

Student/Parent Handbook



*Neill Elementary
2018-2019*

Neill Elementary

Student/Parent Handbook

SCHOOL HOURS: 8:10 a.m. - 3:25 p.m.

Welcome to Neill, home of the Longhorns. We hope that this is the beginning of a great year for you and your child. We are all committed to a safe, nurturing environment where children are respected, valued, and encouraged to attain their highest potential. We always welcome your feedback and suggestions as we strive to provide the best possible academic and social environment for your child.

ATTENDANCE-Absences and Tardies

- **ABSENCES** - When a student is absent he/she 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 5 days. An absence form is available at the front office or on our website for your convenience. The note must include the full name of the student, date(s) of absence, reason for absence, teacher's name, grade level, and parent signature. **Attendance notes should be emailed to AttendanceJNE@fortbendisd.com.** You may contact our attendance clerk, **Jamie Fish**, if you have any questions. **Emails will only be accepted from the email address we have on file in Family Access.** Students are allowed to make up work when absent; students have a number of days to make up work equal to the number of days absent. **For your convenience, an absence note form is available on our Neill Website, and will be added to the parent Schoology course.**
- **PREPLANNED/ANTICIPATED ABSENCE** - Report planned absences at least three school days before the absences occur to determine if the absences will be excused. Whether an absence is marked excused or unexcused, students will have an opportunity to complete any missed work upon their return to school. The number of days given to make up work assigned during an absence will be equal to the number of days missed. Teachers are not required to provide assignments or class work for students to complete during the time they are absent. Notes for preplanned or anticipated absences should be sent to the school principal or designee.
- For clarification, excused absences include illness, death in the family, approved religious holidays, and verified court appearances. Absences for a death in the family are limited to 1 excused day (in town) and 3 days (out of town). Refer to policy in district handbook for details regarding truancy.
- **TARDIES** - Students are marked tardy if not in class by the 8:10 a.m. bell and for early leave prior to 3:25 p.m. without valid excuse. Both late arrival and early leave will count as a campus tardy due to missed instruction. *****Medical tardies will be excused with documentation from the doctor.** Five or more tardies within a quarter will result in an "N" under "Follows School Rules" on the report card.

Late Arrivals - When a student arrives late (not in class at 8:10 a.m.) please follow the procedures listed below:

1. Parent must escort child to the front desk to check in their child. Students are not allowed to be dropped off unescorted by a parent after the 8:10 tardy bell. This is for your child's safety.
2. The student receives a tardy slip and delivers it to the classroom teacher. If students do not have a tardy slip with them when they enter class they will be sent back to the office to check in and the parent may be contacted.
3. Attendance clerk documents the tardy. Tardies will be excused with documentation from a healthcare provider.



***PLEASE NOTE:** To prepare for a productive day we encourage students to arrive by 7:50 a.m. to be greeted by their teacher and settle in for the day. To energize students for learning, exercise activities begin at 8:00 a.m. followed by morning announcements and pledges at 8:10.

- **Early Leave** - When a student leaves prior to the end of the regular school day, the following procedures will be followed:
 1. When possible, parents should notify the teacher and the Attendance Clerk, **Jamie Fish**, in writing or via email prior to the early pick up. Please arrive early to provide your child time to pack up and make it to the front office for check out.

2. Upon your arrival, the parent will sign out the child on the early release form and the teacher will be notified to send the child to the office for dismissal.
3. Students may only be released to persons listed on the student information card or listed in Skyward unless permission is granted in writing by that parent.

***PLEASE NOTE:** **No early pickups will be allowed after 3:00 p.m.** Please help the front office by **minimizing** early pick-ups unless there is an emergency. Students being picked up early on a consistent basis without significant cause will be referred to the Attendance Committee and District Social Worker for truancy due to missed instruction.

ARRIVAL OF STUDENTS

Students must always comply with campus safety rules. Bike riders will walk their bikes when they reach the sidewalks adjacent to school property. Students may only enter the building at one of the following doors:

- Car riders may be dropped off through the front car rider line only, and never on the street or in either of the parking lots. Cars should pull all the way forward, until all cars have stopped. Students will exit their car at that point, when the safety patrol student or adult on duty comes to open the door, and will then be directed to enter through the Kindergarten or first grade wing doors (to the left and right of the main entrance), whichever entrance is closest to where they exit their vehicle. These entrances will be open until 8:08 a.m. After this time, all students must be escorted in through the front entrance to receive a tardy slip prior to going to class. The car rider line may turn in at the gate and should be double stacked until reaching drop off lane in the front of the school. **CELL PHONE USE IS PROHIBITED BY LAW.**
- Students must exit their vehicle through **PASSENGER-SIDE** doors, only.
- Parents should **NEVER** pull in to the visitor parking area to drop off a student.
- **Parents are prohibited from dropping off students on the main road or anywhere in the car rider line prior to reaching the front of the building.**
- Walkers/bikers must cross at the assigned crosswalks and enter the campus grounds from the front crosswalk only. Students will enter the building near the bike racks until 8:08 a.m. **BE SURE TO SECURE BIKES TO THE RACK WITH A LOCK AT ALL TIMES.**
- **ONLY** buses and day care vans may drop off at the bus ramp in the faculty parking lot between 7:30 a.m. and 4:00 p.m.
- Extended Day students, enrolled in the morning care program, may be dropped off at the Extended Day entrance in the faculty parking lot prior to 7:30 a.m. only. After 7:30 a.m. they must be dropped off in the car rider line in the front of the building.

For safety reasons, students may not be dropped off before 7:30 a.m. (with the exception of Extended Day students) as there are no staff members on duty to supervise them until that time.

In order to optimize instructional time, students will be greeted by their teacher and enter their classroom at 7:50 a.m. Please make every effort to have your child at school by 7:50 a.m. so they may settle in for the day. **If your child is not in class by 8:10 a.m. he/she will be marked tardy.**

Parents may walk students to class on the first day of instruction (or first day of enrollment) only. After the first day of attendance, students will proceed to their area under the supervision of staff members.

