



# Sampson Elementary School

## Quick Reference Guide for Parents

16002 Coles Crossing Drive

Cypress, Texas 77429

Phone: (281) 213 – 1600 • Fax: (281) 213 – 1605

### -A-

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

**Attendance:** Students arriving after 8:05 a.m. are tardy. Attendance is marked daily at 10:05 a.m. Students who are absent should submit a written excuse (parent note or doctor's excuse) upon returning to school. Students with no absences and no more than one tardy and/or one leave early each nine weeks will earn Perfect Attendance. Excessive tardies/absences will be referred to the district's truancy officer. Students with 3 or more tardies or early releases (with the exception of holiday parties/special school events) in a four week period will be referred to the attendance officer. Once referred to the attendance officer, all subsequent tardies/early releases will be monitored. The Home Access Center is an electronic way to monitor your child's attendance and tardies. We recommend all parents regularly check the Home Access Center.

### -B-

**Birthdays:** Party invitations will only be dispersed if parents send enough invitations for the entire class. Teachers will not "seek out" students in other classrooms in order to deliver invitations. Parents will have to find other ways to communicate with those students not in their child's homeroom. 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. 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 two weeks 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. Our cafeteria manager is Mrs. Amos. Her e-mail address is [bonita.amos@cfisd.net](mailto:bonita.amos@cfisd.net).

**Breakfast:** Students may go to the cafeteria at 7:45 a.m. to eat breakfast. Breakfast is not served after 8:05 a.m. (with the exception of late buses).

### -C-

**Cafeteria Services:** 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. The cafeteria manager at Sampson is Mrs. Amos. Her e-mail is [bonita.amos@cfisd.net](mailto:bonita.amos@cfisd.net).

**Car riders:** All students riding home from school in a car should be in the car rider line. Parents that park near the school to try to pick up their "walker" students create an unsafe environment during dismissal. To ensure every child's safety please use the car line if you are transporting your child to and from school in a vehicle. The school will provide a car tag that should be visible as the car moves through the car line.

**Cell Phones/Pagers:** Cellular phone should be turned off when visiting class or attending a school presentation. Students may use their cell phone during the school day for instructional purposes only. If cell phones are visible without teacher permission, they will be confiscated and remain in the front office until the parent is able to come in to claim the phone and pay a \$15 administrative fee. NOTE: Parents may use their cell phone to take pictures of their own child with teacher permission. Parents should not be photographing any other students in the building. Videoing on cell phones is not allowed during the morning announcements because not all students have permission to be videoed.

**Clinic:** Should your child become ill at school, we ask that you pick him/her up promptly once notified. Students with a temperature of 100.0 (or higher) or communicable disease will not be allowed to remain at school. State guidelines state that before returning, children must be free of symptoms/fever for 24 hours. Children that are not going home from the clinic will be allowed to rest for 30 minutes. Then they will return to class. 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:** Club Rewind is the fee based before and after school care program for Cypress- Fairbanks ISD students in kindergarten through 5<sup>th</sup> grade. Club Rewind is on site on every elementary campus. Before school care begins at 6:45 a.m. After school care begins immediately after school and ends at 6:30 p.m. Enrollment and tuition information may be found at <http://www.cfisd.net/campuses/clubrewind/> or by calling 281-807-8900.

**Communication:** Establishing clear, open communication between school and home is a school goal. Information you will receive includes: weekly teacher e-mails, teacher web site, School Messenger e-mails and phone calls, newsletters, weekly take-home folders/reports, progress reports and report cards. Please check your child's backpack daily. We ask that teachers respond to any type of communication within 24 hours. Please remember that your child's teacher is instructing your child throughout the day and may not have time to respond to communication until the end of the day. The Home Access Center is an electronic way to monitor your child's current grades, attendance, and tardies. We recommend all parents regularly check the Home Access Center.

**Conduct:** Student conduct is communicated through notes home, phone calls, conferences, 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. Please review the district Code of Conduct with your child.

