



Sandra Mossman Elementary  
Parent Handbook  
2016-2017

4050 Village Way  
League City, Texas 77573  
Phone: 281-284-4000  
Fax: 281-284-4005

School Hours: 8:15 a.m. to 3:15 p.m.  
(Bell rings at 8:00 for students to go to class. Tardy bell rings at 8:15)

School Colors: Green and White  
School Mascot: Knights

Principal ..... Debbie Johnson  
Assistant Principal ..... Rosie Patterson

## Mossman Mission Statement:

August 2016

Dear Mossman Families,

Welcome to the 2016-2017 school year. We plan to continue the excellent instructional program and high level of student achievement that we have established together. Working collectively, a learning environment focused on students is created. It is our commitment, as faculty and staff at Mossman Elementary, to provide your children with a successful elementary school experience.

This handbook is a supplement to the material printed inside the CCISD Parent/Student Handbook. The Mossman Handbook will provide you with information specific to procedures at our school. For your convenience, the items are listed in alphabetical order.

You are encouraged to become familiar with the handbook and other policies of our school. Many items in this handbook will answer questions you may have regarding Mossman Elementary. Feel free to call the school if you have any questions concerning items not addressed in our handbook.

Thank you for your support. Through our combined efforts, we will create and maintain a safe and positive learning environment for each and every child.

Working for children,

Debbie Johnson  
Principal

Rosie Patterson  
Assistant Principal

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## HISTORY OF SANDRA MOSSMAN ELEMENTARY SCHOOL

The Clear Creek School District was founded in May, 1948. Sandra Mossman Elementary opened its doors on August 25, 2009 with approximately 600 students in grades Pre-K-5th. Our school is named after our former Superintendent, Dr. Sandra Mossman.

Dr. Mossman served our district as a parent, PTA member, counselor, assistant principal, principal, Assistant Superintendent, and Superintendent. Her guidance and leadership has made a significant impact on our district and her quest for continuous improvement for all students is still our district mantra today.

### 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, or miss no more than 18 days of school. An attendance review committee will examine situations of excessive absences or tardiness 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 date in which the note was written

**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.

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, Belinda Grubbs at 281-284-4000.

**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. Only 5 days per year are allowed for each student for this type of absence.**

Students who are absent will be required to make up any work they have missed. An additional day for each day 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.

**To earn an annual perfect attendance certificate from Mossman Elementary:**

- A child must be enrolled in CCISD on the first day of school and must be present the entire year. If a child enters CCISD and Mossman Elementary after the first day of school, he/she must have a record of perfect attendance from his/her previous school.
- Absences from natural disasters or uncontrollable factors will not be counted, if officially designated by the Superintendent as being such, i.e., weather conditions, etc.
- A perfect attendance certificate may not be earned if the student has five or more early check-outs/partial day absences.
- A perfect attendance certificate will not be earned if a student has five or more tardies for the school year. ***Students are considered tardy if they are not in the classroom at 8:15am.***

Students are required to check in the front office when tardy for school. They will receive a tardy slip to present to their teacher. Being tardy negatively affects everyone getting the 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 AM to all students. Students entering the breakfast line after 8:10 will receive a "sack breakfast" and be sent to class so they will not be tardy.

After the first week of school, all students will need to walk to their area unassisted by parents. Teachers will be on duty in the hallways to help them.

Children are expected to arrive to school on time and be in their classroom by 8:15 am. Any child entering the classroom after 8:15 am will be considered tardy. If your child reports to school after the 8:15 am tardy bell, he/she must report to the office before proceeding to class. When dropping off your child, ensure that they enter the building before driving away. Staff members are on duty from 7:45 am to 8:15 am. At 8:15 am, staff members are no longer on morning duty and must attend to their classroom students.

Students who are not on campus because of appointments with health care providers will be counted present if they come to school on the same day **with a note from the medical professional**.

If there is a change in the student's usual method of getting home, a handwritten note signed by the parent/guardian must be received by the classroom teacher. **Students will not be allowed to depart from their normal dismissal routine without written parent permission** (refer to "Change in Normal Dismissal" section).

For safety and security reasons, we ask that all afternoon student checkouts be completed before 2:30pm. We cannot call for students to come to the office after this time.

Please encourage your child to think carefully before they leave school for the day so that they 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!

