

**Impacting the World
One Chameleon at a Time**



**Parent Handbook
2017 – 2018**

**Cornerstone Elementary
1800 Chatham
Sugar Land, Texas 77479
281-634-6400
Fax: 281-327-6400**

**Office Hours: 7:30 AM – 4:00 PM
Instructional Day: 8:10 AM – 3:25 PM**

Cornerstone Mission Statement

We, the Chameleon family, will maximize every student's academic and personal responsibility by providing vibrant experiences within the school house. We will extend and enrich their learning by providing opportunities to continually change their "colors" to successfully meet academic and social challenges and recognized true friendship is the cornerstone of our community.



Contact Information and Schedules

Cornerstone's Front Office Staff

Principal: Ms. Sonya Smith-Watson

Assistant Principal: Patti Livingston

Assistant Principal: Margaret Murphy

Nurse: Charity Hegy

Compliance Coordinator: Tracy Price

Counselor: Pippa Day

Counselor: Missy Masters

Attendance: Dolores Ramirez

Executive Assistant: Laura Lyons

Receptionist: Meha Patel

Grade Level Team Leaders:

Kindergarten: Sarah Johnson

First Grade: Juliene Santos

Second Grade: Jennifer Van Tine

Third Grade: Cathy Heimel

Fourth Grade: Elaine Harvey

Fifth Grade: Paulina Chyrk

Breakfast/Lunch Prices:

Cafeteria Manager: Sylvia Calvillo

Breakfast (7:30 – 8:00 AM) \$1.25

Lunch: \$2.25

Teacher Conference Periods

Kindergarten: 2:30 – 3:15

First Grade: 1:00 – 1:45

Second Grade: 1:45 – 2:30

Third Grade: 10:45 – 11:30

Fourth Grade: 10:00 – 10:45

Fifth Grade: 8:15 – 9:00

Lunch Schedule:

Kindergarten: 11:30 – 12:00

First Grade: 10:30 -11:00

Second Grade: 11:00 – 11:30

Third Grade: 12:00 – 12:30

Fourth Grade: 12:30 – 1:00

Fifth Grade: 1:00 – 1:30

Please schedule teacher conferences in advance. Teachers are available to meet during the teacher's conference time, before school or after school so that instruction is not interrupted.

Visitors and parents must enter the school from the front entrance only. You must sign in with the receptionist, show a valid driver's license or ID card and obtain a visitor's badge from the office. We have advised our staff to send anyone without a badge to the front office to get one.

Arrival

Doors open at 7:30 AM. Please do not allow your child to arrive before 7:30 AM as the doors are locked and there is no supervision until that time. Instruction begins at 8:10 and any student arriving after that is marked tardy. Late arrivals interrupt the classroom and start your child's day off on a poor note. Please make every effort to have your child at school at 7:50 AM to avoid being marked tardy.

Students may not be dropped off on the Ravenel side of the school in the morning. This area is reserved for buses and day care vans. All car riders and walkers must arrive through the front door.

For security reasons, all doors are locked with the exception of the front door. If you must accompany your child inside, please park in the visitor's parking lot and check in at the front office to receive a visitor's badge. All parents and visitors in the building must have a visitor's badge.

With the exception of bus and day care van riders, all students must enter the building through the front door go directly to their pods.



Bus Rules

Bus expectations:

1. Stay seated at all times. Do not stand up until it is your turn to exit the bus.
2. Stay in the same seat for the entire ride.
3. Keep hands, feet, and all items to yourself and away from the aisle.
4. Do not eat food while on the bus.
5. Be polite and respectful to all students and drivers.
6. Talk quietly with the people closest to you. Do not talk to anyone farther way than the next seat.

In compliance with the Student Code of Conduct and to ensure the safety of all individuals on the bus, the following actions will be taken when a Bus Conduct Form is received:

1st Offense:

- Conference with the assistant principal
- Seat assignment in the front of the bus for 1 week
- Notice sent home to parent

2nd Offense:

- Conference with the assistant principal
- Parent called and loss of bus privileges for 1-3 days

3rd Offense:

- Conference with the assistant principal
- Parent called and loss of bus privileges for 3-5 days

4th Offense:

- Conference with the assistant principal
- Parent called and loss of bus privileges for the remainder of the grading period/semester

*Please note, fighting will result in the automatic loss of bus privileges.