ASSESSMENTS

Your child will complete an **online district assessment/Renaissance 360** three times per year to evaluate his or her **individual progress in reading and math**. Your child's reading and math skills will be monitored throughout the year and interventions will be provided if the need arises.

Neill has high expectations for all of our students. It is our goal that each child is equipped to reach their highest potential and is well prepared for the next grade level. Teachers will provide regular updates regarding your child's academic progress throughout the year.

Independent reading levels for each student will also be monitored each year. The independent reading level expectations are listed below for your reference.

Independent reading expectations:

<u>Grade Level</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
K	1-3	3-4	4-8

1 st	4-8	10-14	16-20 Nonfiction
2 nd	16-18	20-24	28-34 Nonfiction
3 rd	28-30 Nonfiction	34-38	40
4 th	40	40-50	50
5 th	50	50-60	60

To better guide parents in tracking reading progress, the following chart shows the average reading expectations for “**instructional**” reading levels (the level your child is working on in guided reading groups with teacher assistance) by the end of each grading period. Please note that these levels will generally be a step above your child’s “independent” reading level providing a “just right” Challenge and opportunity for instruction to assist your child in continual reading progress.

<u>Grade Level</u>	<u>1st quarter</u>	<u>2nd quarter</u>	<u>3rd quarter</u>	<u>4th quarter</u>
K	4-2	1-4	2-6	6+
1st	6-10	8-12	12-16	16+
2nd	16-20	18-24	20-28	28+
3rd	28-34	30-38	34-40	40+
4th	40-44	44-48	48-50	50+
5th	50-60	50-60	50-70	60+

State of Texas Assessment of Academic Readiness (STAAR) - Students in grades 3-5 will take the STAAR assessments in the spring. All 3rd-5th grade students will be assessed on the reading and math tests. 4th graders will also be assessed writing and 5th graders will also be assessed in science. These assessments are used in combination with grades and attendance to determine academic placement for the following school year.

BIRTHDAYS – NEW!!!

- Students may bring party invitations but must invite everyone in the class (or all boys or all girls) as appropriate. **Invitations will only be accepted by the teacher on Tuesdays to be sent home in the Tuesday folder.** Birthdays are acknowledged in class by teachers as well as on our morning announcements daily. Electronic invitations may not be distributed via district internet.
- For birthday celebrations at school, **store bought food products**, provided by the parent or grandparent, and may be shared on or near the child’s birthday **during the last 5 minutes of lunch time.**
- Parents or grandparents of a student at Neill may provide **one birthday treat per child** to share with the student’s homeroom class only. This may be in the form of ONE edible OR ONE tangible item. 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.**
- **We request that single serving items** including mini-cupcakes, cookies, brownies, or donuts, be provided rather than full cakes, large cupcakes, or cookie cakes. **Prior to sending any treats, we ask that you contact your child’s teacher** to discuss the date you will send treats.
- You will also need to **provide the nutritional label for your store bought item.**
- **NO balloons are allowed** on our campus.
- **In order to preserve instructional time, additional party favors ARE NOT permitted.**
- **Visitors during lunch are expected to adhere to our procedures and routines listed in the visitor section.**
- If you **do not** wish for your child to participate or be provided treats 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 a list of students with food allergies, but your letter would be kept on record for substitutes as well.

BUS RULES

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 this 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, band instrument cases, 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, hold any object out of the window, or throw objects within or out of the bus or van;
- not possess or use any form of tobacco product on school buses;
- observe all usual Classroom rules;
- be seated while the vehicle is moving;
- fasten their seat belts, when available on buses (must wear a seatbelt in a van designed to transport 15 or fewer passengers); and
- wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Be Respectful	Bus Stop	Loading	Bus Rules	Unloading
	Respect each other and property, be on time	Be patient when loading bus, lend helping hand when needed	Keep hands/feet to self, share seat, listen to driver's instructions	Close window, throw trash in trash can, respect other's property
Use Kind Words	Greet others appropriately, inside voice	Find a seat quickly and quietly	Use inside voice, use appropriate language	Have a great day!
Safety First	Before approaching bus, wait for it to come to complete stop and door opens, be prepared 10 mins. before arrival	Avoid pushing others in aisle, be seated before bus departs	Ride safely, face forward, keep aisles clear, remain seated while bus is moving	Stay seated until bus comes to complete stop and door opens , avoid pushing others in aisle, cross 10 feet in front of bus , leave stop immediately, be respectful

When students ride in a district van or passenger car, seat belts must be fastened at all times. Misconduct on buses, in district vehicles, or at bus stops, will be punished in accordance with the **Student Code of Conduct** and the Consequences Chart below; bus riding privileges may be suspended.

Level of Infraction-	examples	Consequences
Level 1-Standing, out of seat, loud, gum, food, wrong stop		Documentation and conference w/student
Level 2-throwing objects, arguing/disrespect, profanity, inappropriate physical contact, verbal altercation w/student, persistent level 1 offenses	1 st Referral	1 day bus suspension
	2 nd /3 rd Referral	3 day bus suspension
Level 3-profanity directed at driver, physical altercation: slap, kick, hit, push, throwing object out of bus or at driver, vandalism to bus, actions that delay route, threats toward student, knife < 5.5", bullying, persistent level 2 offenses	1 st Referral	3 day bus suspension
	2 nd /3 rd Referral	5 day bus suspension
Level 4-Possession/Use of drugs, alcohol, or tobacco, assault of a student or driver, threat toward driver, knife < 5.5", persistent level 3 offenses	1 st Referral	5 day bus suspension
	2 nd /3 rd Referral	10 day bus suspension

***Severe and repeated infractions may result in immediate and permanent bus removal.

CHILD NUTRITION

For your information, the price for school meals is as follows:

Breakfast = \$1.25

Lunch = \$2.25

LUNCH TIMES:

	Recess	Lunch
*Kinder	1:05-1:35	10:15-10:45
First	10:15-10:45	10:45-11:15
Second	10:45-11:15	11:15-11:45
Third	11:20-11:50	11:50-12:20
Fourth	12:00-12:30	12:30-1:00
Fifth	12:30-1:00	1:00-1:30

*Late Kinder Recess



- **BREAKFAST** is served daily from 7:30 a.m. until 8:00 a.m. Students arriving after 8:00 a.m. will not be allowed to purchase breakfast (with the exception of late buses/daycare vans).