**Students will be dismissed as follows:**

- 3:05: Car Riders & Bus Riders
- 3:10: Day Care
- 3:15: Walkers and Bike Riders

## Art

The students at Mossman 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 man-made 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

"Birthday in a bag" is the preferred method in which to celebrate birthdays. Each student receives a lunch size paper sack. The student's parent may fill the bag with a special treat for their child only. The teacher finds a convenient time during the day for the child to open the birthday bag. This practice will assist in respecting instructional time and supports students who normally do not receive treats for birthdays. Other policies include:

- Invitations to parties cannot be handed out at school unless all students in the class receive one or it is an all boy or all girl invitation. They may be given out the last 15 minutes of the school day;
- Party favors are inappropriate at school for birthdays and will not be distributed;
- **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.** Please check with your child's teacher for individual grade level traditions to honor students.

## 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. Students entering the breakfast line after 8:10 will be given a "sack breakfast" and sent to class.

## 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 Mossman. Key procedures are listed below:

- ALL visitors/volunteers/parents must sign in/out at 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.
- Visitor badges must be worn at all times. Any adult in the building without a badge will be redirected/escorted to the front office.
- ALL visitors must only report to the location disclosed when checking in at the office.
- Volunteers must wear their volunteer badges at all times.
- Students and staff are NOT to open exterior doors for visitors.

### Bus Service

Beginning Tuesday, September 6, 2016, students must have a bus card on file with the transportation department. Any variance from designated bus stop must be pre-approved by the Transportation department. Bus transfers are only granted for medical emergencies or parent/guardian out of town and must be accompanied by a transfer slip issued by campus principal.

The Transportation Department may be reached at 281-284-0600 if you have questions about bus service. Also, if your child is experiencing difficulties on the bus, please contact transportation for assistance.

### 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 281-284-4000.

### Change in Normal Dismissal

**FOR THE SAFETY OF OUR STUDENTS, ANY CHANGE IN THE NORMAL TRANSPORTATION OF YOUR CHILD MUST BE SUBMITTED IN WRITING TO THE FRONT OFFICE BEFORE 2:30. CHANGES IN TRANSPORTATION MAY NOT BE MADE AFTER 2:30 EACH DAY. IF AN EMERGENCY OCCURS AND YOU MUST CHANGE THE METHOD OF TRANSPORTATION HOME, PLEASE FAX A LETTER STATING THE NEW METHOD AND A COPY OF YOUR DRIVER'S LICENSE. EMAIL AND/OR TEXTS TO THE TEACHER/FRONT OFFICE IS NOT SUFFICIENT.**

**In addition:**

**WE WILL NOT CHECK STUDENTS OUT OF THE OFFICE AFTER 2:45. IF STUDENTS ARE TO BE CHECKED OUT EARLY, THIS MUST BE DONE BEFORE 2:45. PLEASE NOTE THAT 5 EARLY CHECK-OUTS WILL NOT ALLOW A STUDENT TO BE AWARDED A PERFECT ATTENDANCE CERTIFICATE.**

### Clinic

A registered nurse is on duty full-time. Our school nurse is Laura Tanner, RN. 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
- Dental Screenings
- Immunizations
- Growth and Development Films - 4<sup>th</sup> grade girls; 5<sup>th</sup> grade girls and boys
- Scoliosis Screening (5<sup>th</sup> grade only)

## **Administration of Medications**

### **Short-Term**

Elementary school students may not carry medication or administer it to themselves. Students may carry an asthma inhaler only if the doctor and parents provide written approval. Prescription medication (10 days or less) must be in the original container, accompanied by a note from the parents. The note must contain the student's full name, the name and strength of the medication and specific directions for administration. Non-prescriptive medication must be brought to the nurse in the original container with a note from the parents. Medication that is kept at school for longer than ten (10) days requires a physician's note on file.

### **Long-Term**

Parents of elementary school students requiring medications on a long-term basis should be advised of the following:

- Each student must have, on file, a completed medication permission form signed by the parent and the physician prescribing the medication.
- Each student's medication must be supplied in a pharmacy container with label indicating the student's full name, the name, strength, and dosage of medication, specific directions for administration, and the name of the physician prescribing the medication.

