school suspension
- Referral to the school counselor
- Out of school suspension
- AEP (Alternative Education Placement)

### **Field Trips**

Each grade level will take a field trip during the school year. Parents will be notified about field trips by the classroom teacher. In order to attend field trips, students must return a signed permission slip. Parents may be asked to attend a field trip, if there is a concern about the behavior of a student. Additionally, parents may be invited to chaperone field trips, but parents will have to provide their own transportation. Parents are not allowed on CCISD buses. For some field trips, a limited number or no parents are allowed. If you would like to chaperone, you must be an official volunteer. Please go to <https://www.ccisd.net/online-forms/volunteerregistration>.



## **Grading Procedures**

The Clear Creek Independent School District's grading procedures can be found at the CCISD website <http://ccisd.net/departments/policy-legal-affairs/important-documents-links>.

## **Parent Conferences**

Parent conferences are necessary to ensure your child's success in school. Teachers are available to conference during their daily conference period. Additionally, conferences may be scheduled at alternate times to accommodate parents' schedules.

## **Supplies**

School supplies are available for pre-ordering through the Greene PTA every spring. School supply lists are also available in the front office and on our website. If you need assistance with school supplies please contact the school counselor, Jen Murray, or your child's teacher.

## **Statewide Assessment Days**

The STAAR test is administered each spring for students in grade 3, 4, and 5. Students in grade 3 take the math and reading assessment. Students in grade 4 take the math, reading, and writing assessment. Students in grade 5 take the math, reading, and science assessment. Parents will be notified of these days. There are to be no visitors on campus on state assessment days because of confidentiality reasons.

## **Snacks and Birthday Treats**

Students are allowed to bring a healthy snack to school each day, with teacher permission. Please make sure the snack is not messy. Students are not allowed to share snacks with other students. Please send in a snack only for your child.

When it is your child's birthday, you may send in treats (cupcakes, cookies, etc.) for the class. Candy, drinks, and treat bags are not allowed. Please make sure there are enough treats for each student. Treats must be passed out after lunch near the end of the school day (usually during recess). Please do not pass out treats during lunch per FDA regulations. Additionally, birthday parties may not be held at school. Invitations will not be given out in class unless every classmate is invited

## **Science Fair**

All students in grades K-5 are encouraged to participate in the school Science Fair. The Science Fair is held in the fall. Students will receive information from their classroom teachers about the Science Fair and specific dates. Our Science Fair coordinator is Michelle Brown. For questions about the Science Fair, Mrs. Brown can be contacted at [mabrown@ccisd.net](mailto:mabrown@ccisd.net).

## **Nurse Information**

Priscilla Hall is our school nurse. She is a registered nurse and is on duty full-time. First aid for minor injuries is routinely administered in the school clinic.

Throughout the year, many health programs are conducted including;

- Vision and hearing checks
- Height and weight records
- Growth and Development Films –5th grade girls and grade boys
- Spinal Screening-5<sup>th</sup> grade

### **Medication**

A new medication administration request will be required each school year or with any change in the previous medication administration request (i.e., a change in the original time interval or dosage amount to be given).

**\*All medications to be administered or kept at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent/guardian.**

A parent note gives the school nurse permission to dispense the medication according to the label on the original container. The medication must be age appropriate. The recommended dosage from the manufacturer will be administered for an over-the-counter drug.

All medication will need to be picked up by a parent/guardian on or before the last day of school or the medication will be discarded.

### **Illnesses**

Please keep your child home if any of the following symptoms are exhibited:

- Temperature of 100 degrees or more. Please note that your child must be free of fever without medication for 24 hours prior to returning to school.
- Vomiting
- Diarrhea
- Pink eye
- Rashes, other than poison ivy
- Impetigo
- Lice

Parents of a student with a communicable disease are asked to inform the school nurse or office staff, so that the county can be notified. Also, a student with certain diseases is excluded from school when the disease is contagious. These diseases include, but are not limited to scabies, impetigo contagious, ringworm of the scalp, infectious forms of conjunctivitis, and pediculosis.