Breakfast

Breakfast is served daily from 7:30 AM to 8:00 AM in the cafeteria. Students are dismissed at 8:00 to ensure they are all in their classrooms ready for instruction at 8:10 AM. Only late bus arrivals will be served after the 8:00 cut off time. Breakfast may be purchased for \$1.25.

Classroom Visits

Parents are welcome to visit classrooms but are asked to notify the principal and teacher prior to the visit and limit their visit to thirty minutes.



Cupcakes

Designated cupcake days are the second and fourth Fridays of the month. Birthday treats such as balloons, flowers, and other celebration items are not allowed. Parents must complete the district food item form for any cupcakes brought to be shared with the class. Parents may only bring pre-packaged items with a list of ingredients. Parents may choose to purchase birthday treat bags from the PTA for their child's birthday. If a treat bag is purchased from the PTA, the

student may receive the bag on his/her actual birthday. The PTA bags contain non-edible items.

Campus Expectations

Please discuss the below expectations with your child. It is important that the expectations are clear to the student. The expectations listed allow us to maintain a positive learning environment for all students.

1. Follow directions the first time they are given.
2. Respect others – students, teachers, staff, and bus drivers.
3. Keep hands, feet, and objects to yourself.
4. Arrive at school on time and be prepared.
5. Walk in the halls with a voice level of 0.

Daily Attendance

Attendance is taken daily at 10:00 AM. Any student who is not in school at this time is considered absent. If your child is absent for any reason from school, please be advised of the following Texas Education Codes and FBISD policies and procedures concerning absences.

Additional information regarding attendance can be found in the FBISD Parent/Student Handbook located online at www.fortbendisd.com.

- Family/personal vacations/visits scheduled during the regular school days are not excusable absences or extenuating circumstances. These absences will be counted as unexcused absences regardless of the number of days missed.
- Once the student returns to school, he or she will have five school days to provide a note of excuse for any absence to Dolores Ramirez, our attendance clerk. Failure to send a note within five (5) school days of the date(s) absent will result in the absence being marked unexcused. Once an absence is coded as unexcused, the coding will not be changed unless the absence was found to be marked in error at the campus level.
- Students who are withdrawn for an extended period of time, then return to re-enroll at CSE, must show proof of enrollment in an educational program during their absence. In the event that no proof is provided, all the days the student was not enrolled will be marked as “unexcused”.
- Parent handwritten notes should state the date(s) and reasons for the child’s absence. Parent notes may be sent by email but must come from a parent’s verified email account and sent to the teacher as well as the attendance clerk.

- Acceptable reasons for excused absences are limited to: medical appointments, illness, religious holy days, or a death in the family only.

Tardies

Attending the full school day is important. Students must be in their homeroom classes by 8:10 AM. Any student arriving to class after 8:10 AM will be marked tardy. If tardy, parents must park and escort their child into the building where a tardy slip will be generated to allow them admittance into class.

Dismissal

6000 car riders (siblings) are picked up in the front of the school as are kindergarteners through second graders. 7000 car riders are picked up on the Ravenel side of the school. Teal Walkers are met on the corner of Chatham and Hathaway. Navy Front Walkers are met on the corner of Chatham and Ravenel while Navy Back Walkers are met at the intersection of Asbury Lane and Ravenel.

Students may not be dropped off on the Ravenel side in the morning. This area is reserved for buses and day care vans.



Dress Code

Fort Bend ISD takes pride in the appearance of our students. The District's dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school and school-related functions. All students shall wear clothing that is neat, appropriate, and modest to the gender of the student.

It is our responsibility to provide an atmosphere conducive to learning. Please review the guidelines below and see the FBISD Parent/Student Handbook for more detailed information on what is and what is not acceptable per the District's dress code for students.

