

Mission Bend Elementary

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Mission Bend's Mission Statement:

Mission Bend Elementary Exist to educate all students to the highest levels of academic achievement, to enable them to reach and expand their full potential, and to prepare them to become productive, responsible, creative, and compassionate members of the community.

We are a growing community and look forward to working with all of our families. Our vision is to build an inspiring culture of learners through purposeful collaboration, differentiation, and self-reflection that promotes staff and student growth.

WE ARE EXCITED! Each new school year provides opportunities to make many important decisions. Every decision made has been, and will continue to be, made with the best interest of the children in mind. Your support is always appreciated and welcomed. **Please join our PTO and the VIPS program!!** We look forward to 100% participation.

We eagerly anticipate the partnership between home, school, and community.

INFORMATION AND REMINDERS

SCHOOL HOURS

Instructional hours are 8:10 am - 3:25 pm Monday through Friday.

8:10 a.m.	Tardy Bell – Instruction begins in all classrooms.
10:00 a.m.	Attendance is recorded.
10:15 a.m. - 1:45 p.m.	Grade level lunch and recess
3:25 p.m.	Students arrive in dismissal locations to prepare for pick up.

LUNCH TIMES

10:00 a.m. – 10:30 a.m.	Pre-Kindergarten
10:30 a.m. – 11:00 a.m.	Kindergarten
11:00 a.m. – 11:30 a.m.	1st Grade
12:00 p.m. – 12:30 p.m.	2nd Grade
12:30 p.m. – 1:00 p.m.	3rd Grade
1:00 p.m. – 1:30 p.m.	4th Grade
11:30 a.m. – 12:00p.m.	5th Grade

ABSENCES

Please see the district parent/student handbook.

ARRIVAL

School doors open at 7:30 a.m. Your child should not arrive before 7:30 a.m., as the doors are locked and there is no supervision provided until that time (unless he/she is enrolled in the Extended Day Program).

We ask that parents say their good-byes at the front office area before 8:00 a.m. The only exception is for the first three days of school when parents will be allowed to walk their child back to their classroom. We appreciate and welcome parents on our campus, but we ask that you allow the teachers to transition and prepare for the day. If you need to speak with your child's teacher, you can leave a written or phone message for them to schedule a conference. Teachers are unable to conference in the morning as students are arriving and they are preparing for class.

Parents should drop off students at either in the front drive or on the Beechnut side for entrance by the cafeteria. If you have a scheduled conference or need to walk your child in, you must park your car in the front visitors' parking spaces or in the parking lot off Beechnut. Our goal is to ensure our students' safety during morning arrival.

BIRTHDAY CELEBRATIONS

Parents will need to bring the cupcakes to the front office and fill out a nutrition form. Cupcakes must be store bought. Please do not remove the nutritional labels. Cupcakes will be served in class or outside during recess. This does not constitute as a party, but an opportunity for your child's classmates to share in the recognition of his/her birthday. Parents with an approved background check may join their child in the classroom when the cupcakes are served, but are asked to allow their child to remain at school through dismissal. Balloons, gift bags, candy and other party items will **not be allowed** in classrooms.

BREAKFAST

Please make sure that your child receives a nutritious breakfast each morning. Breakfast is served in our school cafeteria from 7:30 a.m. - 8:00 a.m. daily. Please note that the cafeteria will stop serving at 8:10 a.m. to ensure that all children are dismissed from the cafeteria and in their classrooms ready for instruction at 8:15 a.m. The cafeteria doors will be locked at 8:05 AM daily and students will need to be dropped off at the front office. Students arriving late to school will not be served, unless they are bus riders and the bus arrives to school late.

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 the Student/Parent Handbook and the **Student Code of Conduct**.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window.
- Not hold any object out of the window or throw objects in or out of the bus or van.
- Not possess or use any form of tobacco product on school vehicles.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten seat belts when available on any vehicle.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district van or passenger car, seat belts must be fastened at all times. Misconduct on buses or at bus stops, will be punished in accordance with the **Student Code of Conduct** and the Consequences Chart found in the Student/Parent Handbook. Bus-riding privileges may be suspended as determined by an administrator.