## **Illnesses**

Please keep your child home if any of the following symptoms are exhibited:

- Temperature of 100 degrees or more. It is required that your child be free of fever without medication for 24 hours prior to returning to school.
- Vomiting
- Diarrhea
- Pink eye
- Rashes, other than poison ivy
- Impetigo

Parents of a student with a communicable disease are asked to inform the school nurse or office staff, so that other exposed students can be alerted. Additionally, a student with certain diseases is not allowed to attend school when the disease is contagious. These diseases include, but are not limited to scabies, impetigo contagious, ringworm of the scalp, infectious forms of conjunctivitis, and pediculosis.

## **Communication**

Once the school year is started, we will post information you will be interested in on Mossman's webpage located in the CCISD website. You will find important dates and notices posted here. This will allow us to save paper as we will not be sending home a monthly calendar from the school. The school calendar can be found on the CCISD website, [www.ccisd.net](http://www.ccisd.net).

Our goal is to move to total electronic communication with our parents. Classroom information will be located online. 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 281-284-4000. Also, weekly "Friday Reminders" will be sent to one designated family email address for additional information communicated by the principal.

### Counselor/Counseling

Mossman Elementary utilizes the services of one full-time certified counselor. Our counselor is Brenda Sweeney and may be reached at [bsweeney@ccisd.net](mailto:bsweeney@ccisd.net). Mrs. Sweeney 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 Knight's Quest program.

Mrs. Sweeney is prepared 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
- Transitioning to a new school

### 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, deliveries of forgotten items will be limited during instructional hours. Items received 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 may not make deliveries to**

**classrooms. We place high value on instructional time; and therefore 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. Learning to handle small consequences at a young age helps students develop confidence and responsibility.

### Discipline/Character Education

Acceptable behavior is important and required at Mossman 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.

- It is the student's responsibility to maintain the conduct/character sheet and bring it to/from school daily.

### Love and Logic Overview

A school discipline plan must provide opportunities to do what is most effective and best for each unique situation, and for each unique 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.

## **Core Values/Character Education Overview:**

At Mossman Elementary, we take a proactive approach to behavior. We feel by conducting character education mini-lessons with our counselor, morning meetings with classroom teachers, and instituting character language throughout all parts of our day, behavior issues will be at a minimum. The **characteristics of a successful learner** are highlighted below:

### **Exhibit trustworthiness**

In CCISD, successful learners act with honesty, integrity, and loyalty. "Exhibit trustworthiness" means each student understands the importance of telling the truth, being reliable, and honoring commitments to self and others.

### **Demonstrate respect for others**

In CCISD, successful learners use kind words, listen with an open-mind, resolve conflict peacefully, and value diversity. "Demonstrate respect for others" means each student understands the importance of unconditional acceptance of self and others.

### **Demonstrate self-direction and responsibility**

In CCISD, successful learners come prepared, participate, and accepts personal ownership of their actions. "Demonstrate self-direction and responsibility" means each student understands the impact of personal choices and actions on self and others.

### **Display fairness and cooperation**

In CCISD, successful learners play by the rules and share with others. "Display fairness and cooperation" means each student understands the importance of considering the feelings and needs of others and being inclusive of all.

### **Care for others**

In CCISD successful learners help others, show empathy, and display tolerance. "Care for others" means each students understands the importance of kindness and empathy toward self and others.

### **Demonstrate citizenship**

In CCISD, successful learners contribute to the well-being of their home, school, community, and country. "Demonstrate citizenship" means each student understands the importance of volunteerism and collaboration in achieving personal and communal goals.

## Dress Code

The student dress code is addressed in the CCISD Parent Handbook. Please note the following dress code policies that are important for students at Mossman Elementary:

- All pants on male and female students must be worn at the proper waist level.
- Baggy style, extremely large legged pants or jeans (especially those pant legs larger than the child's shoes) are not acceptable.
- It is recommended shorts be worn under dresses and skirts.
- Shorts should be finger-tip length or longer; i.e., mid-thigh or longer.
- Lycra-spandex shorts/leggings are not appropriate for school. (Includes yoga pants)
- 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 a shoe 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.
- Follow CCISD policy as it pertains to hair.
- Hats are only allowed on special days as designated by the principal.

If your child is inappropriately dressed, we will call you to bring a change of clothing or the nurse will provide items from the clinic supply.

