



**Parent Handbook  
2014-2015**

1708 Les Talley  
El Lago, TX 77586  
Phone: (281) 284-4300  
Fax (281) 284-4305

**School Hours: 8:15 a.m. to 3:15 p.m.**  
(Front doors open at 7:45 AM, Bell rings at 8:00 for students to go to class. Tardy bell rings at 8:15)

**School Colors: Blue and White**  
**School Mascot: Satellite**

**Principal.....Matthew Paulson**  
**Assistant Principal.....Lisa Helmle**

August 2014

Welcome to Ed White E-STEM!

We are here to make mistakes, learn and redesign!

We are happy to have your child at Ed White. Starting a new school is exciting! We also know that it is a time of transition, and that you will have several questions. We hope this helps you get to know more about our school. Thank you for sharing your child with us. We look forward to a year filled with learning and new experiences.

*Matthew Paulson*  
Principal

*Lisa Helmle*  
Assistant Principal

## **HISTORY OF ED WHITE ELEMENTARY SCHOOL**

Our school opened in 1965 as El Lago Elementary. The name was changed in 1967 to Edward H. White II Elementary in honor of the life and accomplishments of Edward Higgins White II -- the first American to walk in space. He perished in a tragic fire while training for the first manned Apollo mission. We are proud of the legacy he has left this school and community. His life serves as a role model for the students and staff of our school.

### **Absences and Tardy Policies**

Parents and guardians are responsible for student attendance. According to Texas Compulsory Attendance Law, a student must be in attendance 90% of the total school days to receive credit for the grade level. An attendance review committee will examine situations of excessive absences or tardies to determine the academic status of a student if they have not met the 90% attendance rate.

When returning to school after an absence, a student must bring a note with the following information:

- the reason for the absence
- the date of the absence
- the student's name
- the parent's signature
- the teacher's name

**The note must be received within 3 days of the absence; otherwise the absence is counted as unexcused.**

Please give absence notes directly to your child's teacher or office staff.

Legitimate reasons for student absences include the following:

- personal illness
- medical appointment
- family illness
- death in the family
- natural disaster

If your child obtains 3 unexcused absences, you will **automatically** receive a letter from the District Attorney's Office. This letter is a result of mandatory state requirements for attendance.

When your child is absent, you will receive an automated call from our school notifying you that your child is not present in school. If the information given to you is not accurate, please call our attendance clerk, Kim Schmalfeldt at 281-284-4300. A request for an extended excused absence due to a vacation or family need must be received in writing by the principal two weeks in advance (*forms may be obtained in the front office*). Only 5 days per year are allowed for each student for this type of absence and will be approved or denied based on current attendance.

Students who are absent will be required to make up any work they have missed. An additional day for each day absent will be allowed so the student may complete make up work. Upon the third consecutive day of the absence, a parent/guardian may request work be sent to the front office for pick up.

Partial day absences are when a student needs to leave school during the day for any reason. Please send a note to the teacher that morning stating the reason and time they will be picked up. It must be signed by the parent/guardian. All students must be signed out through the front office. **The parent/guardian may not go to the classroom to get the child.** A child will be called to the front office when the parent comes in and signs them out. **Students will not be called out of the classroom ahead of time.** If a parent/guardian is contacted by the nurse to come and get their child because of illness, please sign them out through the front office.

Students are required to check in the front office when tardy for school. They will receive a tardy slip to present to their teacher. Students who are tardy **after 8:30** must have a parent check them in to school. Tardies negatively affect everyone in getting their day started on a positive note. They have a significant impact on how students perform for the rest of the day. Please have your child here each day on time, so that they have an opportunity to be greeted individually by their teacher upon entering class.

### Allergies

If your child exhibits allergies, please contact the school nurse and teacher so we can ensure your child's safety while at school. The CCISD Child Nutrition Department also collects this information for food restrictions. The Physicians Statement form is available from the school nurse, the cafeteria manager or at [www.ccisd.net](http://www.ccisd.net).

### Arrival and Dismissal

Students are allowed to enter the school at 7:45 a.m. The breakfast serving line also opens at 7:45 a.m. to all students and closes at 8:10 a. m..

To help students further their independence, all students will need to walk to their area unassisted by parents after Wednesday during the first week of school. Teachers will be on duty in the hallways to help them.

Children are expected to arrive to school on time and be in their classrooms by 8:15 a.m. Any child entering the classroom after 8:15 a.m. will be considered tardy. If your child reports to school after the 8:15 a.m. tardy bell, he/she must report to the office before proceeding to class.

#### **ARRIVAL SCHEDULE**

7:45 a.m. School Opens

8:00 a.m. Students are released to class. (after the first week of school, parents will not be allowed to walk their child to class)

8:10 a.m. Announcements begin

8:15 a.m. Tardy Bell rings (Satellite Station Time 8:15-8:45)

If there is a change in the student's usual method of getting home, a written note signed by the parent/guardian must be received by the classroom teacher. Transportation changes must be in writing and not by email or phone call. **Students will not be allowed to depart from their normal dismissal routine without written parent permission.**

For safety and security reasons, we ask that all afternoon student checkouts be completed before 2:45 PM. We cannot call for students to come to the office after this time.