- **CAFETERIA PAYMENTS** – All students will receive a student ID number after enrollment. This number follows students throughout their school years in Fort Bend ISD and will provide them access to lunch accounts as well as computers on campus for academics.

Parents are encouraged to manage Cafeteria accounts through Family Access online. Payments to meal accounts may be made at <http://fortbendisd.revtrak.net>. There is a small convenience fee for this service per access (not per account). **Money placed on an account after 9:00 p.m. nightly will not be available for 24 hours.**

All lunch payments submitted at school must be turned in by 8:30 a.m. in order to be processed that day. Online payments are recommended when possible. If you send a payment to school with your child, please make sure to include your child's first and last name, lunch number, and amount on the envelope.



- **COURTESY MEALS:** District procedures regarding students with negative meal account balances are explained below. To best serve your child, the following procedures have been put in place:
 - Parents are notified by the child nutrition department when their child has a negative balance. If the negative balance exceeds \$35.00, your child will receive a courtesy meal until the balance is paid.
 - If a child arrives for breakfast with a negative balance, he or she will be provided a courtesy breakfast meal consisting of cereal and regular milk (water will be provided to students with dairy allergies).
 - The courtesy lunch meal consists of a cheese sandwich and regular milk. Students with dairy allergies will receive cereal and water for lunch.
 - Homeroom teachers are provided a daily list of students eligible for "Courtesy Lunch" and will speak to each child in private regarding his or her lunch selection for the day. Your child will be allowed to contact you at that time to request lunch money or a lunch from home.
 - **Parents may contact our Cafeteria manager, Rachel Lopez, for assistance.**
- **FREE/REDUCED LUNCH PROGRAM** - Through a federal program, students may qualify for a free or reduced-price lunch. The names of students who qualify are confidential. Applications are handled through the Child Nutrition Department and **must be applied for on an annual basis. Parents are responsible for all charges incurred until notified that the lunch application is approved.** If a parent fails to reapply and receive approval by the stated deadline, the student will begin to be charged the regular price for lunch and parents will be responsible for any and all charges.
- **LATE LUNCH ARRIVALS-** When parents deliver a child's lunch after the 8:10 a.m. bell, will be held in the front office. **Students are responsible for checking the cart for their lunch at the beginning of the lunch period.** Due to the 30-minute timeframe for lunch, if a child is without a lunch after 10 minutes, and a lunch from home has not arrived, they will be sent through the lunch line to purchase a tray at the parent's expense.
- **LUNCH TIME VISITORS** -Parents are welcome to join us for lunch at Neill. **We do ask that Kindergarten parents wait at least 10 school days before visiting at lunch, and grades 1st-5th wait until the third week of school to visit at lunch in order for students to become familiar with our procedures and routines.** Please bring your own lunch as parents are not permitted to purchase lunch from the Cafeteria, except on special occasions determined by our staff. After checking in at the front office and receiving a visitor's badge parents may go directly to the Cafeteria to meet their child, but no earlier than 5 minutes before their lunch period. We have designated visitor tables in the Cafeteria for parents to sit with their child during lunch. **When lunch dismissal begins, we ask that you say goodbye to your child, exit the Cafeteria, and check out in the front office.** This allows students to return to their class table and join the dismissal routine before returning to class for instruction. **Parents/visitors may not wait in the hallway or escort their child back to the classroom.**



CLASS PARTIES

According to district policy, two class parties may be held each year. One is to be held the day before Winter Break and the other on or near Valentine's Day. These parties are held during the school day. Room parents, PTO coordinators, and teachers will work together to plan activities for each grade level. **Balloons are not permitted due to allergies. Siblings and children who are not enrolled full time at JNE are not permitted to attend parties during the school day.**



CRISIS MANAGEMENT PLAN

The Neill Crisis Management Team composed of administrators, team leaders, nurse, counselor, executive assistant, lead custodian, cafeteria manager, PTO president, Extended Day Site Coordinator, local law enforcement, and emergency department personnel, will work together to develop our Campus Emergency Plan. This plan will be shared with all necessary departments and staff members and will be reviewed and updated annually. Neill staff, Extended Day, Cafeteria and custodial departments will follow this plan. **Evacuations** (including required monthly fire drills), **Shelter in Place** procedures (for severe weather or interior emergencies), **Lock Downs** (for intruders), and **Lock Outs** (for safety concerns outside of our building) will be practiced on a regular basis so that everyone is familiar with each procedure. Please take time to discuss the importance of these drills with your child. We ask that children remain silent and attentive during all procedures, whether they are drills or true emergencies. Communication will be sent out to all parents for true emergencies, safety warnings, or updates.

DELIVERIES

All non-essential deliveries such as homework folders, library books, lunches, jackets, etc., may be dropped off in at the front office for students to pick up during transition times. **We cannot always alert students that these items have been delivered due to the interruption of instructional time.** When your child becomes aware that they have forgotten an item, they may ask permission to go the office and check for a delivery. Every attempt will be made to inform teachers of lunches, eye glasses, or other essential items. **Floral arrangements, balloons and/or other special deliveries are NOT allowed**

for students. Celebration items such as these are not permitted in the classroom. If this type of delivery occurs, it will remain in the front office until dismissal or a parent or guardian is contacted to pick it up.

