

Schmalz Elementary

Campus Procedures

2022-2023

Parents and students should be familiar with these best practices and procedures in order to help our campus run as smoothly as possible.

Arrival:

All students may enter the building at 8:05 am. Upon entering the school, students will report either directly to their classroom or to the cafeteria, if they need to eat breakfast. Upon entrance to class, students are expected to participate in the activity planned by the teacher until the 8:30 am bell rings to start the school day. Students are expected to be on time to ensure that they do not miss any valuable learning time. If your child arrives to school after 8:30 am, he/she must be escorted to the front office, by an adult, to get a tardy slip before proceeding to class.

Dismissal:

All students MUST check out through the front office. Please arrive by 3:00 pm, but no later than 3:15 pm, to pick students up early prior to the end of the school day. This will give office personnel ample time to call the child down from his/her classroom. After 3:15 pm, our dismissal process will start and we will not be able to pull students to the front office for dismissal. Please be prepared to show photo identification whenever checking your child out early. If your child is to leave campus with someone other than a parent/guardian, written authorization from the parent will be required and will be verified before the child is allowed to leave the campus. Those who are authorized by parents to pick up a student will also be asked to present a photo ID.

Birthday Treats:

Delivery to students of flowers, balloons, food (including birthday treats), and other such items are prohibited at school. Balloons, flowers, gifts or party favors can cause a disruption in the classroom. Birthday party invitations are not to be passed out at school.

Cafeteria and Lunch Visitors:

Every child will have a 30 minute lunch period each day. Parents are welcome to join their child for lunch. However, parents are encouraged to have lunch with their children not more than once a week. During lunch, children work on developing independence and social skills. Also, with space being at a premium in the cafeteria, it is hard for us to accommodate many visitors. WE have transitioned to have lunch guest register to eat lunch using SignUpGenius. Early Dismissal Days will be a Closed Campus Day to lunch visitors, which means no visitors for lunch. State testing days will also be Closed Campus Days: no lunch visitors.

During the first three weeks of school, we ask that parents do not visit students for lunch as students are learning independence with routines and procedures. We will be ready for lunch visitors starting the week of September 12th.

Parents must enter through the front office and obtain a Raptor badge by presenting required identification to the front office staff, no exceptions. All visitors must comply with this requirement before being allowed to enter the secure student area of the school.

Due to space and safety concerns, lunch visitors are restricted to parents/step-parents/guardians, non-school aged siblings, and grandparents (with written permission from the parent). Visitors do not include aunts, uncles, or neighbors.

- All parents are asked to remain in the cafeteria and **MUST** eat at the parent tables during their lunch.
- Parents eating with their child may not visit other areas of the school and should not walk their child back to class or to the playground after lunch.
- **Parents are not allowed to bring food for other children** when they visit for lunch and students cannot ask their friends to eat with their parents during lunch.
- Due to time and space concerns at Schmalz, plus our eagerness for lunch to be a social development time for our children, **visitors are encouraged to have lunch with their child no more than once per week. Please refrain from cell phones or other technology usage while visiting for lunch.** Due to privacy issues outlined in FERPA, no photos/videos with cell phones or other electronic devices or cameras are allowed in the cafeteria per GKC (Regulation).
- Glass containers are prohibited.
- Visitors who repeatedly disregard cafeteria expectations may lose the privilege of coming to the lunchroom.

Communication:

We encourage informal conferences throughout the school year to discuss the needs of your child. At any time, a parent may request a conference. A note or email should be sent to the teacher or a call should be placed to the office so a voice message can be left for the teacher.

Teachers will not be able to confer on a “drop-in” basis, as they must maintain the class schedule and often have other responsibilities during their planning times. Please allow teachers 24-48 hours to respond to telephone messages, notes and emails. Teachers often have conferences and meetings during their planning periods and after school. They are not always able to immediately return all the messages they receive in a day.

We strive to maintain good communication with parents. Students in grades 1-5, each week, students bring home a parent contact folder (Thursday folder) filled with information concerning academic work and other school business. Please review the folder contents thoroughly.

Teachers maintain contact with parents through notes, emails, phone calls and conferences. ParentLink messages will be sent from the school via the phone number and email address you register on file. You may also follow us on Facebook at **Schmalz Elementary – Katy ISD**.

Counselor:

Our school counselors will collaborate with teachers, the principal, assistant principals, students, and parents regarding student progress in academic and behavioral areas. The counselor provides

classroom guidance lessons on a variety of topics. They also provide small group sessions on specific topics based on student need. They are able to meet with individual students on an as-needed basis or as-requested basis. Please feel free to call them to discuss your child's needs.

Deliveries:

At the elementary level, teaching students to be responsible is of utmost importance. Please ensure that routines are established at home that reinforce student responsibility for making sure they are prepared with all materials necessary for success each day. We understand that occasionally, items may be forgotten. Essential items for school received **before 10:00 a.m.** will be delivered to the classroom. Homework will be placed in the teacher's box. Water bottles and snacks are optional and not considered essential. Thank you for supporting us and teaching our child to plan ahead.