Please encourage your child to think carefully before he/she leaves school for the day so that he/she will have everything needed for homework and projects. **No student will be allowed to re-enter the classroom after 3:30 for any forgotten items.** If we all work to enforce this policy, our children will benefit from the expectation that they leave school prepared for homework. It is much better to learn this lesson early in life!

## ***DISMISSAL SCHEDULE***

3:10 PM **Buses and Day Care**

3:15 PM **Hikers, Bikers and Car Riders**

### **CAR RIDERS**

- Children will remain on the porch with the teacher until the parent's car pulls up, Safety Patrol will help students in and out of cars.
- Never leave your car unattended in the car rider line.
- Please keep in mind that cell phone use is prohibited during morning drop-off and afternoon pick-up, as you are in a school zone.
- If you choose to park and walk up to retrieve your child, your child is considered a hiker/biker
- Please do not enter, stop, park in, or block the **HANDICAP RAMP, BUS LANE, or FIRE LANE.**

### **BIKE RIDERS - Bike Safety**

- All children should wear bike helmets (state law).
- Park and lock your bike in the bike rack. Bike racks are located by the bus lane and old gym.
- When arriving and leaving the school, always walk your bicycle until you are off campus.
- Use the crosswalk with the crossing guard to safely cross Les Talley and Humble.
- Remember to go directly home after school.

## **Art**

The students at Ed White Elementary design, develop, and create original works of art. They work on both two and three-dimensional projects. These include design, drawing, painting, printmaking, and sculpture. Students observe natural and manmade objects. They are also encouraged to create from memory and imagination. Students are taught to appreciate and understand the history and culture associated with both past and contemporary works of art.

## **Birthdays**

Birthdays are important and need to be celebrated. We are encouraging students to bring in birthday pencils or stickers instead of edible treats. Birthdays will be celebrated the last 15 minutes of the school day (2:45-3:00). Please remember that treats must be store bought. Student birthdays will be recognized during the morning announcements.

Other policies include:

Invitations to parties cannot be handed out at school unless all students in the class receive one or it is all boy or all girl invitation. They may be given out the last 15 minutes of the school day; Balloons, flowers, or other gifts cause a distraction in the classroom and cafeteria. These items should not be sent to school. Any such deliveries will be held in the office until dismissal time.

**Birthday treats (cake, cookies, cupcakes, pizza, etc.) are NOT allowed in the cafeteria.**

## **Breakfast**

Breakfast is served in the cafeteria from 7:45-8:10 each morning for those who wish to participate. The cost is \$.30 (reduced)/\$1.25 (full) for students.

## **Building Security**

The safety and security of our children and staff are of utmost importance. It is everyone's responsibility to create and maintain a safe and secure environment at Ed White.

Key procedures are listed below:

ALL visitors/volunteers/parents must sign in/out at the front office.

Volunteers must wear their volunteer badges at all times.

Visitor badges must be visible and worn at all times. Any adult in the building without a badge will be redirected/escorted to the front office.

ALL visitors/volunteers/parents must enter the building through the front door, unless we are hosting a night event and an alternate route is determined.

Students and staff are NOT to open exterior doors for visitors. Please do not ask them to do so.

### **Bus Service**

The Transportation Department may be reached at **281-284-0600** if you have questions about bus service.

### **Campus Instructional Improvement Committee**

Our Campus Instructional Improvement Committee is comprised of teachers, parents, community and business leaders. The C.I.I.C. will meet to discuss budget, the campus improvement plan, and other campus related issues. Parents, community, and business leaders who serve on this committee are selected at the beginning of the year. If you are interested, please call us at 281-284-4300.

### **Challenge Program**

The challenge program provides curriculum extensions for students in kindergarten through second grade. In challenge class, students work on developing thinking skills, problem solving, and affective thinking. The challenge program is open to students who are not in the gifted and talented program but would benefit from the extensions. Students are placed in challenge class based on teacher observation, GT specialist observation, and a strong need for enrichment.

### **Clinic**

A registered nurse is on duty full-time. Our school nurse is Kathy Panneton. First aid for minor injuries is routinely administered in the school clinic, located in the front office. Throughout the year, many health programs are conducted:

- Vision and Hearing
- Height and weight records
- Immunizations
- Growth and Development Films –5th grade girls and boys
- Scoliosis Screening (5th grade only)

### **Guidelines for Illness**

In order to keep all our students in CCISD healthy and safe, the district has guidelines that all parents are to follow. Students are not allowed to return to school if one of the following symptoms exists:

1. A temperature over 100 degrees F. If a child has a temperature of 100 degrees F or above, during the night or the morning before school, **the child needs to stay home and remain fever free without Motrin or Tylenol for 24 hours before returning to school.**
2. If your child is vomiting or has vomited during the night, keep him/her at home. It is recommended the child consume at least two meals before she/he can return to school.
3. Diarrhea or watery stools.
4. Rash in exposed areas that cannot be identified.
5. If your child has been diagnosed with Strep-throat, he/she needs to be on antibiotic treatment for a complete period of 24 hours after the first dose of antibiotic prior to returning to school.