DIGITAL CITIZENSHIP

Fort Bend ISD has established a Digital Citizenship policy for students, parents, and employees. This policy includes guidelines, availability of access, rules and responsibilities, and consequences for violations. Included in the new policy is the privilege of accessing systems during the school day using personal communication devices. In addition to the district policies stated, the following guidelines will apply to the use of personal telecommunication devices at Neill Elementary:

- Student use of personal communication devices during the instructional day:
 - Is a privilege, not a right, and may be revoked if abused.
 - Allows students to gain access to the district FILTERED internet through the use of Wi-Fi (any fees involved are the express responsibility of the owner and will not be covered by Neill or Fort Bend ISD)
 - Will be limited to designated instructional areas under the supervision of Neill staff.
 - Will only be allowed with permission of Neill staff.
 - May not be used for audio or video recording without consent of all parties involved AND without permission by Neill staff.



Neill Elementary will not be held responsible for lost items, theft, or damage to any personal communication device.

Personal Communication Devices include but are not limited to the following: Cell Phones, iPads, iPods, Netbooks, laptops, SMART watches, or any form of e-Readers.

To view these policies in full please visit www.fortbendisd.com. After reviewing this information along with the Fort Bend ISD Student Handbook and Student Code of Conduct, you will be required to submit a signed PARENT and STUDENT CONSENT indicating your acceptance and awareness of all listed information. Failure to submit this information will restrict your child from accessing computers, networks, and internet for instructional purposes.



DISMISSAL ~ 3:25 p.m. (12:10 p.m. on early release days)

Safety is a number one priority at Neill. Every student will be given a dismissal card prior to dismissal each day. Any change of transportation received from the parent will be attached to the child's dismissal card. At 3:20, students are lining up inside the building to await dismissal. Students are escorted by staff members to their dismissal area as indicated on their dismissal card. Dismissal cards are checked and collected by staff members as students exit the building and are redistributed the following day. This process helps to ensure that students are dismissed appropriately based on parent request.

- **All transportation requests and changes must be made in writing or through a guardian's verified email and should be submitted to your child's teacher(s) AND the Attendance Clerk, at Jamie.Fish@fortbendisd.com prior to 2:00 p.m.** Requests sent after 2:00 p.m. may not be communicated to the teacher and student in time for dismissal. Safety is always our number one concern. *****Please be prepared for possible delays during the first week of school and on bad weather days.**

Dismissal Procedures:

- **Bus Riders and Day Care Vans**
 - **Parents are not permitted to pick up students from the bus ramp for any reason during school hours.**
 - Kindergarten thru second graders will need to have a parent/guardian present at the bus stop to receive their children, unless they have an older sibling to go home with.
 - Bus Riders and Day Care Van riders are dismissed through the bus ramp doors in orderly lines. Students are grouped by grade level inside the building in common areas to await dismissal. Once the new Harvest Green Montessori adjacent to our Campus opens, students attending will be picked up by their staff and walked next door.
 - Staff members escort students to the bus ramp where dismissal Cards are carefully checked and collected, from each individual child, before loading a bus or van.
 - If there is no parent/guardian or older sibling, or if the child is confused or does not know their bus stop, the drivers are instructed to return these children back to their campuses.
- **Car Riders –**
 - All students will be provided with a **unique QR code for car rider dismissal.** You will receive 2 copies of each child's QR code on blue cardstock at Meet the Teacher Night. Please keep these cards in each of your cars for easy access (including rainy day or early dismissal). **You will need the QR code for each child you pick up, ANYTIME you pick up students in the car rider line.** Please place your QR code on the passenger side dashboard or window until your child is placed in your car. If you do NOT have a QR code



for any of the children you are picking up, you will be directed to park in the visitor parking lot and walk into the building with a photo idea for check out from the office.

- **PLEASE BE PATIENT AND STAY ALERT!**
- **CELL PHONE USE IS PROHIBITED BY LAW IN A SCHOOL ZONE.**
- All car riders will remain inside the building until staff call them to their "star" station.
- Parents must remain in their car and pull forward in two lines (with caution).
- Upon reaching the front of the school, cars will merge back into a single line to receive students. Staff will move forward 8 cars at a time, alternating sides.
- The dismissal card provided must be displayed prominently on the passenger side UNTIL YOUR CHILD ENTERS YOUR CAR. (Attaching them to the back of your passenger side visor may work well!)
- Students are called by name to wait with a staff member at a designated "star" outside.
- Staff will assist your child into the car through the rear-passenger, curbside door. For safety of all, students will not be loaded on the driver's side of the car.
- Parents of car riders must remain in the car rider line and not park in the front lot or on the streets in the neighborhood.
- Anyone picking up a child must have a dismissal sign. Adults without a sign will be required to park, enter the building, and show proper identification at the front office prior to picking up their child.
- Parents who arrive on foot to pick up a car rider will be directed to the lobby to show identification and complete a change of transportation form in order to pick up their child. If you wish to pick up your child on foot, you may request that your child become a walker or bike rider by providing a written request to your child's teacher. Repeated requests to pick up your child through the front office will be referred to an administrator to assist with developing a consistent dismissal routine for your child.
- After students settle into the process, the car rider line will move with ease and should end by 3:45 p.m. (Note: The first two weeks of school, car dismissal will begin a few minutes early and may take longer to complete.)
- Any students remaining after the car line ends will wait in the main lobby and parents will be contacted. Upon arrival, late parents must come inside and show proper identification to check out students. Students picked up after 3:45 p.m. on a regular basis will be referred to our Attendance Committee and may be contacted by a district social worker for assistance.