## **PTA Information**

At Greene Elementary we understand the importance of family involvement in student success. The Greene PTA provides support for the students and faculty of Greene Elementary. Throughout the school year, the PTA offers events for families, provides volunteers, assists with ordering school supplies, and runs the school store. You can learn more about our PTA by visiting their website:

<http://www.greenepa.org/>.

### **Membership**

All parents, family, and community members are invited to join our school PTA. Dues are \$6.50. Membership forms are sent out at the beginning of each school year. There are additional forms in the front office.

## **Special Programs**

### **Counseling**

Our school counselor is Jen Murray. Our counselor provides character education for our students, as well as supports our students mentally, physically, and emotionally. Mrs. Murray also provides skill groups for students. You can contact our school counselor by phone or by email. Mrs. Murray's email is [jmurray@ccisd.net](mailto:jmurray@ccisd.net).

### **Character Education**

Character education is very important at Greene Elementary. We utilize the *Character Counts* program which focuses on the T.R.R.F.C.C. (trustworthy, responsibility, respect, fairness, caring, and citizenship) pillars of character. Each month we hold a Cougar Character Rally. During the rally students learn about the character trait for the month. Additionally, students receive Cougar Coins throughout the school year for distributing great character.

### **Dyslexia**

Our dyslexia specialist is Pamela Thomas. Mrs. Thomas provides dyslexia services to students who have qualified through necessary testing. If you have any questions or concerns regarding your child's reading abilities, please contact his or her classroom teacher.

### **Home and School Connections**

We have five instructional coaches at Greene Elementary: math, literacy, science, ESL (English as a Second Language) and technology. Throughout the school year, the instructional coaches provide parent and family trainings to support student learning. Please consider attending to help your child's academic success.

## **Gifted and Talented**

Our advanced academic specialist is Amber McMillan. Mrs. McMillan provides support for our gifted and talented students. All kindergartners are screened in the fall. If your child is in grades 1-5, please notify the classroom teacher or Mrs. McMillan, in writing by October 1<sup>st</sup>, if you would like your child tested for gifted and talented education. If you have any questions or concerns regarding advanced academics, you may contact Mrs. McMillan by email, [amcmillan@ccisd.net](mailto:amcmillan@ccisd.net).

## **Library**

Our school librarian is Dominique Corpus. Students attend library lessons on a bi-weekly basis. Students are allowed to check out up to two books per visit (per Mr. Corpus' discretion). Students may also check out books during the open library time each school day. Additionally, we have Family Library Nights, which are held on the first Thursday of every month. Families are invited to attend and check out extra books for their family.

## **Special Education**

For students who are identified with an area of disability and qualify for special education, most will be provided services at Greene Elementary. The staff includes two resource teachers, two Speech Pathologists, three Alternative Academic teachers, and one PPCD teacher along with several paraprofessionals that assist in areas as needed. If you have any questions regarding Special Education please contact the Special Education Team Leader, Mrs. Candy Romeo ([cromeo@ccisd.net](mailto:cromeo@ccisd.net)) or administration.

## **Student Clubs**

There are many opportunities for your child to be involved at Greene Elementary. We have a variety of clubs for different grade levels. Information and applications will be sent home throughout the school year regarding the different clubs. Some of the clubs include:

- Student Leadership
- Yearbook Club
- Honor Choir
- Drama Club
- Art Club
- Kind Kids Club
- Math Club
- Running Club

# **Visitors and Volunteers**

## **Visitors**

All school visitors must check in at the front office and present a government issued ID or passport to enter the campus. You will be given a visitor sticker that will allow you access to your destination. You may visit your child during breakfast, lunch, or any specified school/class activities. If you are bringing items such as lunch, homework, money, etc. we will see that they are delivered to your child.

## **Volunteering at Greene Elementary**

We appreciate volunteers! To become a volunteer in CCISD and at Greene Elementary, you will need to complete a volunteer application electronically on the CCISD website at <https://www.ccisd.net/online-forms/volunteerregistration>. You will be notified by email after your volunteer application has been processed. Also, if you want to attend any fieldtrips with your child as a volunteer, this application must be completed at least 2 weeks prior to the field trip.