Discipline:

Appropriate behavior is important and required at Schmalz Elementary. The staff utilizes Positive Behavioral Supports (PBIS). Students earn "points" as positive reinforcement that can be used for a variety of rewards in our Shark Shop or within their classroom. Students are expected to observe school and classroom regulations. Proper behavior will be discussed with students, and expectations will be defined. Good communication and cooperation between the home and school results in the most effective and most desirable outcomes.

Students will not be allowed to disrupt the learning process. The goals of the school cannot be achieved if a disproportionate amount of time and resources must be utilized for maintaining order. Students exhibiting unacceptable behavior will be disciplined according to KISD School Board policy. Please read carefully the "**Discipline Management Plan and Student Code of Conduct Handbook.**"

Dress Code:

Students are expected to adhere to the Katy ISD dress code (please see Discipline Management Plan and Student Code of Conduct). If the principal/assistant principal determines that a student's grooming or dress violates the District's dress code, the student will be given an opportunity to correct the problem at school before calling home.

Food Allergies

The district requests to be notified when a student has been diagnosed with any severe food allergy. Please contact our school nurse regarding any known food allergy your child has been diagnosed with as soon as possible so we may accommodate the child's needs in the school and cafeteria.

Field Trips:

Grade levels take field trips during the school year for educational purposes. Field trips vary as do the need for chaperones. The number of chaperones for each field trip will vary depending on the venue. Teachers will send home information prior to field trips with notifications concerning the number of chaperones needed. Chaperones selected by the teachers will be responsible for children while on the trip. Each official chaperone should check in at the front office through the Raptor system and obtain a name badge. Official chaperones may not bring guests, including children, grandparents, aunts, uncles, etc. Note: Some field trips may not include chaperones at all.

Home Access Center (HAC)

Home Access Center (HAC) allows Katy ISD parents to access their student's schedule, homeroom teacher, grades, assignments, test scores and absences. Parents can also update basic parent/guardian contact information. To access the site, go to:

<http://www.katyisd.org/pages/home-access-center.aspx>.

ID Badges:

Students must wear their identification badge at all times. Breakaway lanyards will be provided by the school. All lanyards worn by students must be breakaway to insure the safety of the students. Students will be advised to tuck the lanyard in their shirts for recess and PE. The cost for a replacement ID is \$3.00 and lanyard is \$1.00.

Library:

The library houses all types of books, instructional materials, and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for instruction and check out. Students are personally responsible for books checked out of the library. Parents are responsible for damaged/lost book charges and must return damaged books.

Messages to Students:

Please ask the office to give a message to your child only in case of an emergency. We prefer to interrupt classes as little as possible. Students will not be called to the phone.

Parties:

KISD policy allows two parties a year at the elementary level. The parties are sponsored through the PTA and must be curriculum based and uniform across the grade level. The dates of the parties will be designated as two of the three "free days" we are allowed through the Texas Department of Agriculture related to serving Foods of Minimal Nutritional Value.

PTA:

There will be a membership drive early this year for the Schmalz Elementary PTA. Each parent is encouraged to join the Schmalz PTA. The PTA is very supportive of the school and beneficial to all students. There will be many opportunities for all parents to become active in the PTA functions throughout the year.

Safety Patrol:

The Safety Patrol is a trained group of students organized to promote safety in and around the school. These students are to be recognized as leaders of Schmalz Elementary. All students should be instructed to obey the patrols in matters regarding school rules and safety. Students on the Safety Patrol must maintain satisfactory grades and conduct to remain active. A discipline referral to the principal/assistant principal will be cause for immediate suspension from safety patrol.

School Colors/Mascot:

Mascot: Sharks

Colors: Ocean Blue and Charcoal Gray

Spirit Days:

On Mondays, students and faculty members wear Schmalz spirit shirts to promote school spirit.

College Days:

On Fridays, students and faculty members are encouraged to wear college t-shirts to promote career exploration.

Title I:

Schmalz Elementary receives federal funds as a School-wide Title I campus. The purpose of Title I is to enable campuses to provide opportunities for children served to acquire the knowledge and skills contained in the challenging state content standards and to meet the challenging state performance standards for all children. The goal is to improve educational opportunities so that students will:

- Succeed in the regular classroom
- Attain grade level proficiency
- Improve basic, as well as more advanced, skills

The expectation is that students will increase their academic achievement, and thus will improve their grades, reduce their risk of failure, build their self-esteem and increase their likelihood of completing high school.