If your child gets sick at school, the nurse will assess the student and give you a call if the child needs to be picked up from the clinic. The nurse would appreciate if the child gets picked up within one hour after the initial call. Please make sure the office has at least two working phone numbers in case of an emergency. The nurse would appreciate a call or email if your child has been diagnosed with an illness. This helps the nurse look out for any infectious disease that may be spreading in a class or grade level.

## **Lice**

According to CCISD policy, students must be sent home from school if live lice are found in their hair.

- Students will not be sent home if only nits are found.
- Students may return to school after one medicated shampoo or lotion treatment has been given.
- When returning to school a head check by the nurse is not required per policy.

## **Treatment**

- Treatment must be with a shampoo or cream rinse approved by the FDA.
- Combing and picking out nits.
- A second treatment of shampoo or cream rinse 7-10 days after the first treatment is needed to kill remaining or newly hatched lice.

## **Management**

- Exclude student from school until proof of treatment is received.
- If treated, students may return to school the same day they were sent home.
- Mass screenings are not recommended or required.
- Other families of students in the classroom will not be notified if only one case is found.
- Notify family of other students only if multiple cases are found.
- If multiple cases are found in one classroom, notify the school custodian so a thorough cleaning can be done.

## **Guidelines for Medication Administration**

### **Prescription Medicine:**

***A Physician Authorization*** form (obtained from the school nurse) must be completed by the child's doctor and signed by the parent/guardian for all medications that will be kept/given at school for **15 days or more. This also applies to any procedures to be performed at school.**

- You may obtain a "school bottle" from your pharmacist with the proper label.

### **Non-prescription Medications:**

• In order for medicine to be kept/given at school, **a note from the parent/guardian or an over-the-counter medication form** from the school nurse **must be completed and signed by a parent or guardian with the following information:** student's full name, grade, teacher, diagnosis or reason for medicine, any allergies, medication name, medication dose, medication time, instructions for giving medication, beginning and ending date for medication administration

at school, emergency contact number. Medicine requiring more than 15 days, must have a doctor's authorization.

### **ALL prescription and nonprescription medication:**

1. **Must be** kept in the school clinic (with the exception of some inhalers or diabetic supplies at the parent's and Doctor's discretion).
  2. **Must be** in the original container (Original bag for cough drops or box for medication) and labeled with student's name (even cough drops, Triaminic Melt aways). Check the expiration date for the medicine (this is noted in the box or medication bottle) and make sure it is up to date. **No loose pills in a plastic bag will be accepted.**
  3. Only over-the-counter medications labeled "**12 years and younger**", "**Children's... :junior...**" will be given at school. This is usually in the "Directions" section of the box or bottle.
  4. **Each medication must be** accompanied by the proper authorization form/note discussed above.
  5. **Children are NOT allowed to administer medication themselves at any time.**
- NO MEDICATION(S) WILL BE GIVEN AT SCHOOL UNLESS THE ABOVE GUIDELINES ARE FOLLOWED.**

### **Communication**

Once the school year is started, we will make every effort to post information you will be interested in on our school link of the CCISD website. You will find important dates and notices posted here. The school calendar can be found on CCISD4ME: <https://portal.ccisd.net/parent>.

Our goal is to move to total electronic communication with our parents. All classroom information, including teacher google pages that contain "Peeks of the Week", will be available online and sent via e-mail. Your child's teacher will send home instructions on how to access it. If you have a question about a school event, please call our office at 281-284-4300.

### **Counselor/Counseling**

Ed White Elementary utilizes the services of one full-time certified counselor. Our counselor is LaShasta Bell and may be reached at [lbell@ccisd.net](mailto:lbell@ccisd.net). Mrs. Bell has a variety of duties and responsibilities that are directly related to the parent or child. Some of the major functions of the counselor are:

Conferencing with teachers, principal, and parents regarding student progress in academic or behavioral areas;

Leading group counseling sessions in the classroom/counselor's office;

Conducting counseling sessions with individual children;

Counseling students on as needed basis;

Leading the Lions Quest program.

Character development is the focus of the counseling program at Ed White. The seven developmental strands – Self-Confidence Development; Motivation to Achieve; Interpersonal Effectiveness; Decision-making, goal setting, & problem solving; Communication Skills; Cross-Cultural Effectiveness; and Responsible Behavior, as well

as, the six pillars of character – Respect, Citizenship, Caring, Responsibility, Trustworthiness, and Fairness, are intertwined to create a foundation of good character choices. It is our goal to build future leaders who are guided by these core values and principles.

