

Mission Bend Glen Elementary

2024-2025

Parent Handbook



Mission Bend Glen Elementary
16053 Mission Glen
Houston, TX 77083
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MISSION BEND GLEN ELEMENTARY

Campus Focus: Ensuring all students are growing by providing intentional guided and small group instruction.

Mission: Mission Bend Glen Elementary exists to nurture a diverse community of life-long learners.

Vision: Mission Bend Glen Elementary will foster a safe and supportive learning environment for all leaders to own and achieve their highest potential.

Dr. Veronica Roberson
Principal



Ms. Sherayne English
Assistant Principal



Every Child. Every day. Whatever It Takes!

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 in 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 8:05 am - 3:25 pm Monday through Friday.

7:30 a.m.

Doors open. Breakfast begins.

8:00 a.m.

Breakfast ends.

8:05 a.m.

Tardy Bell – Instruction begins in all classrooms.

10:00 a.m.

Attendance is recorded.

3:25 p.m.

Dismissal begins.



LUNCH TIMES: You may eat lunch with your child on Monday, Wednesday, Thursday, or Friday.
The campus is closed to visitors on **Tuesdays.**

Grade Level	Lunch Times	Recess Times
Pre-Kindergarten	10:30 AM – 11:00 AM	11:00 AM – 11:30 AM
Kindergarten	10:00 AM – 10:30 AM	10:30 AM – 11:00 AM
1 st Grade	11:00 AM – 11:30 AM	10:30 AM – 11:00 AM
2 nd Grade	11:30 AM – 12:00 P M	11:00 AM – 11:30 AM
3 rd Grade	12:30 PM – 1:00 PM	1:00 PM – 1:30 PM
4 th Grade	1:00 PM – 1:30 PM	12:30 PM -1:00 PM
5 th Grade	12:00 PM – 12:30 PM	11:30 AM – 12:00 P M



Breakfast and Lunch

All students enrolled at MBGE will receive free breakfast and lunch for the school year. All parents will need to complete the Online Free and Reduced Meals Application on the FBISD website. More information will be provided during Meet the Teacher Night and Open House Night.

ARRIVAL

School doors open at 7:30 AM. Your child should **not** arrive before 7:30 AM, as the doors are locked, and there is no supervision until that time (unless they are enrolled in the Extended Day Program).

We ask that parents say their goodbyes at the front office area before 8:00 AM. The only exception is when parents will be allowed to walk their children back to their classroom on the first day of school.

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 hold conferences in the morning as students arrive and prepare for class.

Our goal is to ensure our students' safety during morning arrival. Parents should drop off students at either of the following locations (grades 3-5 at the front drive on Williwaw Dr, and grades Pre-K – 2nd at the Bus Ramp entrance near the cafeteria on the corner of Williwaw Dr. and Mission Glen Dr.). If you have a scheduled conference or need to walk your child in, you must park your car in the front visitors' parking spaces.

TARDIES

Class instruction begins at 8:05 AM. for all students. Teachers begin to transition students into the classroom at 7:50 AM. This time allows teachers to welcome students into their classrooms and prepare them for the day. The first bell rings at 8:00 a.m. The tardy bell rings at 8:05 AM. Students who are not in their classrooms by 8:05 a.m. will be marked tardy.

It is very important for students to arrive at school early so that they can complete their morning routines prior to the tardy bell at 8:05 AM. The cafeteria doors are locked at 8:00 AM and breakfast ends at 8:05 AM. **DO NOT drop off tardy students at the cafeteria 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.** When students are tardy, they interrupt 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 AM 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.

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 children if they choose. During the first week of school, we want new and/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 practice implementing these routines 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... (must be listed in Skyward under emergency contacts) to have lunch with their children. 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 in and 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 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 few disruptions.



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

SNACKS – Eat healthy, Nutrition counts!

Healthy snacks are encouraged during instructional time to help refuel your child for learning. We encourage each child to bring a **healthy snack**. Healthy snacks include such items as goldfish, 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 any time.** Due to the health concerns of students with severe food allergies, parents are encouraged to refrain from sending nuts or peanut butter food items to school.