SAFETY PRECAUTIONS

Since the safety of your child is a high priority, we ask that you follow these procedures:

1. Parents may designate other adults to pick up their child. **These designated adults must be listed on the child's Emergency cards.** The adult will be asked for proof of identification at the front desk and must clear the school security system – Raptor. The front office will not take messages over the phone giving permission for an adult to pick up a student if the person is not listed on the

- back of the emergency card.
2. Each child should have a standard way to go home. **UNLESS THE TEACHER HAS A NOTE STATING OTHERWISE, THE USUAL METHOD OF GOING HOME WILL BE FOLLOWED.** When needed, a “rainy day plan” should be communicated to the student. A “rainy day plan” is a must for walkers and bikers during severe weather.
 3. Please see attached Car Rider and Walker flow maps.

DISMISSAL

Students must be picked up promptly at 3:25 p.m. We do not have staff to supervise students after dismissal. However, you may register (for a weekly fee) your child in the Extended Day Program. Contact our Extended Day Director for additional information at (281) 634-5095. Students are not permitted in the classroom areas after dismissal. Please **do not** bring your child back to school to get forgotten homework or class work.

With a written note and proper identification from parents, students may be released early from school. However, **there will be NO early release of students after 2:45 p.m.** Dismissal procedures are underway at this time and it becomes very difficult to interrupt the process by calling students out of class. Parents wanting to pick up their children from school early should plan to do so before **2:45 p.m.** Students will be held in their classrooms until the parent arrives. Your child will not be permitted to sit in the front office or go outside and wait for you. **Parents are not allowed to walk up to the campus to pick up a child, unless they are checked out through the front office.**

DISMISSAL for Car Riders, Walkers, and Day Care Vans

In an effort to tighten security and protect all children, **it is important you communicate the mode of dismissal and to follow dismissal procedures for your child.** Every parent’s cooperation with our dismissal process is necessary in effort to prevent any child or staff member from injured or placed into a compromising safety hazard.

❖ CAR RIDERS:

All car rider/pool students will receive a **CAR TAG WHICH MUST BE PLACED IN THE WINDSHIELD** when picking up your child. Please remember to display the name card and to stay in your car and your child will be brought to you. If the driver does not have a car tag, he will need to come into the school with identification and sign the child out to be released.

If you indicated that your child is to be a car rider or car pool then **YOU MUST BE IN A CAR TO PICK THEM UP.** Adults are not allowed to pull children from the dismissal areas due to **SAFETY ISSUES.**

- **K, 1st, and 2nd Grades** – are picked up and dropped off at the Main Entrance (Soneto).
- **CAR POOL** – are picked up at the Main Entrance (Soneto). Car pool are K to 2nd Grade students who have siblings in upper grades or ride with a family friend.
- **3rd, 4th, and 5th Grades** – are picked up and dropped off at the Beechnut entrance.

❖ WALKERS:

Parents **must wait across the street to pick their children.** Parents **may not wait at the bike rack, by the tree, or any of the exit doors of the school.** Parents, are **not permitted to park in any parking lot or on the street** to pick up their child during the school-wide dismissal process.

If you need to pick up your child by car, we will gladly place them in the car rider lines to be picked up and issue them a car rider tag. **Parents in the car line must not leave their car unattended.**

NEW: All kindergarten and first grade walkers will receive a WALKER TAG.

Orange for Beechnut; Green for Soneto; Blue for Lobera

Walkers dismiss at the following locations:

- **BEECHNUT (Orange Tag):** Teachers will accompany students out through the cafeteria doors, down the sidewalk, all the way to the stop sign. **Students and teachers will be walked to the crossing guard to be walked across the street by the crossing guard.**
Parents are not allowed to wait by the bike rack. You should be across the street.
- **SONETO (Green Tag):** Teachers will supervise the students out of the building and walk on gravel sidewalk inside the school fence, up to the crossing area and the first stop sign.

Students who walk through the park will cross with the crossing guard at Beechnut and Soneto and walk along the east Soneto sidewalk to the park. No one will be able to pick up students by the bike rack, tree, or back door of the school.
- **LOBERA (Blue Tag):** Teachers will walk the students out of the building, in front of the GYM, up to the first stop sign. Parents can meet students on Lobera Drive.