Mrs. Bell is prepared at all times to speak with concerned parents. Please call our office or email her to schedule a conference. Some topics parents often call the counselor to talk about are:

Making friends , Anxiety, Shyness, Friendships, Feelings of sadness, and Transitioning to a new school



## **Curriculum and Instruction**

During the fall of 2014 Ed White Elementary will open a new E-STEM Magnet program. E-STEM is an acronym for **E**lementary - **S**cience, **T**echnology, **E**ngineering and **M**ath. All teachers and administrative staff are involved in implementing the magnet program. Students will be instructed using the CCISD curriculum following state TEKS and are held to the same standards as all other CCISD students. In addition, students will participate in enrichment coursework in science, math, and engineering. Technology and design application will be integrated into everyday classroom activities.

### **Language Arts**

In language arts instruction, we strive to develop life-long readers, as well as writers who write to make a difference in their world. While applying instruction in phonemic awareness, word recognition, and grammar, students are thinking about what they are reading. Students are taught to think deeply about what they read by making connections between texts, using their senses to feel what an author is conveying, and evaluating author's techniques for different purposes. Students are asked to let reading make a difference in their life, learning from the characters about whom they read, as well as learning from the research they compile.

Students learn specific writing skills while applying them to their own personal writing. Students use writing to communicate their thinking about their own experiences, ideas, and thoughts. They also learn to use other authors as mentors for their writing, applying techniques that published writers use. Students are taught that they can make a difference in the world with their writing.

### **Social Studies**

Throughout social studies in Kindergarten-Grade 12, students build a foundation in history; geography; economics; government; citizenship; culture; science, technology, and society; and social studies skills. The content, as appropriate for the grade level or course, enables students to understand the importance of patriotism, function in a free enterprise society, and appreciate the basic democratic values of our state and nation as referenced in the Texas Education Code (TEC), §28.002(h).

### **Math**

Throughout math in grades K-2, students build a basic understanding of number concepts, operations, quantitative reasoning, patterns and relationships, and algebraic thinking. Students use concrete objects to explore these concepts further, moving toward developing numerical fluency. By the end of Grade 2, students know basic addition and subtraction facts and are applying them in problem solving situations. The C.C.I.S.D. math program in the primary grades is Developing Number Concepts, or D.N.C. This program allows students hands-on opportunities to see the relationships of quantities and operations in multiple ways, thereby developing a richer understanding of basic mathematical concepts.

Throughout math in grades 3-5, students build on that basic foundation, going deeper to understand more complex patterns and relationships, and algebraic thinking. Students explore multiplication and division, and fractional parts and relationships. Using formal language to describe their thinking, students compare 2 and 3 dimensional figures, use mathematical tools, and solve real world application problems. The C.C.I.S.D. math program in grades 3-5 is Think Central. This program provides students with opportunities to see larger numbers and their relationships in real world applications.

## **Science**

The study of science allows students to develop an understanding of concepts through hands-on inquiry based experiences, problem solving, decision making and application of knowledge. The C.C.I.S.D. Science Program provides relevant, student-centered experiences, which foster the investigative spirit of children. Science classroom opportunities focus on the development of diverse skills critical to successful participation in our global society and increasingly scientific and technological world. Each grade level goes deeper than the year before in exploring topics in science education. This allows the students the opportunity to apply the latest developments in research to their prior knowledge, thus creating a deep, rich understanding that is constantly building. Thus, they are taught to think like scientists.

## **Day Care**

Some children ride a day care bus to and from school daily. Please inform the day care to bring your children between 7:45 am-8:10 am and to pick up your children promptly at dismissal time. Day care vans will drop off and pick up students in the bus loading zone.

Please be sure your child's teacher knows what day care bus your child will be riding. If your child is absent or goes home ill from school during the day, please notify the day care center that your child will not be riding the day care van that afternoon.

## **Deliveries**

In order to maintain uninterrupted class periods throughout the day, it is our school policy to deliver lunch money, etc. to the classroom at 10:00am. Items received after 10:00am will be placed in the teacher's mailbox for pick up at their convenience. All items brought to school for delivery must be labeled with the student's name and teacher's name. **Parents are not allowed to make deliveries to the classrooms. We place a high value on instructional time; and therefore, we respectfully request that parents/volunteers do not interrupt classroom time.**

It is the principal's recommendation that you not deliver forgotten homework. A natural consequence for students forgetting their homework is not being prepared and having to explain to the teacher why they do not have it. When we "rescue" our children, they often do not learn to be self-sufficient.

## **Discipline**

Acceptable behavior is important and required at Ed White Elementary. Students are expected to observe school and classroom rules/procedures. Proper discipline will be discussed with students, and expectations defined. Communication and cooperation between home and school result in the best, the most effective, and the most desirable outcomes.

Students will not be allowed to disrupt the learning process. The goals of the school cannot be achieved if a disproportionate amount of time and resources must be utilized for maintaining order. Students exhibiting unacceptable behavior will be disciplined according to the CCISD School Board Policy. The Code of Conduct is found in the district student handbook.

Children are not usually sent to a principal or assistant principal for a first-time disciplinary offense, unless the infraction is severe in nature. Please carefully read the CCISD Student Code of Conduct and the classroom/grade level discipline plan sent home by your child's teacher. You must acknowledge receipt of these documents by returning a signed card which is included with each item.