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

The **east** drive has been designated as the area for dropping off and picking up students arriving/leaving in cars. Please do not park your car or leave it running unattended in this drive. Teachers will be on duty in this location from 7:45-8:15 am and 3:05-3:30 pm. Multiple cars will be unloaded and loaded at a time. Please pull all the way forward. We ask that parents remain in their cars. It is also helpful to have your child sit on the passenger side if sitting in the back seat.

Parents will be given a tag board sign to use in order for teachers to quickly identify students in the car rider lines. Please place your child's/children's name(s) in LARGE DARK lettering on this card. Place this card in the front window of your vehicle each day when you enter the pick up line. This will assist us in expediting the process of our parent pick up system. Replacement cards are readily available in the front office.

**Please note: No child will be placed in a car without this sign. If you don't have your sign, you will need to park in the front parking lot and come in the building to check out your child. This will help all of us who are new to you in properly identifying parents/guardians. Remember: It will take us a while to get to know all our parents/guardians. This procedure allows us to be sure we are releasing children to the appropriate people.**

The west parking lot is where buses will enter and unload/pick-up students. Teachers will be on duty to assist students getting on/off the bus. **All K-3 students will wear a tag that is marked with their correct bus number.**

West parking lot is not used for parent parking during arrival and dismissal. If you must park and meet a student walking, use the high school parking lot.

When visiting our campus, we have reserved the front parking lot for your convenience. Please do not use the faculty parking lot on the west side of the campus.

Walkers will be escorted by teachers to the cross walk. It is recommended that a parent be present on the other side of the cross walk to ensure a safe travel home. Ensure that you have communicated with your child's teacher a rainy day plan for the days in which there is severe thunder and lightning. Please indicate if you would like your child to remain a walker or car rider on these days. If you indicated that your child will remain a walker, we will hold walkers in the office until the weather has cleared before allowing students to travel home. A call out/email will be sent out by 2:50 pm to indicate when the rainy day plan is in effect. On light rainy days (no thunder or lightning), students will be able to walk as normal.

### Dyslexia

Mossman Elementary has a full time 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. **In addition, we ask that all field trip money be turned in as cash.**

### Food, Treats, and Special Events

Birthday treats are allowed the last 15 minutes of the school day (2:45-3:00). Please do not provide any red drinks for parties, etc. Parties are scheduled by the teacher and the room parent. Check with your student's teacher for special allergy considerations. Treats should be packaged as individual servings.

### Gifted and Talented

The Gifted and Talented Program for grades K-5 is held at Mossman Elementary. It is a pull-out program; students leave their homerooms for the instruction. 4<sup>th</sup> and 5<sup>th</sup> graders attend one semester of mini-courses off campus at either University of Houston-Clear Lake or 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 Jenny Coronado, our GT Specialist. Referrals are taken at anytime, however the **deadline for fall testing is: October 1 for students in grades 1-5, and December 1 for kindergarten students. Students are only guaranteed fall testing if requests are made by these dates. No exceptions.**

### Grading Procedures

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

### Homework

Homework is an essential part of the academic program at Mossman Elementary. As such, homework will be assigned on a regular basis. Here is a list of our basic homework guidelines:

- Homework does not have to be lengthy and difficult. It can involve a task such as taking papers home to be signed. Correcting papers with your child may also be considered as homework;
- Homework is generally not given over the weekend, or holidays, except when a student has make-up work to complete;
- Completed homework will be checked for completion.
- Homework for students who are absent for **MORE THAN 2 DAYS** should be requested

before 10:00am by calling the office at 281-284-4000. The requested homework may be picked up after 2:00pm at the front office;

- Please explain to your child the importance of remembering their books, folders, etc. at the end of the day... **NO STUDENT IS ALLOWED BACK IN CLASS AFTER 3:30PM.**

### 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. Edmiston. Students are personally responsible for damaged/lost book charges.

There are many ways to become a part of the Mossman library. One way is to donate a book to the library in honor of your child's birthday. By making a \$25.00 donation to the Mossman Library, you allow us to purchase a brand new book that meets the selection criteria for the school district. When the money is donated, your child will be allowed to select any book from the Birthday Bear Book Cart. That book will become the one you donate, your child will be the first to check it out, and we will put a special book plate inside with your child's name and any special message you would like. It is a great way to honor this special day.

### 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: all items in Lost and Found will be donated to a local charity during Thanksgiving break, Winter break, and Spring break. Check for missing articles prior to these breaks.

### 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 \$2.25/reduced \$.40 and a parent lunch is \$3.00. 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.