❖ **DAY CARE VANS:**

Day care students are picked up at the Beechnut entrance by the day care vans.

Bad Weather Days: All walkers and bike riders will be released from the cafeteria, at the Beechnut entrance, on rainy or bad weather days. All walkers and bikers will be issued one “rainy day” car tag to be used on bad weather days. Parents will need to come to the office with their ID, to complete a form, to receive the rainy day car tag. If a rainy day tag is not presented at the Beechnut entrance, the parent must come inside to show their ID and sign out their student at the office. ***Walkers are release after 3:30pm, if the weather permits.***

Safety is the Highest Priority! All rainy day decisions are currently being made based on the following decisions. If any of these concerns suddenly happen at any time before dismissal, the rainy day procedure will be announced. Parents will be immediately notified through Blackboard.

1. Moderate to severe rain is present.
2. Anytime lightning occurs.
3. Weather Watches or Warnings are issues for Fort Bend County.

DRESS CODE

Here are a few reminders in regards to district student dress and grooming. Please review the FBISD Student/Parent Handbook for more detailed information. Here are some of the most common infractions we see at school:

- **Hair Requirements**
 - No extreme haircuts.
 - Hair should be neat, clean, and well-groomed. Hair should be worn in a style and color that is not distracting.
- **Hats/Hoodies**
Unless your child has earned the privilege of wearing their favorite hat for good behavior, students may not wear hats in the building. Students will be asked to remove them. Those that consistently violate the policy will be referred to the office.
- **Flip-Flops**
Safety concerns prohibit elementary students from wearing these. Parents will be called to bring appropriate shoes. Flip flops do not allow for play during recess or gym class. Tennis shoes and closed toe shoes are encouraged. Students will not be allowed to wear lit (light-up) shoes or “skate” shoes that distracts the learning environment.
- **Shorts/Tank tops/Leggings**
Shorts should be worn at mid-thigh for girls and boys. Halters, bare midriff, and bare backs are **not allowed**. The nurse will contact parents and inform them of any dress code violation. This will allow for the parent to bring a change of clothes. If not possible, the clinic will provide an oversized shirt to wear. Please return the item on the following day. No tight pants/leggings may be worn unless under a dress, skirt or tunic.
- **Appropriateness**
Tight tops/bottoms, revealing shirts/blouses, jeans with intentional holes, or other clothing that is deemed inappropriate by administration or a designee will not be allowed on campus.

LOST AND FOUND

Lost items will be kept by the student’s teacher or in the cafeteria near the stage. Throughout the year attempts will be made to lay out lost jackets, coats, etc. on the stage for students to view and claim. At least twice a year (December and June), lost clothing and student items that are not claimed will be donated to the needy. Notification will be sent to parents prior to the donation so that efforts can be made to claim your child’s lost items.

LUNCH

Each grade level has a 30-minute lunch period to eat, build relationships, and socialize with his/her peers. We welcome parents to enjoy lunch with their child, if they choose. During the first week of school, we want new or returning students to become familiar with all the routines and procedures. For this to be successful, we need the students to work on being independent and have practice doing this themselves. **During the first week of school, visitors will be unable to have lunch with their students.** However, beginning with the second week of school we will allow parents, grandparents, etc. to have lunch with their child. Parents will have a designated parent lunch table and are expected to sit at the parent table with only their child during the lunch period. Parents may not bring or share lunch with children other than their own. Parents are expected to sign out at the front office and exit the building by only using the front office entrance/exit doors.

Lunch accounts are to be paid by cash, check, money order or Fort Bend ISD online payment website. The website link is <http://fortbendisd.revtrak.net/tek9.asp>. The webpage link is the most encouraged method to allow parents to view balances and purchases made by the child.

We highly encourage students to be responsible and bring their lunches to school. In the event a lunch is dropped off late, please note that drop off meals will be placed in the grade level's tub located in the cafeteria. The student may be allowed to pick up the lunch from the grade level tub in the cafeteria. The front office will not call over the intercom into the classroom to tell students that their lunch is here. This procedure will ensure that we provide a positive learning environment with little disruptions.