## Dress Code

The dress code is very important to our campus as it helps us maintain an orderly and academically-focused environment. The student dress code is addressed in the CCISD Parent Handbook. Please note the following dress code policies that are important for students at Ed White Elementary:

All pants on male and female students must be worn at the proper waist level. They may not be worn below the waist level;

Baggy style, extremely large legged pants or jeans (especially those pant legs larger than the child's shoes) are not acceptable;

Shorts should be finger-tip length or longer; i.e., mid-thigh or longer;

Lycra-spandex shorts/leggings are not appropriate for school;

We recommend your child wear tennis shoes each day. However, they must wear tennis shoes on the days they have P.E. class. Mules, water shoes, backless shoes and flip-flops are not acceptable for school. Students are active on a daily basis at recess and they should wear shoes that will support and protect their feet. Shoes with wheels on the bottom are not allowed at school.

Sport tank-top jerseys, spaghetti straps, and open-backed dresses/shirts are not allowed unless a shirt is worn underneath or an appropriate garment is worn on top, i.e., a sweater;

Hair should be out of the eyes;

Spray painted hair is not appropriate for the school setting;

Hats are only allowed on special days as designated by the principal.

**\*If your child is inappropriately dressed, they will be sent to the nurse for appropriate clothing from the clinic supply or we will call you to bring a change of clothing.**

## Drop-Off, Pick-Up, and Parking

**For the safety of all children and to avoid traffic congestion, please observe the following vehicle regulations:**

- 1. Students may only be dropped off or picked-up at the front circle drive. The bus turnaround is for Day Care and Buses only.**
- 2. When dropping off and picking up students, please pull as far forward as possible.**
- 3. Please display the car rider tag indicating the name of the students and grade levels for the students that you are picking up.**
- 4. Please keep in mind that cell phone use is not permitted while in school zones, which also includes the drop off and pick up lanes.**
- 5. Thank you for helping us keep our students safe!**

## Dyslexia

Ed White Elementary has a dyslexia specialist for students who meet the eligibility requirements for services. If you have any questions regarding dyslexia, please contact our Assistant Principal or your child's teacher.

## ESL/ELL

The English as a Second Language program or ESL program is a program to enable limited English proficient learners to become competent in the comprehension, speaking, reading, and composition of the English language. This program uses instructional approaches designed to meet the special needs of the limited English proficient student. The curriculum content of the program is based on the essential skills and knowledge required by the state of Texas.

## **Enrollment Card Changes**

It is very important for each child's teacher, the nurse, and the office to be able to locate parents. **Please notify the office in writing when any information on your child's enrollment card has changed. Remember...your child will only be released to the adults listed on his/her enrollment card. Keep all information on your child's enrollment card as current and up-to-date as possible.**

## **Field Trips**

Kindergarten through fifth grades will take at least one field trip during the year. The teachers arrange these trips. Admission fees may be collected from each student. Signed permission slips and emergency information forms must be obtained for every student prior to the field trip. Typically, sack lunches are sent with students that day. And, naturally, parents are encouraged to volunteer as chaperones. We ask that siblings not be brought along so that your full attention can be devoted to the children you are chaperoning. Please note that parent chaperones cannot ride on CCISD buses. **CHAPERONES ARE REQUIRED TO REGISTER ONLINE AS A VOLUNTEER PRIOR TO BEING APPROVED AS A CHAPERONE (see volunteer portion in this handbook for more information or visit ccisd.net).** In addition, we ask that all field trip money be turned in as cash.

## **Food, Treats, and Special Events**

Parties are scheduled by the teacher and the room parent. Please adhere to these dates for bringing treats.

## **Gifted and Talented**

The Gifted and Talented Program for grades K-3rd grade is held at Ed White Elementary. The program for 4th and 5th graders includes one semester of mini-courses off campus at the University of Houston-Clear Lake, the Armand Bayou Nature Center, the Lunar Planetary Institute, and Space Center Houston. The K-5 curriculum provides differentiation emphasizing creative-productive and critical thinking skills in math, science, language arts, and social studies. Students are also encouraged to participate in independent study experiences. If you would like your child tested for G.T., please submit the request in writing to Jessica Collins our GT Specialist. The Student Success Team, which consists of teachers and administration must meet before a child can be tested for GT(see also Challenge Classes).

## **Grading Procedures**

The Clear Creek Independent School District's grading procedures can be found at the CCISD web site.

## **Homework**

Homework is an essential part of the academic program at Ed White Elementary. As such, homework will be assigned on a regular basis. Here is a list of our basic homework guidelines: Every student must read every night. Each grade level will determine a set amount of time each night your child should be reading. This is of course a minimum. If your child reads longer, that is great!

Each grade level will have a homework policy;

Homework is generally not given over the weekend, or holidays, except when a student has make-up work to complete;

Class work will not be sent home for completion.