- **Walkers/Bikers**

- Students who walk or bike home are dismissed through the bus ramp doors and escorted to the crossing guards near the faculty parking lot.
- Parents may not approach the building to pick up their child. All parents are asked to remain across the street from the school near the crossing guards at Lost Lake Drive or Green Harvest Drive. If you live between the school and the Farm House you may wait on the sidewalk near the end of Neill's soccer field.
- Crossing guards are stationed at Lost Lake, Green Harvest, and at the roundabout.
- Bikers are dismissed ahead of walkers and are escorted to the crosswalks in front of the school. Students must walk their bikes until they cross the street or clear the front of the campus.
- If a student does not see their guardian or know their way home, he/she will return to campus with a staff member to call parents for pick up.
- All students MUST cross at the crosswalks and will be escorted by staff members during dismissal. Students who live adjacent to the campus between the creek and Farm House will be escorted down the sidewalk in front of the campus where they will cross through the car line entrance and exit with staff assistance before heading home.
- For safety reasons, Kindergarten students may not walk or bike home unless they have an older sibling/friend assigned by a parent to walk them home. Parents must provide a request in writing to the teacher with the name and grade level of the walking buddy.

- **Extended Day**

- Students are escorted to the Extended Day room by the Ext. Day staff. Cards are collected by teachers when they are dismissed to Ext. Day.

See SEVERE WEATHER PROCEDURES for the alternate dismissal plan.

DISTRICT CODE OF CONDUCT

The District Code of Conduct is a district-wide discipline management plan adopted by the Board of Trustees. All students, teachers, and parents are expected to comply. To view the full Student Code of Conduct please review to the FBISD web page.



General Standards of Student Conduct

In order to promote a positive educational experience for all students, the District expects students to adhere to seven basic standards of conduct: (1) exercise self-control, self-respect, self-discipline, courtesy, and responsibility, (2) demonstrate a positive attitude, (3) respect the rights and feelings of others, including students, teachers, and District staff and volunteers, (4) respect school property and facilities, and the property of others, (5) support the learning process, including attending all classes, regularly and on time and prepare for each class, taking appropriate materials and assignments to class, (6) follow all District, campus, and classroom rules, including the Student Code of Conduct, and the District's standards of grooming and dress, and (7) promote a safe environment, including cooperating with, and assisting school staff, in maintaining safety and order. Because of significant

DRESS CODE - FBISD Student Dress Code

The District believes the Student Dress Code shall promote the attributes of the District's Profile of a Graduate. [See Policy FNCA (Local)] Therefore, students are expected to dress in a way that promotes respect for self and others, a safe learning environment, and honor the diversity of the learning community.

The District prohibits any clothing or grooming that may reasonably be expected to cause disruption, distraction, or interference with school operations; however, student expression that is protected by the First Amendment may not be prohibited (See FNA Legal). To this end, the school administrators shall respect and protect this fundamental right while enforcing the Student Dress Code at school and school-related activities.

Students and parents may determine the student's personal dress and grooming standards, provided they comply with the general guidelines set forth in Policy FNCA (Local). Generally, students shall be dressed and groomed in a manner that is clean and neat, does not cause distraction from learning, and that does not disrupt the learning environment. The District prohibits pictures, emblems, or writings on clothing that advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance. [See Policy FNCF (Legal)].

Students must comply with the following dress and grooming standards:

Shirts, Blouses, Sweatshirts, Sweaters, Vests

- Must touch the belt line with no revealing undergarments
- No oversized armholes, vented t-shirts, spaghetti straps, tank tops, sleeveless t-shirts, backless attire and off the shoulder tops
- No revealing midriff or undergarments while standing or sitting
- No revealing, low-cut, see-through, or too tight clothing such as spandex or lycra (no exposed cleavage)

Dresses, Jumpers, Skirts, Shorts, Skorts, Pants, and Jeans

- Dresses, jumpers, skirts, and skorts shall be worn at a length that is no more than 3" above the knee
- Shorts, jeans and all pants shall be worn at the hip and must cover undergarments
- Shorts shall be worn at a length that is no more than 3" above the knee
- Students in kindergarten through second grade may wear shorts slightly above mid-thigh
- No leggings, tights or other clothing that is excessively tight, unless worn with a garment that covers to mid-thigh

Shoes

- Shoes shall be worn, and if designed to be tied shall be properly tied
- Elementary students shall not wear flip-flops or shoes with no back/heel strap
- Unsafe footwear is not permitted (i.e., house shoes, slippers)
- Appropriate shoes must be worn during PE/athletics classes, as well as during lab activities in science, CTE, etc.

Hair

- Hair shall be neat, clean, and well groomed, and worn in a style and color that is not distracting
- Mustaches, beards, or goatees shall be neat, clean, and well groomed, and worn in a style that is not distracting
- Drawings, icons, and/or other markings cut into or colored into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted

EMERGENCY CONTACT INFORMATION

Parents must provide and keep current all phone numbers where they or designated adults may be reached in the event of a child's illness or injury. If phone numbers and/or contacts change during the year, please notify the office immediately. If your child needs emergency care and no one can be reached, we will call EMS. Parents are responsible for any medical charges for EMS or the hospital. Only individuals listed on the emergency card will be allowed to pick up your child. Changes must be made in writing or from the parent/guardian email on file and will not be accepted over the phone.

The Student Information Verification window will remain open **August 1, 2018 through September 18, 2018**. Parents may visit www.fortbendisd.com and log into Family Access to update their student's information forms. Please note, these forms are required for all students both returning and new to Fort Bend ISD. Parents without Family Access accounts may request access from their student's home campus.

The following forms may be filled out online and must be verified **PER CHILD**:

1. Student & Family Information Verification-Verify/update parent contact information and more.
2. Medical Emergency Information-Provide names and contact information in case of an emergency.
3. Parent and Student Consent Checklist-This checklist accompanies the Student Handbook and addresses the directory information, photo release and your child's digital citizenship.
4. Military Connected Form-The Texas Legislature requires school districts to report the enrollment of students who have parents or guardians in the military.