Transportation Changes:

Any changes in the normal transportation for your child must be stated in writing to your child's teacher. E-mails and phone calls will not be accepted. This is for the protection of your child. We will accept a fax stating your child's name and the teacher's name with your signature. If you fax a note, please call the school to make sure it has been received. Fax dismissal changes to (281) 644-1615. All faxes must be received by 2:00 pm. Without a note or fax, the student will be sent home by the regular method.

Transportation:

For the safety and security of your child, we strongly encourage you to establish a transportation routine and adhere to it.

Parents/guardians of Kindergarten children MUST be present at the child's bus stop in the afternoon or the student will be brought back to the campus front office. If the bus brings the student back to the campus, the parent/guardian will be called to pick up their student. Please encourage your children to think carefully before they leave school for the day so that they will have everything needed for homework and projects. The school doors will be locked at 4:25 pm unless there is a special activity taking place after regular school hours. Students will not be permitted back into their classrooms after 4:00 pm.

Bus Drive:

The area by the teachers' parking lot is designated as a bus area only. Students will be dropped off and picked up by the bus from this area. Do not deliver or pick up your child from this area. It is extremely dangerous for children and/or parents to maneuver around parked and moving buses.

Bus Behavior:

Safety is the primary concern on the bus. Students are expected to conduct themselves in an appropriate manner and follow all bus rules. When a student misbehaves, the bus driver will fill out a bus referral. Students who habitually abuse the privilege of riding the bus through inappropriate behavior will be subject to losing their bus riding privileges. The following is a list of bus expectations and established consequences for misbehavior on the bus:

Expectations:

- Speak with a quiet voice
- Follow directions the first time given
- Keep hands, feet and objects to yourself
- Remain seated until time to unload at your stop
- Refrain from eating

Consequences for Misbehavior:

- **First Referral:** conference with the administration
- **Second Referral:** conference with the administration, placed on bus probation, parent notified
- **Third Referral:** conference with the administration, parent notified, bus suspension for 3 days
- **Fourth Referral:** conference with the administration, parent notified, bus suspension for 5 days
- **Fifth Referral:** conference with the administration, parent notified, bus suspension (at the discretion of the administration) for the remainder of the semester

Car Riders:

The area in front of the kindergarten hallway is designated as the car rider drop off and pick up area.

In an effort to continue to improve the efficiency and safety of our car rider line, we would like to take this opportunity to review guidelines for car riders. Each car rider student will receive a number. During meet the teacher night, parents will pick up the number for their child/children in the classroom or library. If there are multiple students in a family, the number will be assigned to the younger sibling.

Morning Arrival:

- Encourage your child to be prepared to quickly exit your vehicle as you stop.
- Children should always exit your vehicle on the passenger side. This is a huge safety concern for us. Please adjust car seats so your children can exit/enter on the passenger side.
- When the vehicle in front of you begins unloading, you should also begin to unload.
- Please do not attempt to form a second line of cars in the drive at drop-off time or at dismissal time. This is unsafe for the children and our staff.
- Please remain in the line and wait for the cars in front of you to exit.

Afternoon Dismissal:

- Place the car tag with your number in the window of your car each day when you come to pick up your child. A teacher will call for your child and a safety patrol member will help him/her into the car.
- At dismissal, for safety reasons, parents may not pick up children at the front door. Please remain in the car line.
- Please stay calm and wait your turn.
- If the number tag given by the school is lost, parents must come inside to the office to receive a new card in order to check out their child.

Day Care:

The area in front of the school is designated as a daycare drop off and pick up area.

Please inform the daycare to bring your children between 8:10 am – 8:25 am and to pick up your children promptly at dismissal time: 3:40 pm. Be sure to inform your child's teacher in writing which day care bus your child will be riding. Any change in transportation must be made in writing. If your child is absent or goes home ill from school during the day, please notify the day care that your child will not be riding the bus in the afternoon.

Walkers or Bike Riders:

The help of every parent is needed to instruct their children on safety when walking or riding a bike to school. It is most important that students walk on the sidewalks. When arriving at school, children need to walk bikes to the bike racks. Bikes may not be ridden on school grounds. **Parents may not drive into the faculty parking lot to pick up or drop off a walker or bike rider. The children will not be allowed to cross the street to enter or board a car.** Students will be dismissed from the back of the school by the playground or in the front in front of the marquee. The teachers will walk all walkers and bike riders to the corner of the sidewalk beyond where the buses are parked, and parents may meet their children there or in front by the marquee. Please do not enter the campus grounds to pick up walkers.

- PreK, K-1 walkers will not be allowed to walk home independently.
- Every child/family will be issued a dismissal tag to ensure the students are matched to parent(s) or designated adult(s). Parent must have the car rider tag when picking up PreK, Kinder, and 1st graders at walker/bike areas
- If a PreK, kindergarten or first grade student walks home with an older sibling, parent permission should be in writing.
- Walker Duty Teacher(s) will have a list of students with them at dismissal.
- If someone is not there to receive the student, then the staff member returns the student to the front office and a parent/guardian is contacted.