Completed homework will be graded or checked for completion;

Homework for students who are absent for MORE THAN 2 DAYS should be requested before 10:00am to our office staff at 281-284-4300. The requested homework may be picked up after 2:00pm at the front office;

Please explain to your child the importance of remembering his/her books, folders, etc. at the end of the day...as **NO STUDENT WILL BE ALLOWED BACK IN CLASS AFTER 3:30.**

### **Library**

The library houses all types of instructional materials and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for instruction and browsing. Children are also encouraged to participate in the reading incentive programs conducted by our Librarian, Mrs. Brown. Students are personally responsible for damaged/lost book charges.

### **Lost and Found**

PLEASE mark all items of clothing, lunch boxes, and any other belongings with your child's first and last name and the name of his/her homeroom teacher. This enables us to return lost items to a child. Student property that is not labeled will be placed in the "Lost and Found". Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Jewelry, glasses, money, and any small items will be placed in the front office. Please note: At the end of each month, all items in Lost and Found will be donated to a local charity.

### **Love and Logic**

The staff at Ed White Elementary will implement the district initiative of *Love and Logic* approach to discipline for students. Please see "The Nurtured Heart Approach" portion in the handbook. *Love and Logic* is a popular and successful teaching model for parents, children, and educators, developed by Jim Fay, Charles Fay Ph.D., and Foster W. Cline, M.D. to help adults interact with children in a more respectful manner.

'*Love and Logic*' operates from the assumption that: adults can maintain control with dignity, children need to learn responsibility, while being encouraged to learn from their mistakes. '*Love and Logic*' teaching tools prepare children for the real world, where actions have consequences.

A school discipline plan must provide opportunities to do what is most effective and best for each situation, and for each child. Every discipline action becomes unique in nature since every student is a unique individual with unique needs. Consistency means when there is a problem it will be addressed; and when there is misbehavior, it will be addressed. Consistency does not mean that everyone will react in the same way.

#### **Love and Logic Core Beliefs: When Discipline Action is Needed**

- Maintain dignity and self-respect of both the student and teacher
- Students will be guided and expected to solve their problems without creating problems for anyone else
- Students will be given opportunities to make decisions and live with consequences, good or bad

Misbehavior will be handled with natural logical consequences instead of punishment, whenever possible.

Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.

## **Rules of Love and Logic**

Adults set firm limits in loving ways without anger, lecture or threats.

When a child causes a problem, the adult hands it back in loving ways.

Adults build positive relationships with students around their strengths and interests.

Start each day with a greeting and a predictable routine. **This is why all our teachers are expected to be at their classroom doors at 8:00 greeting students individually and not meeting with parents. Please refrain from trying to talk at length with your child's teacher at this time, as another child will be overlooked and not greeted by the teacher.**

## **Lunch**

Every child will have a 30-minute lunch period each day. Parents are welcome to join their child for lunch. The cost of a student lunch is \$2.10/reduced \$.40 and a parent lunch is \$2.90. Your child may either buy a lunch or bring one from home. If your child will be buying a lunch from school, it is best to deposit money weekly or monthly into your child's meal account through the cafeteria or online through Meal Pay Plus.

If your child forgets their lunch they will not be allowed to call you at their designated lunch time. They will be provided a cheese sandwich and milk.

When visiting for lunch, your child may invite one other child to eat with you if you are eating inside. Remember that the Habitat is also available to sit out at, but no other students are allowed to eat outside with you.

## **Music**

Kindergarten through fifth grade music students at Ed White can look forward to singing, playing instruments, dancing, performing, and many other fun and interesting ways of learning to see, hear, read and play music.

## **Nurtured Heart Approach**

In addition to Love and Logic, the Ed White Elementary faculty and staff believes in The Nurtured Heart Approach, which is about creating relationships that energize and support success and positive choices. It has many applications. The three basic principles are:

### 1. Pursue the Positive

- Purposefully create and nurture successes
- Relentlessly and strategically draw students into new patterns of success
- Persistently reflect ongoing successes back to the child
- Purposefully find, acknowledge, and appreciate what is right in this moment

### 2. Stop Leaking

- Refuse to foster failures by giving energy to misbehavior
- Impose consequences without energy
- No lectures, advice, words of wisdom, warnings, reminders, pleading, animated facial expressions, finger wagging, "parent looks", increased volume, or sarcastic remarks because of behavior

### 3. Enforce Limits

- Enforce rules calmly, consistently, and fearlessly by applying a meaningful consequence for every rule infraction

## **Parent Conferences**

Parent-teacher conferences are a part of the process of reporting student progress (academic or behavioral) to parents. A parent may request a conference at any time during the school year. A note asking for a conference should be sent to the teacher, or a call may be placed to the front office and a message will be left for the teacher. Conferences need to occur on the

teacher's conference time and must be scheduled in advance. It is difficult for teachers to conference on a "drop in" basis as they must maintain their class schedule and often have other responsibilities during their planning time.

### **Parent-Teacher Association**

The P.T.A. is a vital part of a school's success and ultimately the success of each individual student. We highly encourage parents to join P.T.A., attend P.T.A. meetings and be active in our school.

