

SCE Back to School Information!



Welcome to Sienna Crossing Elementary! Please take time to carefully read the back to school information below. We know it is a lot, but it is all very important!

Mark your calendars!

- **August 5th** – Kindergarten Meet the Teacher and Supply Drop Off
 - 4:00-4:30 – Last Names A-L
 - 4:30-5:00- Last Names M-Z
- **August 8th** – Meet the Teacher and School Supply Drop Off for Grades 1-5
 - 4:00-4:30 – Last Names A-L
 - 4:30-5:00- Last Names M-Z
- **August 10th** – *First Day of School!*
 - Parents may walk students back on the 1st day only.
 - Doors open at 7:30 a.m. Parents will be asked to exit building by 8:10 a.m.
 - Lunch Visitors: *we will not open school for parents to come and have lunch with their child until Tuesday, September 6*. This provides the first few weeks of school to focus on students and acclimating them to campus routines. More direction about lunch visitors will be coming soon!

(Please click on underlined text to open documents.)

[2022-2023 School Year Calendar](#)

[2022-2023 School Supplies List](#)

August 5th- Teacher Assignments are visible to parents in Skyward via Family Access at **noon**. **Once posted, class lists are final and not subject to change.**

This will only be visible to parents who have completed the enrollment verification process for their child(ren) (see information below and complete as soon as possible if you have not already). **The deadline for completion is 11:59 p.m. on Monday, August 1st.**

Verification is required for **new and returning students**. Families can complete the process in [Skyward Family Access](#). Visit the FBISD website or click on these forms for help in completing the Enrollment Verification process, job aid in [English](#) and [Spanish](#).

***Please note:** This is your opportunity to submit new contact, consent and emergency information for your student or confirm previous information for the 2022-23 school year. Please know that your information remains confidential. The annual Enrollment Verification process is an important action for parents to take to help their students have a productive and safe school year.*

For the 2022-23 school year, parents are asked to complete the following forms:

- **Student & Family Information Verification** – Verify and update contact information
- **Parent and Student Consent** – Directory information, photography release and students’ digital citizenship
- **Medical/Emergency Information**
- **Food Allergy Information**
- **Student Residency Questionnaire**
- **Military Connected Form**
- **Migrant Family Survey**
- **Student BYOD (Bring Your Own Device) Use Agreement**
- **Child Nutrition Acknowledgement**

Parents are also encouraged to update their student’s contact information in Blackboard Connect in order to receive important campus and District emails, calls and texts. Visit www.fortbendisd.com/blackboardconnect to learn more about adding and updating contacts. Visit the FBISD website for help in completing the Enrollment Verification process, for a job aid in [English](#) and [Spanish](#).

School Hours: 8:10 a.m.-3:25 p.m.

- 8:05** **Morning Announcements**
- 8:10** **Instruction begins**
- 10:00** **Attendance is recorded**
- 10:05-1:35** **Grade level lunch and recess**
- 3:20** **Students prepare for dismissal**
- 3:25** **Students are in dismissal locations and are ready for dismissal bell**

School doors will open at 7:30 a.m.

Campus doors remained locked until 7:30 a.m. and **there is no supervision until that time.**

Only children enrolled in the Extended Learning program should arrive prior to 7:30 a.m. and must report through extended day entrance.

Instruction begins at 8:10 a.m. Students arriving **after 8:10 a.m. will be marked tardy.** Parents must escort students into the front office to be issued a pass to enter the classroom if arrival is after 8:10 a.m. **Please make every effort to have your child at school by 8:00 a.m. each day to avoid being marked tardy.**

Child Release after 3:00 p.m.

Parents planning to pick up their child(ren) early from school should plan to do so **before 3:00 p.m.** It is very difficult to call students from class after 3:00 p.m., because important lesson closure and dismissal procedures are underway. Children being picked up early will remain in the classrooms until the parent arrives.

Student Dismissal

All students are dismissed at 3:25 p.m. Staff are not available to supervise students after dismissal is complete. However, you may register your child in the Extended Day Program. Contact our Extended Day Director, Lucinda Clerkley at (281) 634-3701. Once students are dismissed, they will not be permitted to return to their classrooms to get forgotten homework or class work.

It is very important for children to have a standard way of going home. Unless the teacher has a note stating a change of transportation, the standard way of going home will be followed. *Bikers and Walkers* will need a Rainy-Day Plan.

Student Absences

Please submit written notification upon your child's return to school. Failure to send a note within five days of returning will be coded as an unexcused absence. Email absence notes to Attendance.sce@fortbendis.com For additional information on student absences, please refer to the Fort Bend ISD student handbook.