1. Undergarments must be covered.
2. No oversized armholes vented t-shirts, spaghetti straps, tank tops, sleeveless t-shirts, backless attire and off the shoulder shirts.
3. No revealing midriff or undergarments while standing or sitting.
4. No revealing, low-cut, see-through or too tight clothing.

5. Shorts, jeans and all pants must be worn at the hip and must cover the undergarments.
6. No clothing that has been tattered, ripped, torn or cut in a revealing way.
7. Shorts may be worn provided they are no more than three inches above the knee.
8. Students in kindergarten through second grade may wear shorts that are slightly above mid-thigh.
9. Elementary students shall not wear flip-flops or shoes with no back/heel strap.
10. Appropriate shoes must be worn during PE and recess.
11. Hair must be neat, clean and well-groomed; worn in a style and color that is not distracting.
12. Boys' hair length should not exceed touching the shoulders at full extension in the back (unless it is required by the student's religion).
13. Drawing, icons and/or other markings cut into or colored into the hair are NOT permitted.
14. Clothing with profanity, obscene patches, references to alcohol, drugs, weapons or tobacco, or anything that may be construed as provocative or offensive may not be worn.
15. No visible body piercing other than ears. Earring length is no more than one inch.
16. No hats, caps, doo-rags, wave caps, bandanas or hoods are to be worn indoors. (Religious head coverings not included.)
17. No visible tattoos, icons, or markings on the body (temporary or permanent) unless required by a student's religion.

Grading Procedures

Below are the FBISD and Cornerstone Grading Procedures. If you have questions please contact your child's teacher.

Grading Procedures (Based on policy EIA (Local) and FBISD administrative regulations CEIA-RI:

A student's grade should accurately reflect the student's achievement and mastery of their assigned grade level content and be commensurate with achievement on standardized and/or state mandated assessments such as the PAPI, DRA2, STAAR, etc. unless there are extenuating circumstances.

Grades 2 - 5: Elementary students' grading period average will be determined by major grades (50%) and daily grades (50%).

- a. Major grades are tasks such as unit tests, projects, research papers, etc.
- b. Daily grades are tasks such as practice worksheets/activities, quizzes, labs, homework, etc.

Homework

Homework is assigned Monday - Thursday for grades 1st through 5th. Grades are not taken on homework unless it is a major project. Homework provides practice, remediation and reinforcement of concepts and skills taught daily. Teachers are able to discern what students are able to do independently and adjust instruction.



Lunch

Lunch is from 10:30 to 1:30 and a schedule is listed at the beginning of this handbook. 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 with their peers, be independent, and socialize.

Lunch accounts are to be paid by check, cash, or online. Lunch money is to be placed in one of the designated campus drop boxes located throughout the school.



Medicine

All medicine must be hand delivered by parents to the clinic with a doctor's note.

Reteaching & Reassessment

Reteaching methods include, but are not limited to: additional assignments, cumulative tests (unit, nine weeks, and semester), demonstration/performance, discussion/review, observation, oral questioning, problem-solving, reteaching in another unit, teacher made check-list, correcting the original assignment, or retesting.

Retesting guidelines apply to assessments only. Daily grades, quizzes, and projects are not included in the retesting guidelines.

The following guidelines apply to retesting:

- Students who received a failing grade on an assessment must retest; the retest may

include items from all objectives covered on the original assessment or only those objectives not mastered by the student.

- In order to retest, a student must attend a reteaching session for remediation of non-mastered objectives.
- Reteaching must be completed prior to the administration of the next major assessment in the course.
- The highest grade a student may earn on a retest is 75%.
- Parents will be asked to sign and return all assignments that receive a grade of 74% and below. Teachers will code in the grade book that the paper was returned.



Rainy Day Procedures

Rainy day dismissal will be called at 3:10 pm. If the rain is light or if it is sprinkling we **may not** move to a rainy day plan. If the weather is severe, a rainy day dismissal will be announced on the CSE website at <https://www.fortbendisd.com/Page/367>.

We will also use www.remind.com to send important updates like rainy day dismissal, severe weather announcements and CSE event reminders. Please sign up using the link below to join. <https://www.remind.com/join/rainday> (class code is @rainday).

