

WELCOME TO THE PACK!

Welcome to McFee Elementary and to the new and exciting experiences you will have as a Timberwolf that will make your stay here happy and memorable. This folder has been prepared to tell you about our school. These guidelines make it possible for all of us to live, learn, work and play together. This folder also serves another important purpose: each Thursday, your student will bring home graded papers, weekly conduct cards, school handouts and other important information in this folder. Please be sure to review these papers, sign the conduct card, and return it, along with this folder, to school on Friday.

On behalf of this incredible staff, I want to extend an invitation to all parents to visit our school, join PTO, and participate in our volunteer program. I know this is going to be a great year at McFee Elementary!

Sincerely,
Donna Harden, Principal

IMPORTANT INFORMATION

School Address: 19315 Plantation Cove Lane, Katy 77449
School Phone Number: 281-463-5380 **FAX Phone Number:** 281-463-5680
Web Address: www.cfisd.net

Time Schedule: 8:30 – Doors Open
School Hours: 8:45 – 3:45 Grades K-5
8:45 – Classes Begin
8:45 – 11:45 AM PreK/PPCD
12:45 – 3:45 PM/PreK/PPCD
PM PreK/PPCD should arrive no earlier than 12:40 pm

Students should not arrive at school before 8:25. No supervision is provided for students before that time.

If you need to contact a teacher, an administrator or other staff member, please call the front office and leave a message. Our goal is to return all phone calls within 24 hours. If you would like to speak to a teacher or administrator, please call to schedule an appointment so that the appropriate person is available to you and is able to spend the time with you that is needed. Parents may not expect to visit a classroom to speak with a teacher during instructional time.

WHO TO CONTACT

Any time you may have a concern involving the classroom, please contact your child's teacher first. If you still need to conference with an administrator or other staff member, please feel free to contact:

Principal – Donna Harden
Assistant Principals – Kimberley Rowe (PPCD, PreK, K, 1, 2)
Jana Needham (3,4,5)
Counselors – Danielle Trump, Nancy Pearson
Nurse – Patty Demko
Media Specialist – Susan Costello
Cafeteria Manager – Rachel Mitchell
Registrar – Silvia Viesca (Attendance, Enrollment, Withdrawal)

ATTENDANCE

Regular attendance is important to success at McFee Elementary. Students are expected to be present and punctual for all classes throughout the year. They should arrive in time to walk to class, organize their materials and be ready for the day.

Tardies: Students arriving after 8:45 must report to the front office to get a tardy slip to enter class.

Absences: Please refer to the Code of Conduct, under POLICIES, for information regarding attendance. Please note that any time a student is counted absent, a written excuse is required. A note should be brought to school written by the parent on the day the student returns explaining the absence. After three consecutive days of absences, the parents may call the school and request assignments; otherwise the work will be provided after the student returns to school.

BIRTHDAYS AND FOOD FROM HOME

Due to food allergies and imposed state health regulations, parents will not be allowed to bring lunch, cupcakes, favors, etc. for their child's classmates.

Students will not be allowed to distribute invitations to personal parties at school. We also do not allow the delivery of gifts (flowers, balloons, etc.) at school.

BUS INFORMATION

1. Please be at your assigned bus stop five minutes prior to the assigned stop time.
2. Due to limited space on the buses, any items that are too large to be held in the child's lap must be transported by the parent. This includes items such as large school projects, over-sized bags, etc.
3. There are to be no glass containers on the bus. This includes pop bottles, jars with bugs, etc.
4. Any concerns about the bus should be directed to the our Barker-Cypress Transportation Center; phone number 281-463-5978.

CAFETERIA GUIDELINES AND LUNCHROOM BEHAVIOR

All parents are encouraged to set up an account with the cafeteria manager for use when lunch or lunch money is forgotten. When the money left in a child's account is low, your child will receive a sticker to remind you to replenish the money in the account. If the account remains empty, the child will receive a cheese sandwich and milk from the school until the account is brought current. Families who qualify are encouraged to complete the "Free and Reduced-Price School Meals Application" so that lunch and breakfast are provided for the student on a free or reduced basis.