Parents are encouraged to have lunch with their child(ren) not more than once a week. During lunch, children work on developing independence and social skills. **When visiting for lunch, please do not invite other children from your child's class to join you.**

### Music

Kindergarten through fifth grade music students at Mossman 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.

### 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. 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 conferences may not be scheduled on Wednesdays during the teacher's conference time, as this is their grade level planning day.**

During the conference, the teacher will take notes and you will receive a copy.

### 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 3 official school parties each year. Room parents are in charge of organizing the parties. Room parents may ask for your assistance in providing food, games or help for the parties.

### Pets

Students/parents may not bring pets to school for "show and tell" purposes or any other reason.

### 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).

If the illness exceeds 3 days, a note from the doctor must be provided to the PE teachers.

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.

### School Pictures

School pictures (individual and group) will be taken during the year. Individual pictures will be taken in the fall. Specific procedures for ordering, and paying for pictures will be distributed as the information is received.

### Student Council

Student Council gives fourth and fifth grade students the opportunity to take on leadership positions and be part of student government on campus. These students meet monthly with their sponsors to organize various service projects for our campus and the community.

### 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. Mossman's science fair is open to all students. Elementary students who participated 5 years will be recognized. Only 4<sup>th</sup> and 5<sup>th</sup> grade student projects are eligible for judging. 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 Mossman Elementary. If you have any questions regarding any special education program, please contact our special education team leader, Alexandria Shields.

### Talent Show Guidelines

- Acts may be a solo or group act. Group acts are limited to a maximum of 5 students. Students may audition for one talent category only.
- Acts must be "performance ready" for the audition. Please have your performance costume ready for the auditions. All students will need to audition in the exact clothing/costume that will be worn in the talent show if their act is chosen. Please make sure that costumes are school appropriate.
- Students wishing to use recorded music for vocal acts will need to provide a high quality, clearly recorded CD to be used at the audition, rehearsal and performance. Please make sure that your CD does not have the original singer's voice on the recording (we prefer the karaoke version). The CD must be labeled with your name, the title of the song, and track number, if applicable. Performers will not be allowed to sing with a CD that has the singer's voice on the track. Please note that lip-synching will not be allowed as an act in the talent show. **All music must be age and school appropriate!**
- Music acts will need to provide their own instruments unless it involves the piano. We will make arrangements for piano audition.
- Acts will last no more than 2-3 minutes.
- Performers in the talent show are representing themselves as role models for our school. Applicants are **not allowed** to have any **U's on their report card and/or office referrals** for the school year. **Teacher signature is required on all permission slips.**

### 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.

### Take Home/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, and make the necessary signatures requested by the teacher and return on Wednesday. Also, the student's character card/conduct card will be in the folder for daily communication.

### Visitors at School

Visitors to Mossman Elementary are welcome. Parents who wish to visit classrooms may do so by contacting the principal for approval. 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. Please go only to the designated location referenced to upon front office check in.

### Volunteers

We love volunteers! Our school would not be successful without them! 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. Room parents are considered volunteers. It is critical that all our room parents and helpers attend the training session offered by the PTA.

When volunteering, please remember:

- 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 professionally. Gym clothes, tennis dresses, short shorts or tank tops are not appropriate for the school setting;
- Always wear your Volunteer Badge;
- 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.

## Weather Information

If threatening weather causes school to start late or to be cancelled, announcements will be made over local radio and television stations.

The radio and TV stations CCISD will use to communicate information through the as well as the CCISD website are listed below.

### **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:

- |   |              |
|---|--------------|
| • Belinda Grubbs, Data Specialist                   | 281-284-4000 |
| • Jennifer Guthrie, Receptionist                    | 281-284-4000 |
| • Brenda Sweeney, Counselor                         | 281-284-4014 |
| • Laura Tanner, Nurse                               | 281-284-4013 |
| • Alexandria Shields, Special Education Team Leader | 281-284-4036 |
| • Rosie Patterson, Assistant Principal              | 281-284-4011 |
| • Debbie Johnson, Principal                         | 281-284-4012 |
| • Ruby Bock, School Secretary                       | 281-284-4012 |

*Go Knights!*

Please tear this page off, sign and return to your oldest child's teacher by September 23, 2016.

THANKS! ☺

I have reviewed the Mossman Handbook and am aware of the procedures of my child's school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_