BIRTHDAY CELEBRATIONS

- Birthdays are acknowledged in class by teachers and during our morning announcements daily. Students may bring party invitations but must invite everyone in the class (or all boys or girls) as appropriate. **The teacher will only accept invitations to be sent home in the Tuesday folder.**
- Per district policy, birthday celebrations are allowed at school but may not be shared during lunch. Only **store-bought food products are acceptable**, provided by the parent or grandparent. They may be shared on or near the child's birthday during the last 5 minutes of classroom instruction. Please keep in mind that we have several students with food allergies. For this reason, **products containing peanuts or manufactured on equipment that processes peanuts are prohibited.** In addition, **we request that mini or single-serving items** be provided to maximize instruction time.
- **Balloons and party decor are prohibited.**
- If you **do not** wish for your child to participate or be provided a birthday treat by classmates during birthday celebrations at school, please send a written note to your child's teacher with your specific request. Our teachers have been provided with a list of students with food allergies, but your letter will be kept on record for substitutes (**See page 115 in FBISD Parent Handbook**).



RECESS

Recess is very important to students. The first part of the recess will be structured recess. Some grade levels may have their class walk laps for seven minutes or engage in structured physical activity during this time.

MEDICATION AT SCHOOL

All medication should be given, whenever possible, by the parent/guardian at home. If medication must be given at school, it must be furnished by the parent/guardian 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.

MBGE Teachers, Outclass Times, Conference Times, and Intervention/Enrichment Times			
Grade	Teachers	Outclass/ Conference Time	Intervention/ Enrichment
Pre - Kindergarten	3 Teachers	1:55 PM – 2:40 PM	
Kindergarten	2 Teachers	1:55 PM – 2:40 PM	11:00 AM – 11:45 AM
1 st Grade	3 Teachers	12:15 PM – 1:00 PM	9:00 AM – 9:45 AM
2 nd Grade	3 Teachers	1:05 PM – 1:50 PM	9:50 AM – 10:35 AM
3 rd Grade	4 Teachers	10:55 AM – 11:40 AM	11:45 AM – 12:30 PM
4 th Grade	4 Teachers	9:15 AM – 10:00 AM	2:00 PM – 2:45 PM
5 th Grade	4 Teachers	10:05 AM – 10:50 AM	12:30 PM – 1:15 PM
Outclass	4 Teachers	2:45 PM – 3:30 PM	
Interventionists	4 Teachers	2:45 PM – 3:30 PM	
Special Education	8 Teachers		

Absences/Attendance:

When your child is absent, they must bring a written excuse within **five school days** of the absence. An absence will be unexcused if a note is not brought to school within these five days. The letter must include the full name of the student, date(s) of absence, the reason for absence, teacher's name, grade level, and parent signature. **Attendance notes should be emailed to the attendance clerk, at minerva.duran@fortbendisd.com.** Please include the homeroom teacher in the email to keep them informed. Emails will only be accepted from the email address on file in Skyward Family Access. Students are allowed to make up work upon return to school. See FBISD policy for makeup work.

After three unexcused absences, students will receive a letter from the FBISD Truancy Department. For exemptions, refer to FBISD Student/Parent Handbook, which includes documented healthcare appointments for the students, including, but not limited to, required screenings, diagnosis, and treatment for Medicaid-eligible students. See the policy in the district handbook. (Texas Education Code 25.093-25.095). For more information, refer to FBISD Student/Parent Handbook.

Note: Family/individual vacations/visits scheduled during regular school days are not excusable absences or extenuating circumstances. These absences will be counted as unexcused, regardless of the number of missed days.



DRESS CODE

Here are a few reminders in regard 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/Crocs**

Safety concerns prohibit elementary students from wearing flip-flops. Parents will be

called to bring appropriate shoes for their child to change into. Flip-flops are not allowed 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 distract the learning environment. Crocs are allowed; however, they must be always in sports mode. Any crocs with broken strap(s) are prohibited.

- **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 the parents 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**

Pajamas, tight tops/bottoms, revealing shirts/blouses, jeans with intentional holes, or other clothing that is deemed inappropriate by MBGE administrators or a designee will not be allowed on campus.