### -D-

**Dismissal:** Sampson has three different types of dismissal. The type of dismissal is determined by the school based on weather conditions at 2:50 p.m. *Regular day dismissal* is what happens every day when the weather conditions are normal. *Rainy day dismissal* happens when it is raining outside but there is no lightning detected in the area. Students can still walk or ride their bikes if parents choose this option on the Sampson Transportation Form. *Inclement weather dismissal* happens when there are strong winds or thunder and lightning in the area. Parents will be notified of a change in dismissal through a School Messenger e-mail, notification on Remind 101, Facebook, Twitter, and an e-mail from the student's home room teacher. Parents can also call the front desk to ask about dismissal. **\*\*Animals are not allowed on the school grounds during dismissal.**

**Dress Code:** 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 may need to change into clothes provided by the clinic. **We also ask that our volunteers dress in a manner that adheres to the student dress code.**

### -E-

**Emergency Care Form:** It is imperative that parents complete and return the school emergency form. E-mail addresses from this form are used for School Messenger communication. Changes should be updated in the front office as needed.

**End of Year Placement:** *Promotion:* State law mandates the following minimum performance standards for promotion from one grade to the next. (1) A composite grade of at least 70 in language arts (reading and language), mathematics, science, and social studies. In grade K, a student must have a  $\sqrt{}$  in all subject areas in order to be considered for promotion. In 1<sup>st</sup> grade, a student must have an overall "S" in all subject areas in order to be considered for promotion. NOTE: Fifth grade students are required to meet minimum expectations on the State of Texas Assessments of Academic Readiness (STAAR) Reading and Math tests in order to meet promotion criteria. *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 screened for possible retention. NOTE: *Students who meet promotion criteria may not be retained at any grade level, regardless of parent request.*

### -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.

### -G-

**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. Not all grades are averaged equally. Specific criteria regarding grades will be shared by the teacher. 2<sup>nd</sup>-5<sup>th</sup> grade parents are encouraged to monitor their child's grades by logging into the Home Access Center (HAC).

In grades K – 1<sup>st</sup>, teachers assess student work samples and record their achievement. At the end of the nine weeks, each student's work is applied to a rubric which determines a nine weeks grade. In grades 2<sup>nd</sup> – 5<sup>th</sup>, graded work is recorded by the teacher and

averaged each nine weeks to determine your child's nine weeks grade. Numeric grades may be converted as follows: A = 90 – 100, B = 80 – 89, C = 75 – 79, C- = 70 – 74, F = 0 – 69. Sampson's grading policies can be found at [www.cfisd.net](http://www.cfisd.net). Click on schools, elementary schools, Sampson website.

### -H-

**Holidays:** Parents may not send goodie bags or other celebratory items to school. Sampson PTO will sponsor two parties per year. At the present time we have one party in December and one on the last day of school. Please see guest information under Parties.

**Homework:** The goal of homework is to reinforce learned skills and to serve as a natural extension of the day. Homework will be assigned at teacher discretion according to student need.

**Honor Roll:** Students in grades 2<sup>nd</sup> – 5<sup>th</sup> are eligible for honor roll. To earn Distinguished honor roll distinction, students must receive all A's. To earn A/B honor roll distinction, students must receive a combination of A's and B's.

**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*.

### -L-

**Late Work:** At Sampson Elementary, it is expected that students will complete and turn in all assignments on time. Points will be deducted for late work. *Parents should not bring forgotten work to school as it will be considered late work.*

**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. On the last Friday of each month, all unclaimed items will be disposed of or donated to a charitable organization.

**Lunch:** Parents, legal guardians, and relatives (with note from the parent) may come to have lunch with a student. Only that student will be allowed to eat at the parent table with their guest. Groups of students (teams, clubs, etc.) will not be allowed to gather together at the parent table during 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 occasionally. 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. **The front office will not deliver lunches to students.** Students can stop by the office on their way to the cafeteria to pick up their lunch. Relatives need to bring the parent note and their driver's license on the day that they are visiting for lunch. Cypress-Fair students are not permitted to come as lunch guests. NOTE: In order to teach and review cafeteria procedures and routines, lunch visitors will not be allowed the first week of school for students in 1<sup>st</sup>-5<sup>th</sup> grade. Lunch visitors will not be allowed for kindergarten students for the first two weeks of school.