Eating shall be confined to the cafeteria or, in the case of "Grab and Go Breakfast", to the classroom during specified times. All food is to be consumed before leaving the cafeteria and, per federal guidelines, cannot be taken from the cafeteria. It is the responsibility of each student to clean up the area on the table from which they ate. Students will remain seated at the table during lunch and breakfast until excused by the staff on duty.

Parents who join their children for lunch will be invited to sit at a table designated for that purpose. We do ask that parents follow the directions of the staff on duty and that they do not interact with children other than their own. Parents may bring lunch for their own children but are not allowed, per state law, to provide lunch for other children.

CAR RIDERS

Students who arrive and/or leave by car may be dropped off and picked up in the parking lot at the front of the school. For the safety of our children, we ask that you remain in your car when picking up your child and to use the designated car rider drive through only. Children will exit through the side door and be escorted by school personnel to and from cars.

Children will not be released to anyone walking up to the car rider line and attempting to pick up a child. Instead, the person attempting to pick up the child will be directed to the front office, where they must check the child out after showing a valid driver's license or other valid government-issued ID. Once the person has been authorized as someone authorized to check the child out and the appropriate sign-out procedure has been completed, the staff on duty at the car rider line will be notified that the child can be released to the appropriate person.

CELL PHONES, PERSONAL ITEMS, TOYS, ETC.

Students who bring cell phones to school must keep them, turned off, in their backpacks. Cell phones that are seen and/or heard will be taken up and turned in to the assistant principal. The child's parent must come to the school and pay a \$15 fine before the cell phone will be returned.

Toys, electronic gadgets and other personal items should not be brought to school. If they are brought to school, they will be taken up by the teacher and returned when a parent comes to school to reclaim the item. The school assumes no liability for the safety of any personal item brought to school.

DAY CARE SERVICE

The YMCA sponsors day care service at McFee before and after school daily in the cafeteria. Parents may contact the Langham Creek YMCA at 281-859-6143 for enrollment information prior to children attending this program.

DRESS CODE

We take pride in the appearance of our students. Dress reflects the quality of the school. We expect students to maintain the type of appearance that is not distracting to teachers or other students and does not disturb the orderly educational process of the school. The following are general guidelines. Please refer to the district Student Handbook and Code of Conduct for more information.

- Students are not to wear clothing that is tight, loose, revealing, sagging, or short. Unacceptable clothing includes biker shorts, jogging shorts, spandex, mini skirts, tank tops, tops with spaghetti straps, sleeveless tops that are revealing, backless apparel, deliberately cut or torn garments, or midriff tops.
- Students are prohibited from wearing garments that sag below the waistline. Pants or shorts must be fitted at the waist and in the crotch, not oversized or baggy, and hemmed or cuffed at the bottom.
- Students are prohibited from wearing tearaway type apparel, hunting or military camouflage apparel, duster overcoats and trenchcoats.
- All garments, including shorts, skirts and dresses, must be an appropriate and modest length. All of these garments must come to the ends of the fingertips or longer when the arms are straight down at the side.
- A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.
- Students cannot wear garments with a visual or written message that is likely to cause disruption to the school.
- Shoes must not present a safety or health hazard. Tennis shoes or closed toed shoes are preferred. "Wheelies" – tennis shoes with wheels on the bottom – are not to be worn.
- Examples of prohibited head covering according to the guidelines include, but are not limited to, scarves, hats, caps, sweatbands, hoods and bandanas. Head coverings may be worn to and from school, but not inside the building. Hats must go into the backpack upon entering the building.
- Pierced earrings are allowed, but all other body piercing jewelry is strictly prohibited. Body tattoos must be covered at all times. Noisy, distracting, or excessive jewelry or accessories are prohibited.
- The student's hair style/color must not distract from or interfere with the learning environment.