Student Drop Off Reminders

Parents ***are not*** permitted to walk students to class ***after the first day of school.***

Class 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 teachers to welcome students into their classrooms and prepare them for the day. We ask that parents say their goodbyes prior to the child entering the building. If you need to speak with your child's teacher, you may leave them a message to contact you during their conference period.

Breakfast Reminder

Please make sure that your child receives a nutritious breakfast each morning.

Breakfast is served from 7:30 -8:00 a.m. daily. The cafeteria will stop serving breakfast at 8:00 a.m.

Only late bus arrivals will be served breakfast after the 8:00 cut off time.

Lunch Reminder

Lunch is served from 10:35 a.m. - 1:35 p.m.

Each grade level has a 30-minute lunch period. We welcome parents to enjoy lunch with their child, although this is a time that we encourage students to build relationships, be independent and socialize with his/her peers. During the first few weeks of school, we will set expectations, and establish routines prior to having visitors. **You are welcome to eat lunch with your child beginning September 6, 2022.**

Telephone Reminders

The office staff will communicate telephone messages for students in the case of an EMERGENCY. To avoid unnecessary phone calls made by students, please make sure your child knows how he/she will be getting home *before* leaving for school, and check to see that your child has his/her lunch or lunch money. They will not be permitted to call home during the instructional day for forgotten lunch or lunch money. **Phone calls will only be for emergency purposes.**

Birthdays

Birthday cupcakes or cookies are welcome to celebrate your child. All deliveries will be kept in the front office and delivered to the classroom during that school day. All birthday treats must be store bought, individual servings that do not need to be cut (no cake or cookie cakes.) Parents will need to fill out a birthday treat form when you drop off treats.

Healthy Snacks

Healthy snacks are encouraged throughout the day to help refuel your child for learning. Healthy snacks include items such as goldfish, granola bars, crackers, fruit and water.

Safety Precautions

Because the safety of your child is our top priority, we ask that you follow these procedures:

1. ALL visitors and parents must use the FRONT entrance, sign in, and obtain a visitor's pass from the office. You will need to show your Driver's License **every time you visit** Sienna Crossing Elementary; 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.
2. Parents may designate other adults to pick up their child. These designated adults must be listed on the child's emergency card or in Skyward. The adult will be asked for proof of identification at the front desk and must clear the school's 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 emergency list.

3. 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.** A “rainy day plan” should be communicated to your child. A “rainy day plan” is necessary for walkers and bikers during severe weather.

Car Riders/ Bikers and Walkers:

- Students who are listed as car riders are placed in their car by a staff member.
- Students who are listed as walkers are dismissed by staff from the campus. **Parents are not allowed to walk up to the campus to pick up a child, unless they are checked out through the front office.** This is a safety issue for your child and our staff. It is our goal for your child to remain safe at all times. If you need to pick up your child by car, we will place them in the car rider lines and issue them a car rider tag. *Campus administrators will conference with parents who fail to comply with this campus procedure.*

Tuesday Folders

Student folders and class information are sent home Tuesday of each week, by the classroom teacher. Please make sure to review your child(s) grades and important class information every Tuesday. All folders are to be returned the following day. Additional weekly information will come to parents through email. Information and training will be provided to parents on how to access this resource.

Medicine

All medicine must be submitted to the clinic with a doctor’s note. Parents must hand deliver all medication.

Spirit Days

To promote school pride, we encourage our Gators to wear spirit or theme wear on Fridays. On Mondays we encourage your child to wear a college shirt to promote our Profile of a Graduate Initiatives.

Technology

At this time, students are welcome to bring their own device to school should they need it for blended learning on specific days scheduled by the teacher. However, if your child does not bring a device, we will have devices available for students to use in their classroom.

Dress Code/ Telecommunications

Please review the FBISD Student Parent Handbook for rules.

<https://www.fortbendisd.com/studentcodeofconduct>

District Back to School Information

(Includes Health and Wellness Protocols, Resources, and Helpful Links)

<https://www.fortbendisd.com/backtoschool>

SCE Traffic Arrival/Dismissal Procedures

As we kick off a great year at Sienna Crossing, it is important that we review and refine our traffic patterns and procedures. Each day we welcome and dismiss almost 1,000 students. Therefore, it is imperative that we work together and abide by all procedures to ensure our student, staff and parent safety. In order to provide safe traffic conditions and ensure the safety of our students both inside and outside of the campus, we are asking that you review and follow these guidelines.

****Please see traffic map below (at end of this message) to reference traffic pattern.**

Car Riders (Please use the designated car rider line for all drop off and pick-ups).