### -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) including cough drops.*

**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, teacher's name, and the purpose for which the money was sent.

### -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. You can learn more about the Sampson PTO by visiting their website at [www.sampsonpto.com](http://www.sampsonpto.com).

**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:** Each student is allowed one adult guest at our school parties. Parents that both want to attend the party can split the time. Infants, pre-school children, elementary, middle and high school students are not allowed to be a guest at the party.

**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 classwork assigned by the P.E. teachers. Students that do not participate in P.E. will also not participate in recess.

**Programs:** Students in first grade, third grade, and fifth grade will participate in an evening program here at Sampson. Families are invited to attend. All visitors (even after school hours) must enter through the front door of the building. We ask that parents not open or prop open the cafeteria doors to let other parents in. This compromises everyone's safety.

**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 electronic games/musical devices, walkie-talkies, pagers, cameras, radios, sunglasses, 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. Live animals are not allowed. Finally, students are prohibited from the engagement of distributing, trading, or selling items at school. *Exceptions to these rules will be communicated through your child's teacher. Ex.: Dollar Days, class rewards, etc.*

#### -Q-

**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 email the teacher or call the front office and leave a message. The teacher will return your email or call as soon as possible.

#### -R-

**Recess:** In accordance with our district recess guidelines all students participate in recess for 20 minutes daily, weather permitting. There may be times when a student misses recess due to an absence from school, a tutoring session with a teacher, etc. If a student will be missing recess on a routine basis, the parent will be notified.

**Re-take/ Redo:** 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. The highest grade a student can earn on a "retake or redo" will be a 70.1. A student may not earn a grade lower than the original grade. DPMs or Benchmarks are not included in the retest/redo opportunities. The assignment must be redone within one week of the posted grade.

#### -S-

**School Cash:** Many of the items available to purchase at Sampson Elementary will be available through School Cash. There is a link to School Cash on the Sampson Elementary webpage. Go to [www.cfisd.net](http://www.cfisd.net), then click schools, elementary schools, Sampson website and School Cash.

**School Hours: 8:05a.m. – 3:20 p.m.**

**School Messenger:** Our school newsletter and other important information are sent via e-mail through School Messenger.

**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 with teacher permission. 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-

**Textbooks:** Students have full responsibility for the textbooks issued to them. Students will be required to pay for lost, damaged, or defaced textbooks.

**Tipline:** Students and/or parents can submit reports/tips via text or email 24 hours a day, seven days a week using Tipline. You can access Tipline on the Sampson website. Go to [www.cfsd.net](http://www.cfsd.net), then click schools, elementary schools, Sampson website, and then Tipline.

**Transportation:** Bus Rider: Bus transportation is available to all of our students zoned to Sampson. 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 of children that are not bus eligible must provide transportation for their children. Parents 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 7:45 a.m.** In order to unload the children as quickly and safely as possible we ask that each student open and close his/her own car door. Staff members will be outside supervising the children as they walk to the building. When picking up your child, we ask that you wait patiently in your car until he/she is released. Walkers/ Bike Riders: Children are allowed to ride their bikes or walk to school. Bike riders should park their bikes at one of the bike racks outside and lock the bike before entering the building. Walkers and Bike Riders are released from three exits at the end of the day. Blue Door- This exit is located near the front entrance to the building. Red Door- This exit is located near the playground (rock wall.) Green Door- This exit is out the cafeteria doors. Parents of bike riders/walkers must specify which door their child needs to exit on the Sampson Transportation Form. Day Care: Day care vans unload and load on the side of the school. (Also see Dismissal.) The only vehicles allowed on school grounds during dismissal are cars that are participating in the car rider line. Students designated as “walkers” need to walk off of school grounds.

**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 281-213-1605. A copy of the parent’s driver’s license MUST accompany the fax. Phone changes will NOT be accepted. All transportation changes should be made before 2:40 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. 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 their child’s assistant principal. The assistant principal will set up a date/time that will not be disruptive to any classroom activities. Student visitors are not permitted during the instructional day. School personnel may ask any person not having legitimate business to leave the premises.

-W-

**Water Bottles:** Students are encouraged to bring water bottles (filled only with water) to school, provided that they use them responsibly. Water bottles must come to school filled.

**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.