FACULTY LOUNGE - The faculty lounges are reserved for faculty and staff. Students and parents are not permitted in the teachers' lounge without permission from the front office.

FIELD TRIPS

There must be an educational purpose or value to the field trip.

- Parents serving as chaperones must provide their own transportation and must have a **Criminal History Form filled out and approved by the district for each school year**. Parents must complete the form online. To access the form online go to www.fortbendisd.com OR visit our PTO webpage
- Parents must sign and return their child's permission form for students to participate.
- If your child requires medication while on the field trip, it will be administered by a designated staff member.
- Siblings of students or other children not enrolled at Neill for that grade level are not permitted on field trips.
- Students with disciplinary concerns will be handled on an individual basis and may require a parent chaperone.



FOOD/SNACKS

Teachers allow students to eat their snack during instructional time. Students may bring a healthy snack to school each day for morning or afternoon as determined by the teacher. All snacks must be of nutritional value. A good rule of thumb is that sugar cannot be listed within the first five ingredients. Candy, dessert, "junk food" items such as chips, cookies, cakes, or cupcakes are not allowed. Students may bring a "pop top" water bottle to keep at their desk throughout the day with water only. No sports drinks, flavored waters, or soft drinks are permitted.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV) POLICY

FMNV/Restricted Foods:

1. Soda Water: any carbonated beverage, including those advertising added vitamins, minerals and protein.
2. Water Ice: any frozen, sweetened water, such as popsicles and flavored ice, with the exception of frozen juice bars.
3. Chewing Gum: any kind
4. Candies: with sugar or artificial sweeteners, such as:
 - a. Hard Candy – starlight mints, sour balls, lollipops, cinnamon candies, breath mints and cough drops
 - b. Jellies and gums – gum drops, jelly beans, jellied & fruit-flavored slices
 - c. Fondant – Candy Corn, soft mints



- d. Licorice – red or black
- e. Cotton Candy
- f. Candy coated popcorn

HOMEWORK POLICY

The CBLT will discuss and agree upon a homework policy for Neill Elementary. The list below is a guideline to be considered.

We understand that each child works at their own pace and that family and after-school activities can sometimes interfere with homework schedules. The minutes suggested below for each grade level are meant to be a guideline. Please understand that some homework may require longer sessions depending on the content and the child's work habits.

Grade Level	Written Assignments	Daily Reading Expectations
Kindergarten	10-15 minutes	5-10 minutes
First Grade	15-20 minutes	10-20 minutes
Second Grade	20-30 minutes	15-20 minutes
Third Grade	20-30 minutes	15-20 minutes
Fourth Grade	20-30 minutes	20-30 minutes
Fifth Grade	20-30 minutes	20-30 minutes

Homework assignments are always based on previous class instruction and are considered a review of material taught in class. Students need to practice these skills independently in order to achieve mastery. In addition to written homework, daily reading assignments are also essential during elementary years to help students increase their fluency and stamina. Teachers may send home assignments in a variety of ways: sent Monday to be returned Friday, sent Friday to be returned the following Thursday, or sent daily. Each grade level will determine their policy based on student needs and the expectations will be shared at the first Parent Night in September as well as through a weekly/monthly newsletter or website update.

- o *Accommodations and/or modifications are also taken into consideration when assigning homework for special education or Section 504 students. Academic grades will not be based on homework assignments although some graded work may be sent home for corrections/review. If at any time a child begins struggling with the amount of homework, a parent conference should be set up with the teacher to discuss the matter.*

LOST AND FOUND

Please label your child's belongings (electronics, hat, jacket, sweater, backpack, lunchbox, etc.). The school cannot assume responsibility for your losses or damages. However, if you report them immediately, every effort will be made to help you locate them. You may check the lost and found, located at the Cafeteria, for any missing items. Unclaimed clothing and other items will be donated to the district's clothes closet (Shared Dreams) or the Fort Bend Women's Shelter at the end of each quarter.



MEDICATION/MEDICAL CONCERNS

Parents of students with medical concerns should notify the nurse upon registering. Medical conditions will be noted on the Emergency Card. The nurse will notify teachers of significant medical problems. Students who become ill during the school day shall be given a referral notice to the clinic. The clinic will treat students and determine if a student should go home. Teachers will be notified if a student is sent home. Only the clinic may administer medication. Any parent wishing to give their child medication at school must go to the clinic. Medication must be in the original container with the name of the student and directions for dispensing. A note from the parent should accompany all medication. Children should not remain at school when they become ill or need medical attention.

All medication should be given at home when possible. **If medication must be given at school, it must be delivered to the clinic by the parent/guardian. Students may not carry medication, including non-prescription medicines, bug sprays, or cough drops 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 clinic; students**

Cannot take medicine to and from 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.

Only authorized employees, in accordance with policies at **FFAC**, may administer

1. Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
2. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
3. Non-prescription medication, in the original, properly labeled container, provided by the parent along with a written request.
4. Regular allergy injections **WILL NOT** be given at school.
5. The written request must be via the Permit to Administer Medication at School form, which can be found at: <http://www.fortbendisd.com/Page/888>

Possession/use/under the influence or distribution of over-the-counter medications or dangerous drugs is a violation of the **Student Code of Conduct**. Vitamins and homeopathic remedies (e.g., herbal preparations) will not be administered at school. Written instructions must be obtained from the doctor for any long-term prescription medication or if any over the counter medicine is not to be administered in accordance with product guidelines.

OBSERVATIONS IN THE CLASSROOM

Parents are encouraged to schedule Classroom observations in order to see their child in action in an educational setting. Please follow the procedures listed below.