Parents are not allowed to walk up to the car rider lines to retrieve their child. This is an unsafe practice and we are unable to verify emergency contact information.

All front car riders are dropped off in the first car rider lane closest to the school. We have multiple individuals who are there to open car doors in order to speed up the flow of traffic.

Once students are dropped of in front car rider lane, **you must turn right upon exiting the campus** and follow for output at Bellinger Way.

All back-car riders are dropped off at the back of the school as indicated on the map.

Car Rider Traffic Patterns:

- If you are approaching SCE from the **WEST(coming from Sienna Parkway)**, you are to drop off/pick-up using the **front drive** following the arrows on the map attached. (see link below)
- If approaching SCE from the **EAST(coming from McKeever/airport)** to drop/pick-up you will go to the **back** of the school following the arrows on the map attached.
- Front Drive pick-up/drop off - please remember to stay on Steep Bank Trace and not cut through the neighborhood. This procedure is in place to keep all students safe when crossing streets. As you exit the front drive, please turn right and exit using **Bellinger Way** as turning right prevents a traffic jam in the crossing area (Bailey Ln/Steep Bank Trace) and allows students to cross safely.
- Back Drive pick-up and drop off please remember as you leave the school you must turn **LEFT** or go straight during school zone hours.

- Bikers/Walkers – **ALL** parents must remain at the **designated locations** starred in yellow and allow staff members to bring students to crossing areas or designated location. Please do not walk up to the campus and pull students from the lines.
- **Gator Express** pick up will be designated for the left lane under the pavilion. No other vehicles will be allowed to pass through this area during dismissal time. Gator Express is an auction item awarded to the highest bidders during our Gatorpalooza Fundraiser.

Here are a few reminders:

- We will ***not*** provide HOV lane this school year
- Pull all the way up to the drop off signs/colors to avoid large gaps in traffic. This will keep the lines moving quickly.
- Please remain in your car. A duty person will assist your child in getting out.
- Please have your child ready to go so that they can exit the vehicle without delay from the passenger side of the car.
- ***Do not drop off your child in the front parking lot or side streets.*** Please only drop off in designated locations. There is not an adult on duty to assist them in crossing over the traffic and no students should ever be left in a parking lot to cross on their own. **Front employee parking lot will be blocked for no thru traffic from 7:30-8:05 a.m. Do not park or pull through the front staff parking lot.**
- ***Do not park in the front parking or use side streets to have your child cross through the car rider traffic.*** This is both an unsafe practice and it slows down traffic flow in the car rider line.
- If you would like your child to become a car rider, we can update their dismissal procedure. This is much safer for our students, and it will assist in resolving the issue for residents.
- Students should not arrive on campus prior to 7:30 a.m., unless they are attending Extended Learning, or a scheduled event. There is no staff supervision prior to 7:30.

Bikers/ Walkers

Bikers and Walkers are students who are dismissed from the **campus grounds** by a staff member to walk or bike home. For increased safety, students will be released to walk home at the designated areas and crossed by a staff member or the crossing guard. ***Parents may not walk up to the campus and pull students from the walker/ biker lines, as teachers are dismissing them.*** This is an unsafe practice and we are unable to verify emergency contact information. All students will be dismissed as a group in an orderly fashion. Once students have been released by staff, parents may meet their child at the designated areas. (Please see the yellow dotted areas on the map for meeting locations.)

If your child is not allowed to walk home by themselves, please make sure they are partnered with a buddy or a parent guide. Kindergarten and 1st grade students are encouraged to have walking partners or adult guidance.

Reminder Notes:

- Biker/Walker parents will meet their child at the designated meeting areas. Teachers will monitor biker/walker lines and release at the marked locations.
- Car riders **will not be released** to parents walking up to the campus to pull from car rider lines. The front parking lot will not be accessible during dismissal.

COMMUNICATION AND WEBSITES

Our Sienna Crossing staff is available for questions at any time.

The operating school office hours are from 7:30 a.m. to 4:00 p.m.

Our phone number is 281-634-3680.

Option 1: Front Desk Option 2: Attendance

Option 3: Nurse Option 4: Extended Day

There will be several ways to receive communication from our campuses.

Here are a few ways to stay in the loop:

- <https://www.fortbendisd.com/SCE>
- Emails via Family Access Blackboard System (Please make sure this information is up to date)
- Follow SCE on Twitter at: [@SCES_Navigators](https://twitter.com/SCES_Navigators)
- PTO Website www.SCEPTO.org
- PTO Facebook <https://www.facebook.com/siennacrossingpto>