### **Parties**

There will be 2 official school parties each year. Room parents are in charge of organizing the parties. The winter class parties will be held in December, and the Valentine's Day class parties will be held in February. Exact dates will be given out closer to the parties. Room parents may ask for your assistance in providing food, games or help for the parties. In addition, each class **may** have an end of the year party on the last day of school arranged by room parents. Additional parties outside of these three assigned days are prohibited by state statutes.

### **Pets**

Pets are **not** allowed on campus for any reason, especially during morning drop-off and afternoon dismissal.

### **Physical Education**

Students should wear tennis shoes during P.E. If a student does not wear appropriate shoes to school, he/she may bring a pair for P.E. class. Girls should wear shorts underneath dresses and skirts.

A student who is ill or injured and cannot participate in P.E. should provide the P.E. teachers with a note excusing the child from the activity. Please be sure the note states the following:  
How long the student is to refrain from activity;  
Nature of the illness/injury that warrants non-participation restrictions;  
Specific activities to be avoided (i.e....may do exercises and walking activities; all running activities are to be avoided for three days).

Be sure to notify the nurse and the classroom teacher of these restrictions as well.

### **Safety Patrol**

Safety Patrol is a trained group of fifth grade boys and girls organized to promote safety in and around the school. These students are recognized as leaders. Children in every grade level are expected to obey our safety patrol students.

The P.E. department will organize, instruct and maintain the Safety Patrol. Students on the Safety Patrol must maintain satisfactory grades and demonstrate appropriate behavior and work habits. A student receiving a grade below 70 or "U" under any category of conduct will be suspended until grade and/or behavior improves. Students are given guidelines when they are selected.

## **Satellite Station Time**

Satellite Station Time is an exciting way for all students at Ed White to start each day. Students will arrive and transition to their Satellite Station classroom from 8:15 to 8:45a.m. During this time, they will work on specific target areas. Students will be provided with re-teaching, extra practice, or extensions on academic objectives. Student's assigned Satellite Station groups may change many times throughout the year as their needs change.

## **School Pictures**

School pictures (individual and group) will be taken during the year. Individual pictures will be taken in the fall on October 28; retakes are December 5. Spring individual and group pictures will be taken **February 4**. Specific procedures for ordering and paying for pictures will be distributed as the information is received.

## **School Supplies**

School supply lists are available in the office and on the CCISD website. New students receive a supply list upon enrolling. Returning students receive the list in their final report card at the end of the year. Please avoid purchasing "personalized" items as some supplies (e.g. pencils, folders, tissues, baggies, glue, and erasers) are pooled in the classroom and kept as inventory throughout the year for all students' use.

## **Science Fair**

The annual district-wide science fair provides students with an opportunity for hands-on learning and to develop the scientific method which is to identify the problem, formulate a hypothesis, determine a procedure, gather data, interpret the results, and draw a conclusion. Ed White's science fair is open to 3<sup>rd</sup> thru 5<sup>th</sup> grade. The CCISD School Board recognizes those students who participate in the science fair for all thirteen years.

## **Special Education**

Students who are identified with an area of disability which qualify for special education will be provided services at Ed White Elementary. The staff includes two full time Resource teacher, Speech Pathologist, and 1 aide. If you have any questions regarding any special education program, please contact our special education team leader, Stephanie Todd.

## **STAAR Testing**

The Texas Education Agency (TEA) is implementing the STAAR (State of Texas Assessments of Academic Readiness) for the 2014-2015 school year. STAAR is a more rigorous assessment program that will provide the foundation for a new accountability system for Texas public education. The STAAR program at grades 3-8 will assess the same subjects and grades that were assessed on TAKS. More information can be found at:  
<http://www.tea.state.tx.us/student.assessment/staar>

## **Telephone Calls**

We are fortunate to have telephones in all our classrooms. These telephones are primarily for adult use. Instructional time is precious and we will not interrupt class time with phone calls. Incoming calls to our staff will be forwarded to their voice mailbox during instructional time. Calls will only be forwarded to staff members before and after school and during teachers' conference times. In the event of an emergency, calls of this nature will be forwarded to an administrator who will then take appropriate action.



**Students must have permission from their teachers to use the telephone. Forgotten homework, or materials are not classified as serious matters, and children will be denied telephone access for these situations.**

### **Textbooks**

Students are issued textbooks at the beginning of each school year. If the textbook leaves the school, it must be covered per state law. Book covers are provided. Students are responsible for caring for their textbooks. Students are responsible for paying for a replacement textbook if the book is lost or damaged anytime throughout the school year.

### **Toys**

Toys should not be brought to school except with teacher permission for rewards. Besides being distracting to classroom instruction, toys are often lost at school. Toys include electronic games, cards, or anything that interrupts the teaching-learning process. The school is not liable for any stolen or lost toys or electronics.

### **Tuesday Folders**

In an effort to keep papers from coming home on multiple days, each child will have a folder that will be sent home on Tuesdays. This folder will be referred to as the "Tuesday Folder". The folder will contain graded papers, notes from the school/ P.T.A. and any other pertinent information. Please check this folder each week, go over the graded work with your child, include the necessary signatures requested by the teacher, and return on Wednesday.