SAFETY PRECAUTIONS:



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

- Parents may designate other adults to pick up their children. These selected adults must be listed in Skyward. The adult will be asked for proof of identification at the front desk and must clear the school security system – Raptor. Please ensure you maintain your dismissal tags. If you misplace your tag, please stop by the front office for a new tag. Remember to bring your ID.
- Each child should have a standard way to go home as stated on the “How Will I Get Home?” form. The stated method of going home will be followed **UNLESS** the teacher has written consent from the parent/guardian stating a change. When needed, a “rainy day plan” should be communicated to the student. A “rainy day plan” is a must for all walkers and bikers during severe weather.
- At times parents may need to change the standard way that their students go home. When this occurs, Parents may change the mode of transportation for their student by speaking with the campus receptionist, Ana Garcia at by 2:45pm and completing the change form on the day that the change is needed.



DISMISSAL

Students must be picked up promptly at 3:25 PM. 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) 327-3345. Students are not permitted in the classroom areas after dismissal. Please **do not** bring your child back to school to get forgotten homework or classwork.

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 PM.** 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 PM**. 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.** Walkers are walkers. This means you must pick your child up from the crossing guard. If you do not wish for your child to walk to the crossing guard, your child will need to be a car rider or daycare/extended day. Parents attempting to pick up a child before the crossing guard will receive a reminder email about our dismissal protocol. The second attempt will result in the child(ren) being dismissed as a car rider. Please ensure you are following walker protocols. Parents may not park along Mission Glen Drive or Williwaw Drive, which will interfere with our car rider duty.

All students will receive a backpack tag with dismissal information.

DISMISSAL for Car Riders/Carpool, Walkers, and Day Care Vans

As safety is our highest priority, **it is imperative that the mode of dismissal for your child(ren) is communicated in writing. If your child's dismissal is changed at any time, parents and guardians must complete the "Change of Dismissal" form from the front office at Mission Bend Glen Elementary school.** It is imperative that you plan ahead of time to request the form and that you follow the dismissal procedures for your child(ren). Every parent's cooperation with our dismissal process is necessary for us to prevent any child or staff member from being injured or placed into a compromising safety hazard.

CAR RIDERS:



All car rider/pool students will receive a **CAR TAG** to place on the front windshield with the student(s) name and car rider number facing forward when picking up their child. Please remember to display the name and number and to stay in your car. Your child will be brought to you. If the driver does not have a car tag, he/she will need to come into the school with identification and sign the child out to be released. He/she must be listed in Skyward as an emergency contact. **No exceptions.**

If you indicated that your child is to be a car rider or carpool, 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.

- **PreK, K, 1st Grades** – are picked up and dropped off at the Cafeteria Entrance (Bus Ramp).
 - ❖ **CARPOOL** – are picked up at the Cafeteria Entrance (Mission Glen Dr). Carpools are Pre-K to 2nd-grade students who have siblings in upper grades or ride with a family friend.
- **2nd, 3rd, 4th, and 5th Grades**– are picked up and dropped off at the Main entrance (Williwaw).

WALKERS:

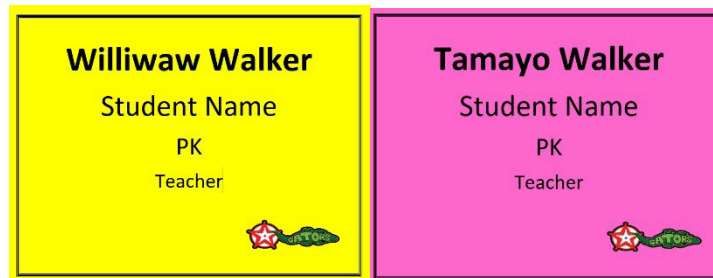


Parents must wait with the crossing guard to pick up their children. **Parents may not wait at the bike rack, by the tree or at any of the exit doors of the school.** Parents are not permitted to park in any parking lot or on the street to pick up their child(ren) during the school-wide dismissal process.

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 him/her a car rider tag. **Parents in the car line must not leave their car unattended.**

All Walkers will receive a WALKER TAG. Pre-K, and Kindergarten Walkers will use their WALKER TAG daily. Parents of Pre-K and Kindergarten will need to have the tag in hand for a staff member to hand Pre-K and Kindergarten students off to them. Grades 1-5 will use their tag for rainy days, bad weather, and Award Ceremonies.