EMERGENCY PROCEDURES

An emergency plan has been developed which will insure the maximum efficiency and safety for evacuating the building during drills or actual emergencies. Instructions are posted in each classroom to follow during fire and other emergencies. Drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit routes from the classrooms. Students and visitors should always follow the directions of staff members during drills and actual emergencies.

HALL TRAFFIC

Students should not verbally harass other students, run, push, shove or engage in horseplay when in the school building or on school grounds. Students need to use good judgment to avoid disciplinary action. Students should walk on the right side of the hallways and should cease all talking whenever they step onto the blue carpet to enter the instructional area.

INCLEMENT WEATHER/SCHOOL CLOSURES

The school superintendent will make the decision when the weather is unsafe for buses to make the bus routes. The decision will be given to the radio stations 97.9 FM, 95.7 FM, 100.3 FM, 93.0 FM, 102.9 FM, 1010 AM, 99.1 FM, 107.9 FM, 740 AM, or 940 AM and TV Channels 2, 11, 13, and 26. School will be cancelled or delayed only in extreme emergencies.

LOST AND FOUND/LOST OR DAMAGED LIBRARY BOOKS

A lost and found bin is provided in the cafeteria. Articles will be stored about 3-4 weeks. Any unclaimed items are then donated to a local charity. Valuable items are to be turned in to the office and must be described before they will be returned.

Library books that have been checked out to a student must be returned in good condition. Fines will be assessed for books that are lost or damaged.

PICKING STUDENTS UP OR TAKING STUDENTS OUT OF CLASS DURING SCHOOL

For the safety of our students, the district has a very firm policy on taking students from school. The following procedure will be followed to ensure our children's safety:

1. Students must be signed out through the front office only by custodial parents or other individuals identified by the parent.
2. Anyone checking a child out from school at any time must show appropriate identification, such as a valid driver's license or other valid government-issued ID.
3. A written note from the parent/guardian should be sent to school on the day a child is being picked up early stating the time a student should come to the office for release. The note must include a phone number where we can reach the parent and the name of the person picking the child up.
4. Either parent of the student will be allowed to take a student from school unless a certified court order indicates otherwise.
5. The only persons who will be permitted to take students from the school at any time are those who have been given written permission by the person or persons who have control of the student (i.e., parent or guardian as described above). Phone calls authorizing individuals not on the emergency card to take a student from school will not be accepted.
6. The principal or designated representative shall be the only person authorized to release the student from school.

7. No student will be released from the classroom to anyone other than school personnel.
8. No student is to ever leave school unless it is through the school office. We cannot be too careful on this matter!
9. Students who have been released from school and who have returned to school (example: after a doctor's appointment) must be signed back in at the front office by the parent/guardian upon their return.
10. **Students being picked up early from school must be picked up before 3:30 p.m. No student will be released from school after 3:30 p.m.**

REGISTRATION AND WITHDRAWALS

Registration: At the beginning of each school year, we ask parents to fill out important materials to help us know your child and have pertinent information. It is extremely important that you provide us with complete emergency information. Include at least two names and phone numbers of persons in the immediate area, other than parents, who may be contacted to come to school in case of an accident or illness. It is important that you document specific health problems on the emergency care card. This information does not carry over from year to year. Please be sure to sign all necessary spaces.

Changes in Address, Phone Numbers, Contact Names? Please be sure to keep the school updated on all changes to the information you initially provide to us about your student. It is critical that we are able to contact you at all times.

Withdrawals: If you are withdrawing your child from school, a written request must be submitted to the registrar at least two days prior to the withdrawal date. This will give the registrar and teachers ample time to complete the necessary paperwork. Your cooperation is greatly appreciated.