Here is what the plan involves:

Car Riders

All K – 2nd grade car riders will be held in the front lobby rather than taken outside. They are called when their car arrives.

Walkers & Bikers

Walkers and Bikers are held in the school cafeteria. If parents have indicated an alternate plan (car rider) on the emergency card, we activate the plan. If parents have indicated that their children are to walk/bike, even when it rains, students are kept in the cafeteria until the rain either slows significantly or stops. Please try to keep an umbrella in your child's backpack for some protection. We try to make weather assessments quickly for the safety of the children.

If there is lightning outside, walkers/bikers will be held regardless of the time. In extreme cases, parents may be notified as to how to proceed.

During rainy weather, parents are encouraged to stay in the car rider line to pick up their child. All students will be dismissed from a central location on campus.

Safety Precautions

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

1. ALL visitors and parents should use the front entrance, sign in, and obtain a visitor's badge from the front office. You will need to show your Driver's License each time you visit Cornerstone. 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 badge to the front office to obtain one. This procedure is required of every visitor, every visit.
2. Parents may designate other adults to pick up their child on the back of the emergency card. If an adult not designated on the emergency card is picking the child up, the parent **MUST** send a signed note to the teacher specifying who will pick the child up. The parent may also e-mail the teacher and Meha Patel in the front office. We will not change transportation based on a parent phone call. It must be in writing.

The adult will be asked for proof of identification at the front desk and must clear the adult's security system, Raptor.

3. Each child should have a standard way of going 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. The plan is a must for walkers and bikers during severe weather.



Snacks

Cornerstone allows snacks that are nutritional and not messy. If sugar (in any form, such as fructose or corn syrup) or oil is listed in the first three ingredients, then it is **NOT** an appropriate snack. (We do not allow candy, chips, cookies, pudding, etc., for snack time).

Furthermore, because we have students with peanut and nut allergies, we do NOT allow peanut or nut products in the classrooms. Please check the ingredients on the snack to make sure that peanuts or nuts are not in the snack. Be aware that many products have cross contamination with nuts because they share machinery that produces nut products. (Your child can eat these products in the cafeteria during his/her lunch period). If your child has a food allergy, please alert the school nurse and the classroom teacher immediately so that we can take appropriate precautions in the classroom to address the specific food allergy.

If your child chooses to bring a snack, it MUST be one of the following approved snacks:

Fruits/Vegetables (bite size pieces/slices)

Cucumbers, Carrots, Peppers, Celery, Edamame, Snap Peas, Grapes, Cantaloupe, Dried Fruit, Broccoli, Lettuce, Banana, Apple and Pear

Crackers/Dry Snacks (plain, not seasoned or flavored)

Wheat Thins, Chex Cereal, Veggie Chips, Animal Crackers, Pretzels, Unflavored (no buttered) Popcorn, Graham Crackers (bunny, teddy, goldfish), Pita Chips, Ritz Crackers, SunChips, Saltines.

If the snack is not on the approved list, then it will not be allowed in the classroom and will be returned to the student at the end of the day. Students may also bring a container with a pop-up top to fill with water. Only water is allowed in the classroom.

Please note that snacks are not required by the District. This is an option the school provides and is not required. For health reasons, students are not allowed to share snacks.

Telephone Reminders

The office staff will communicate telephone message for students only in the case of an emergency. To avoid unnecessary phone calls made by students, please make sure your child know 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. **Phone calls will only be for emergency purposes.**



Traffic Reminders

- Car riders may be dropped off between 7:30 AM. and 8:10 AM. each morning. Staff members will be on duty until 8:10 AM.

Please pull your car all the way up to the first spot so that we may unload 5 -6 cars at a time.

Staff and safety patrol students will assist students from their cars. Once the student has been unloaded, please keep the traffic moving. Please do not get out of your car unless you park in the visitors parking lot.

When dropped off, all students must enter the building from the front door.

Buses and day car vans use the faculty parking lot on the Ravenel side of Cornerstone to drop off and pick up students.

Tuesday Folders

Student folders and conduct sheets are sent home Tuesday of each week by the classroom teacher. Please review the items with your child. Tuesday Folders should be returned to your child's teacher on Wednesday.