Due to the health concerns for students with severe food allergies, parents are encouraged to refrain from sending nuts or peanut butter food items to school.

MEDICATION AT SCHOOL

All medication should be given, whenever possible, by the parent at home. If medication must be given at school, it must be furnished by the parent and kept in the clinic. Students may not carry medication, including non-prescription medicines, with them or administer it to themselves or others without prior permission from the principal and school nurse. Students may not bring medications onto a school bus or into the school to give to the school nurse. **It is the parent's responsibility to deliver and pick up all medications from the school.** Medication (prescription and non-prescription) not picked up by the end of the last day of classes for the school year will be destroyed.

RECESS

Recess is very important to students. The first part of recess will be structured recess. Some grade levels may have their class walk laps for seven minutes or they will do structured physical activity.

SNACKS – Eat healthy, Nutrition counts!

Healthy snacks are encouraged throughout the day to help refuel your child for learning. We encourage each child to bring a **healthy snack**. Healthy snacks include such items as gold fish, granola bars, crackers, fruit and water. Candy bars, hard candy, gum, potato chips, red fruit punch/juices or sodas will not be allowed during snack time. **We prefer that hot chips are not brought to school at anytime.** Due to the health concerns for students with severe food allergies, parents are encouraged to refrain from sending nuts or peanut butter food items to school.

TARDIES

Class instruction begins at 8:10 a.m. for all students. The first bell for students to transition into their classroom rings at 8:00 a.m. This time allows for teachers to welcome students into their classrooms and prepare them for the day.

It is very important for students to arrive to school early so that they can complete their morning routines prior to the tardy bell at 8:10 a.m. Students who are not in their classrooms by 8:10 a.m. will be marked tardy. The cafeteria doors are locked at 8:05 AM and breakfast ends at 8:00 AM. **DO NOT drop off tardy students at any entrance as parents must escort tardy students into the front office and sign the tardy pass which the child will use to enter the classroom.** Tardy students interrupt the classroom

activities, get their day off to a poor start and can affect academic progress. We encourage you to have students at school by 7:50 a.m. each day so they can prepare for the day and not be tardy to class.

Students who accumulate excessive tardies during the school year will receive notification letters from the school in the mail and may face disciplinary actions such as lowered conduct grades on the report card or other consequences.

TELEPHONE USE

The office staff will take telephone messages for students in the case of an EMERGENCY. To avoid unnecessary phone calls, please make sure your child knows how he/she will be getting home *before* leaving for school in the morning and check to see that your child has his/her lunch or lunch money. Students will not be permitted to call home. Students using phones during instructional time will have phones confiscated by the teacher. Parent may collect the phone in the front office.

TEXTBOOKS – Lost or Damaged

Once the textbook has been checked out to a student, the student is responsible for the book. Book covers must be used by the student, and the books should be treated with care. A student who is issued a damaged book should note the damages on the Textbook Conditions Check Form and report the damage to the teacher immediately upon receipt of the textbook. Any student failing to return a book issued by the school forfeits the right to free textbooks until the book is returned or paid for by the student and/or parent. If books are lost or damaged, the parent/legal guardian of the student will be held financially responsible.

TOYS AND OTHER NON-INSTRUCTIONAL ITEMS FROM HOME

Students are not allowed to bring toys or similar items from home unless for reward purposes with staff permission. These toys disrupt the learning environment, but also run the risk of getting lost. Staff members do not have time to investigate the loss of these items. If your student brings a toy or other similar item to school and it is confiscated, the teacher will hold onto it until the parent comes to the school to retrieve it. At the end of the semester, any items will be donated or disposed of, if appropriate.