STUDENT HANDBOOK AND CODE OF CONDUCT

The Cypress-Fairbanks ISD Student Handbook and Code of Conduct provides information regarding the operation of our schools. The publication includes school calendars and a campus directory along with policies, practices, and procedures. Important information regarding attendance, make-up work, medication policy, and dress code is included in these documents. An effort has been made to provide all parents with this booklet. However, if you do not receive a copy, you may visit the CFISD website @ www.cfisd.net to review the important information on this handbook.

TRANSPORTATION AND END-OF-DAY DISMISSALS

School buses are available for transporting every student to the elementary schools in our district. One primary means of transportation should be chosen for the year. Changes of transportation should be kept to a minimum and **must be in writing**. These requirements are established to help guarantee the safety of every student. A change in transportation service must be arranged **prior to 2:30 p.m.** to allow adequate time for our staff to communicate the change to the appropriate persons.

1. Each student will be placed on the bus daily unless written permission allowing for another means of transportation is on file at the school.
2. When there is a change from the usual means of transportation, parents must notify the school in writing. All communication should be directed to the homeroom teacher. Written permission for a change in transportation may be faxed, if necessary. Our fax number is 281-463-5680. Phone calls to change transportation are not permitted.
3. Temporary transfers from one bus to another must be signed by the principal and given to the bus driver before a student may ride a bus other than the assigned bus.
4. Changes in transportation are permitted only if the change has been communicated to the school in writing. Children will follow their normal end-of-day transportation routine if they do not have a note even if they tell us they are to go somewhere else.

VISITORS

We cordially invite parents to school. In order to protect the security of our students and staff and the learning environment at the school, all visitors, including parents/guardians, are expected to conform to the following guidelines when going to the cafeteria or scheduling a visit to the classroom:

1. Visitors to a campus must report to the main office, present a valid driver's license or other valid government-issued ID, sign in, state their reason for being on campus, and obtain a name badge.
2. Visitors to school campuses must wear in a prominent place the visitor's name badge provided by the school office while on campus. All school employees shall assist in the enforcement of the requirement for visitors to wear passes.
3. Visitors wishing to visit a classroom must make arrangements in advance with the principal and the teacher. Visits to individual classrooms during instructional time are only permitted with the principal's and teacher's advance approval, and such visits shall not be permitted if:
 - a. The visitor is/has been disruptive to the normal school or learning environment;
 - b. If the duration or frequency of the visits interferes with the delivery of instruction or disrupts the normal school environment; or
 - c. The requested visit involves third parties (other than school officials, parents or guardians) observing a classroom while occupied with students.

Parents/guardians may suggest a date and time for the classroom visit. The teacher has the prerogative to accept the suggested date and time or request another date because of possible interference with classroom activities.

Other guidelines for visitors:

- a. Visitors shall not disseminate information to students or staff without prior approval from the Superintendent or designee as outlined in GKDA (LOCAL).
- b. Visitors may not solicit, proselytize, or recruit for fundraising activities, religious groups, youth groups, or political causes.
- c. Media representatives must arrange visits to school campuses with the Assistant Superintendent of Communications at the Instructional Support Center.
- d. Visitors are expected to wear appropriate attire when visiting district schools. Such attire should generally conform to the dress code outlined in the student handbook.
- e. Visitors shall refrain from inappropriate physical expressions of affection toward students they are visiting.
- f. Visitors who desire to establish a regular presence in the District's schools and/or interact directly with students shall consent to a criminal background check.

Special or Campus/Grade Level-Wide Events: Visitors attending special or campus/grade level-wide events may be allowed to report to the main office and sign in without processing the visitor's name through our V-Soft database if the campus determines the exception is necessary to expedite visitor check in for these events. In this situation, a hand-written nametag will be issued and must be worn in a prominent place. Visitors must proceed directly to the location of the event and may not be present in any other portion of the building without supervision by school personnel.

Visitors on the Playground: Parents are allowed on the playground with their student during recess. However, to protect their safety, pre-school age children are not allowed on the playground at any time during recess or any other time during the school age. In addition, any parents accompanying their student to recess may interact only with their own child, not with any other children.