Walker Tag Colors: Pink for Tamayo & Mission Glen; Yellow for Williwaw & Mission Glen.



Walkers dismiss at the following locations:

- **WILLIWAW (YELLOW Tag):** Teachers will accompany students out through the cafeteria doors and walk down the sidewalk along Williwaw to the stop sign. Students and teachers will walk to the crossing guard at the intersection of Williwaw and Mission Glen.
- **TAMAYO (PINK Tag):** Teachers will supervise the students out of the building and walk on the sidewalk along the perimeter of the gym. They will continue to walk on the sidewalk along the perimeter of the fence towards Mission Glen then continue to the intersection of Tamayo and Mission Glen where a crossing guard will cross them over.

BIKE RIDERS:



Bike riders will be released at the intersection of Williwaw and Mission Glen and with Tamayo walkers.

- Bike riders that need to cross intersections will be crossed by a crossing guard at the following intersections:
 - Williwaw and Mission Glen
 - Tamayo and Mission Glen

BAD WEATHER DAYS:



All walkers and bike riders will be released as car riders, on rainy or bad weather days. Parents are not allowed to walk up to the entrance with the walker tag to receive the student. All walkers and bikers will be issued one car tag to be used on bad weather days for the car.

****DO NOT Discard the Walker Tag as it will be used for rainy days, bad weather, and Award Ceremonies.**

Walker Tag Colors: Pink for Tamayo and Yellow for Williwaw.

If a rainy-day tag is not presented, the parent must come inside to show their ID and sign out their student at the office. If Rainy Day Dismissal is called, ***walkers will be released after 3:30 pm, if the weather permits.***

If tags are lost or misplaced, parents will need to come to the office with their ID to receive the Car or Walker Tag replacement.

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.

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

DAYCARE VANS:



Daycare students are picked up at the front entrance (main office) by the daycare vans.

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:

- Always follow the driver's directions.
- 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 always fastened. 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.**

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 May), 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.

TEXTBOOKS – Lost or Damaged

Once the textbook or Library book has been checked out to a student, the student is responsible for the book. Books should be treated with care. A student who is issued a damaged textbook 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 or Library books 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.

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 and/or classroom materials. Students will not be permitted to call home. Students using cell phones during instructional time will have phones confiscated by the teacher. Parents may collect their cell phones in the front office.

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.

BEHAVIOR:

MBGE is committed to providing a supportive climate and safe learning environment for students to own their learning and behavior. To achieve this, MBGE uses the Student Ownership of Behavior Framework which includes the following components:

- **Positive Behavior Interventions and Supports (PBIS)**
- **Restorative Practices**
- **Trauma-Informed Care**
- **Social-Emotional Learning to teach the Profile of a Graduate attributes**

PBIS is the foundation for creating successful classroom environments. It begins with positive relationship building which includes making the classroom and campus-wide agreements on how all students and staff will show and share respect between themselves and the environment. This is done through Respect Agreements – student-to-student, student-to-teacher, teacher-to-student, and the entire environment. This collaborative approach to agreeing upon positive behavior relies on input from all. PBIS is a comprehensive system and framework to meet students' needs by developing effective strategies and interventions designed to teach, model, and support positive behavior.

MBGE PBIS SCHOOL-WIDE EXPECTATIONS:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

All students are required to adhere to the Student Code of Conduct. Students who do not meet the expectations will receive consequences as outline by the Student Code of Conduct.

CAMPUS COMMUNICATION:

- **Community Newsletter:** Sent home Bi-Weekly (1st, 3rd & 5th Week of each month) by the administration.
- **Grade-Level Newsletter:** Sent home Bi-Weekly (2nd & 4th Week of each month) by the classroom teacher.
- **Weekly Tuesday Folder:** Sent home every Tuesday by the classroom teacher with school communication and graded work.
- **Daily Planner** – (Grades 1 -5) Students will take home daily for parent/teacher communication. The teacher will provide a Bi-weekly academic report in the planner.
- **Daily Folder** – (Grades Pre-K & Kinder) Students will take home daily for parent/teacher communication. The teacher will provide a Bi-weekly academic report in the planner.

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 Glen; 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 a student's class testing is occurring, parents shall not be in the classroom.

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