VISITORS

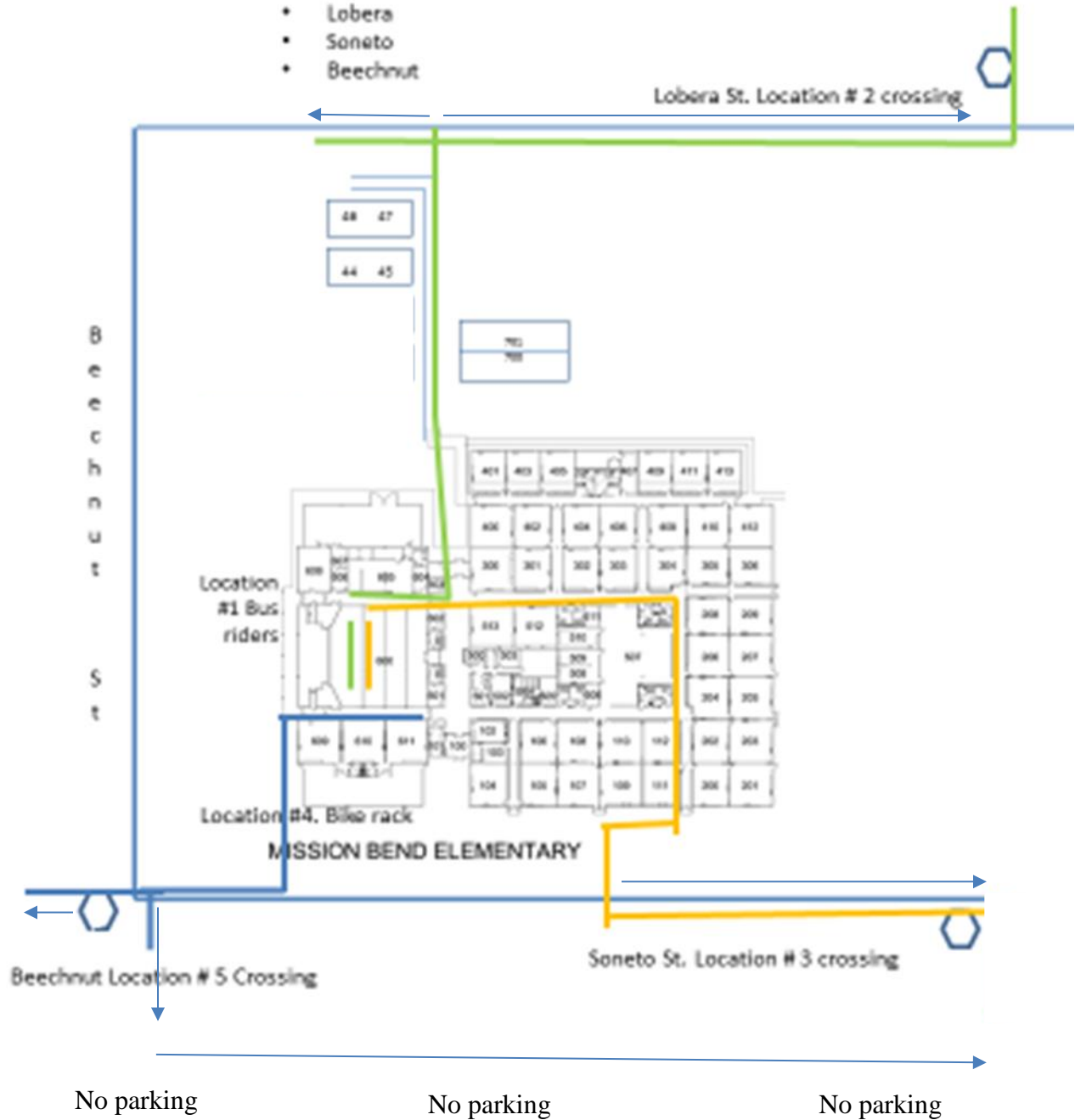
ALL visitors and parents must use the FRONT office entrance, sign in and sign out, and obtain a visitor's pass from the office staff. You will need to show your Driver's License each time you visit Mission Bend; we use your driver's license along with our Raptor check-in system to monitor visitors in our building. Staff members have been instructed to send anyone without a visitor's sticker to the office to obtain one. This procedure is required for every visit.

While parents are welcome to observe in their child's classroom, the principal and classroom teacher should be notified prior to the visit. A classroom visit will be scheduled in advance and will be limited to 30 minutes. When student/class testing is occurring, parents shall not be in the classroom.

We look forward to having a great year with you and your child!

MBE Walkers:

- Lobera
- Soneto
- Beechnut



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