- Observations may be requested for a maximum of 45 minutes in your child's classroom during instructional hours.
- Contact your child's teacher or the front office at least two days in advance to request an observation form.
- Complete the form with three available dates/ times and return it to your child's teacher.
- The teacher will select the most appropriate date/time from your list and forward the request to an administrator for approval.
- Once approved, the form will be returned to you.
- You will submit the approved form to the front office upon check-in on the day of the observation.
- An administrator will accompany you to the classroom.
- Student/teacher interaction may not be interrupted during the observation.
- You may observe quietly in a location designated by the teacher.
- Siblings may not accompany parents during classroom visits and you must refrain from interaction with your child or other students during the visit.
- If you wish to discuss your visit or any other aspect of your child's education, you may contact the teacher during non-instructional hours to set up a conference.



PARENT/TEACHER COMMUNICATION

Each classroom teacher has a direct telephone line. The Classroom phones do not ring during school hours (7:50-3:50) but do allow you the opportunity to leave a voicemail message. Please allow 24 hours to receive a response. If there is an urgent message for the teacher or your child, please call the front office before 2:30pm so we can pass it along, as teachers may not have the opportunity to check voicemail during instructional time.

If a concern arises during the year, we ask that you first contact the teacher. If you are unable to resolve the issue you may set an appointment with the counselor, specialist, or assistant principal to address your concern.

Daily information comes home in the agenda/students daily folder/Tuesday folder and will be posted in Schoology. All parents will have access through Schoology to school wide and Classroom information. Teachers will also post resources and assignments for parents to view. Other important notes, announcements, events, newsletters, and some grades may also be posted in Schoology. Please note that Skyward will remain the official record for grades, attendance, and discipline. The Tuesday folder will continue to be used to send home graded assignments and forms weekly. More details will be shared at the first Parent Curriculum Night in September.

PTO- There will be monthly PTO meetings during the school year that all stakeholders are welcome to attend. All parents are members of the Neill PTO and are encouraged to attend meetings and events. Information regarding volunteer opportunities will be sent home in the Tuesday folder. Additional information is available at NeillPTO.org.

RECESS

Students shall follow rules of safety and courtesy on the playground. Students must exit the building in an orderly manner. Use equipment in the way it was intended. **No "tag" games on the equipment and no pushing others on swings or jumping out of swings.** One person per swing – all others must stay a safe distance away. Students must play fairly and share equipment. Teachers on recess duty will closely monitor students at all times. All football/soccer/kickball games will be monitored by staff and may be prohibited by grade levels if they become too aggressive. Grade levels will determine if and when equipment from home, such as balls and jump ropes, will be allowed. Parents are not permitted on the playground during recess and should not park near the playground or attempt to interact with students by calling them to the fence.



Fort Bend ISD Elementary Recess Guidelines

According to policy EHAB (Legal), "the District shall require students in kindergarten through grade 5 to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year, as part of the District's physical education program or through structured activity during a campus's daily recess. If the District determines, for any particular grade level, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns and other factors, the district may as an alternative require a student in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week."

The following guidelines apply to recess for Fort Bend elementary campuses:

- For grades kindergarten through five, the recommended recess time allotment is thirty minutes daily; however, all FBISD elementary schools should provide a minimum of twenty minutes daily. For prekindergarten, the recommended recess time allotment is fifteen - twenty minutes. Rainy days should include indoor games and activities as an alternative to outside play.
- Recess should not be viewed as a reward but a necessary educational support component for all children.
- Recess should not be withheld for academic and/or punitive reasons with the exception of severe discipline consequences assigned by the principal or assistant principal (ISS, OSS, etc.). Structured physical activity during recess is acceptable when offered with redirection from teachers.
- The campus should provide the facilities, equipment and supervision necessary to ensure the recess experience is productive, safe, and enjoyable.
- Bullying or aggressive behavior will not be tolerated and all safety rules will be enforced. Adults must intervene and address the situation when a child's physical or emotional safety is at risk.
- The recess policy should be included in the Fort Bend ISD Parent/Student Handbook.
- In extenuating circumstances, campus principals have the authority to offer an optional study hall for those children in need of additional support up to twice per week. Prior written parent permission is required in order to remove a student from recess for study hall. The student must still complete the weekly 135 minutes of required moderate or vigorous physical activity.

REPORT CARDS and PROGRESS REPORTS

Beginning this school year, report cards will be sent out electronically via Family Access. You may request to receive a paper copy when you complete your student information verification. Report cards are sent out the week following the end of each grading period and will include specific comments regarding your child's progress. Parents are encouraged to request a parent-teacher conference to discuss any concerns regarding academics or behavior.



At the half way point for every grading period, all students will receive a Progress Report via email or Family Access. The teacher will be available for a parent-teacher conference upon request.

RETENTION AND PROMOTION

Along with your child being at the expected reading level at the end of the year, other items are also taken into consideration for promotion. The district states, "Student may be advanced to the next grade level by meeting

promotion or placement standards. To be promoted, the student must; earn a yearly average of 70 or above in reading, language, math, and science or social studies; meet the state attendance requirements; and meet district and state promotion guidelines on assessments" (as noted on the front page of the report card). We look at all the information we have on each student. For example: Campus and district assessments, report cards, STAAR, District Assessments (math, writing, science, and social studies), grade level assessments, and attendance. Parent-teacher conferences are offered each semester to explain how your child is progressing. Please feel free to contact the teachers anytime with concerns or questions. Retaining a student is a very difficult decision and we work very hard at Neill to ensure every child exceeds the grade level expectations.



TELEPHONE USE

Teachers will use their good judgment when granting permission for student telephone use in the Classroom. Students will be allowed to call home for emergencies only.

TEXTBOOKS and LIBRARY BOOKS State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. ***DO NOT USE ADHESIVE BOOK COVERS.***

Textbooks will be issued at the beginning of the year, audited midyear, and collected at the end of the year. The teacher will maintain accurate records to track all textbooks and may issue textbook forms for students that need to take books home.