### **Visitors at School**

Visitors to Ed White Elementary are always welcome. Parents who wish to visit classrooms may do so by contacting the teacher, stating the reason for the visit, and mutually deciding upon a time that will not conflict with classroom instruction. Visitations require the principal's approval and must be requested in advance. We ask that parents do not visit classrooms during the first two weeks of school.

For safety and security reasons, all parents and visitors must register in the front office before proceeding to any part of the building.

Student visitors: Periodically, a request is made for an out of town guest to visit a student's classroom. Such children should be encouraged to visit during lunch time. Other classroom visits will require prior approval by the principal.

### **Volunteers**

We love volunteers! Our school would not be successful without them! P.T.A. organizes the volunteer program. All volunteers must register online at [www.ccisd.net](http://www.ccisd.net) (tab for parents) before they are allowed to volunteer in the school. Parent volunteers will attend a training program which will be offered by P.T.A. Room parents are considered volunteers. It is critical that all our volunteers attend this session.

When volunteering, please remember:

- Always wear your Volunteer Badge in a visible place
- Younger siblings can cause a distraction for our students;
- Younger siblings are not allowed in the workroom for safety reasons;
- Be punctual and dependable;

- Always check in at the front office and let them know you are volunteering. We track the hours of our school volunteers;
- When volunteering, please dress appropriately. Gym clothes, tennis dresses, short shorts or tank tops are not appropriate for the school setting;
- Volunteer in the area where you are needed. Do not wander through the building.

Do not go into your child's classroom unless that is where you are volunteering. During class time do not distract or interrupt instructional time. If you need to talk to your child's teacher, please call and make an appointment, instead of "catching" the teacher during volunteer time. Areas that are always in need of volunteers are: Literacy Library, Library, Engineering Lab, making copies, room parents, green house. Please contact Mrs. Reynolds in the front office for more information .

### **Weather Information**

If threatening weather causes school to start late or to be cancelled, announcements will be made over local radio and television stations. If school must be closed while classes are in session, the school district will monitor the situation, and students will stay at school until it is safe to transport them home.

CCISD will use the following radio and TV stations to communicate information as well as the CCISD website.

#### **Radio Stations**

740 AM (KTRH)

95.7 FM (KIKK)

#### **Website**

[www.ccisd.net](http://www.ccisd.net)

#### **TV Stations**

Channel 2 (KPRC)

Channel 11 (KHOU)

Channel 13 (KTRK)

### **Withdrawal from School**

Parents should notify the office several days in advance when a child is withdrawing. Teachers will receive a withdrawal form from the office to complete. The parent must come to the office to complete final withdrawal procedures.

Records will be sent to the new school when release of records documentation has been received. All library fines and lost textbooks must be paid for before the withdrawal is complete.

### **Where can you turn for help?**

We want our students to LOVE coming to school each and every day. If you have questions or concerns, please contact us so that we may resolve any issues that may be interfering with school. Your teacher will provide his/her contact numbers at the beginning of the school year. Also here to help you are:

Chantal Herron, School Secretary 281-284-4312

Jamie Reynolds, Receptionist 281-284-4300

Kim Schmaldfelt, Data Specialist 281-284-4325

Lashasta Bell, Counselor 281-284-4314

Kathy Panneton, Nurse 281-284-4313

Stephanie Todd, Special Education Team Leader 281-284-4390

Lisa Helmle, Assistant Principal 281-284-4312

Matthew Paulson, Principal 281-284-4312

## 2014-2015 Ed White Satellite's

### **Kindergarten**

Leticia Delgado  
Brandi Kowis  
Brenda Magee  
Felicia Morgan

### **First grade**

Caitlyn Bell  
Kris Johnston  
Candy Luedde  
Michelle McKellar

### **Second Grade**

Jennifer Barnes  
Sparkles Jones  
Sarah Orozco  
Laura Youngmark

### **Third Grade**

Paula Clark  
Malissia de Leon  
Erin Spence  
Maritza Vela

### **Fourth Grade**

Shannon Liggio  
Melissa Mays  
Kelli Mistretta  
Nicole Long

### **Fifth Grade**

Amanda Hughes  
Hilary McLellan  
Christine Swaney

### **BLOCK**

**Art**—Erika Montgomery

**Music**—Meredith Amelung

**Physical Education**—April Fortenberry and Wendi Clough

**Librarian** - Tamiko Brown

### **SPECIAL PROGRAMS and SUPPORT**

**Dyslexia**—Pamela Thomas

### **SPECIAL EDUCATION**

**Team Leader**—Briana Centeno

**Resource** – Laurie Moreno and Wendy Vermillion

**Speech** – Jennie Hemrick

**Diagnostician** – Deb Trabanino

### **INSTRUCTIONAL COACHES**

**Science** – Laura Mackay

**Math/GT-Advanced Academics**—Blythe Brown

### **BUILDING OPERATOR**

Brett Powell