- *Students are urged to take good care of all books to avoid a monetary fee at the end of the year.*
- *Report cards and end of the year records will not be issued to students who owe fines for damaged or lost textbooks and/or library books.*
- **CONSUMABLES**—Students in all grades have some consumable books. Should students withdraw from FBISD, the consumable book(s) will be collected by the campus. If the student is transferring to another FBISD school, the consumable books will go with him/her.

Fees for Lost or Damaged Textbooks

1. Torn pages Up to 25% of replacement cost
2. Ink or pencil marks (Minor/Major) \$1.00 per page / 50% to 100% of replacement cost
3. Loose bindings Up to 50% of replacement cost
4. Minor water damage (No Mildew) Up to 50% of replacement cost
5. Missing page/s (One or More) 100% of replacement cost
6. Obscenities-drawn or written 100% of replacement cost
7. Mold or Mildew 100% of replacement cost
8. Missing bar codes 100% of replacement cost
9. Late fee* \$10.00 per book
10. Abandonment fee** \$10.00 per book



TRANSPORTATION CHANGES

At the beginning of the year child's homeroom teacher will ask you how your child will be going home each day. If any changes occur throughout the year, you will need to send a "Change of Transportation" letter signed and dated to school prior to the change. For the safety of your child, we can only accept notes signed by parent/guardian or an email from the parent/guardian (Emails must be received from an address on file in Family Access). In an emergency, you may fax your letter to 281-327-3761 **before 2:00 p.m.** on the day of the change. Transportation changes CANNOT be accepted over the phone. We cannot accept changes to transportation after 2:00 p.m.

VISITORS TO CAMPUS

- All visitors must check in through the front office with a valid driver's license or ID to receive a visitor's badge. The badge will state your name, date, and destination. For the safety of our students, visitors are prohibited from going to other locations in the building without approval from administration. Anyone attempting to enter through any other exterior door will be directed to the front lobby. The visitor's badge should be visible at all times.
- Children or siblings who are not currently enrolled at Neill are not permitted to attend events in the classrooms during instructional hours (i.e. holiday parties, classroom presentations, or awards). To

accommodate our Longhorns families, special events will be held in the common areas when possible so that siblings may attend. Student parades will be routed through the Cafeteria or outside to accommodate all visitors in a timely manner.

- During special events/programs we encourage visitors to RSVP through the homeroom teacher at least three days in advance so that a badge can be preprinted and available upon arrival. RSVPs may only be accepted if visitors have checked in with proper identification prior to the event within this school year. The name you use to RSVP must match your ID upon check-in. Check in through the Raptor system must be updated annually beginning each August.
 - **Student checkout following special events during the school day are considered a tardy unless administration determines it as excused.** After programs or special events, the campus will have a procedure for parents to follow. For example, on that day, parents may be allowed to sign out students in class to receive a dismissal pass. The pass must be presented to appropriate staff members upon exiting the building. When checking out students from multiple grade levels, parents will proceed to the front office for assistance.

WITHDRAWALS

Parents should notify the office of their intent to withdraw a student. A minimum 24-hour notice is required in order to prepare withdrawal records.

- Students must have their textbook records clear.
- Students must be cleared in both the library and Cafeteria.
- Current grades will be prepared for the withdrawal forms.

SEVERE WEATHER DISMISSAL PROCEDURES



On days where we are having a light rain or it is just sprinkling, we will follow the regular dismissal plan. If the skies are threatening (thunder, lightning reported in the area) or if we are having a “gully washer” kind of day, the following plan will be implemented.

The following plan will be implemented in case of severe weather conditions:



- **Please be patient and stay alert!**
- Parents are urged to monitor the weather forecast and make a plan before your child heads to school each morning. If appropriate, make sure that your child is equipped with the necessary rain gear. **In addition, we cannot accept changes to transportation after 2:00pm.**
- **Early pick up will not be allowed after 3:00pm on any day.** We appreciate your cooperation.
- **All walkers and bike riders will be considered car riders on these days.** Walkers and bikers will be seated in the main hall along with car riders. Students will not be permitted to walk or bike home in severe weather situations. Parents are to remain in their car in the front car rider line and may not walk up to the school to pick up your child. Dismissal signs are required for pick up in the car rider lines and were provided to you when you the first day of school. Please keep this sign in your car at all times for severe weather dismissals and emergencies. Every child will be provided a sign with a QR code for car rider pick up. Additional signs are available upon request. We ask that all parents follow these procedures. Bikes may be left at owner's discretion and picked up at a later time. Be sure to secure your bike to the rack with a lock at all times.
 - Parents without a sign will be required to park in the parking lot, enter the front lobby AFTER the car rider line has ended, and show proper identification to check out a child.
- **Bus riders/Day Care riders** will go home as usual but arrival may be delayed due to weather. If your child's bus has not arrived by 4:25pm you may call the school for an update.

- **Car riders** will go home as usual and will remain inside the building until escorted to the appropriate car. Be aware that all walkers and bike riders will be added to the car rider line on these days with will significantly slow down the dismissal process. **PLEASE BE PATIENT and remain in your car with your dismissal sign clearly displayed on the passenger side dashboard or window** and your child will be delivered to you safely.
 - Parents without a sign will be required to park in the parking lot, enter the front lobby AFTER the car rider line has ended, and show proper identification to check out a child.
 - As with regular dismissal days, any parent picking up a child in the car rider line must have a dismissal sign.
- **Extended Day** will be escorted as usual.

We will make every attempt to post "severe weather dismissal alerts" by 3:00 p.m. on Twitter and on the Neill website. These days usually occur only a few times per year, but our Texas weather can change rapidly causing late changes to our dismissal plan.

Please understand that weather conditions may alter students' drop off time, including bus stops, car rider dismissal line, etc. We appreciate your patience as we dismiss students. Safety is our first priority!

We thank you for your support with this plan.

Please know that our number one concern is the safety of our students!