



Piney Point Elementary Parent Handbook

Our Mission: To provide a safe and supportive learning environment where all students are challenged to reach their full learning potential.

Student Hours
7:30-3:00 p.m.

Front Office Hours
7:05-4:00 p.m.

- All parents/visitors must sign in the office for every visit.
- Photo ID must be presented at every visit.
- Parents must come in office to sign in any student arriving after 7:35.

Office phone number 713-917-3610

Morning Schedule

- 7:05-7:30 a.m. Student arrival. Breakfast will be delivered by a cart to each classroom.
- 7:30 a.m.-Parents asked to leave the building unless they are volunteering. **Volunteers should sign in with the Raptor system.
- 7:30 a.m.-Morning Announcements
- 7:30 a.m.-Instructional Day begins
- Students are considered tardy at 7:35 a.m.

Transportation Changes/Emergency Contacts

- **If you need to change your child's mode of dismissal for the day**, a note or email must be sent to your child's teacher *and* a phone call made to the main office advising of the change. (Changes may not be made after 1:30 p.m.).

Early Pick-Up

- Students may not be picked up from the office after 2:00 p.m.
- Only parents/guardians listed on the "Rainy Day Form" can pick up your student. This person must present a photo ID.
- Students will remain in the classroom until the parent is present in the office.

Dismissal

- Dismissal begins at 2:40 p.m. with our Pre-K and Kinder students and 2:55 with our 1st-5th graders.
- We have the following dismissal areas:
 - Gold Car- Pre-K, Kinder and siblings picked up by car
 - Green Car- 1st-5th Grade picked up by car
 - Walkers- Parents walking to the front office to pick up their child(ren)
 - Bus/Day Care- Students picked up by private/district buses or daycares.
- Parents must pick up a car rider or walker sign at the beginning of the school year for dismissal.

Traffic Procedures

Bus Circle

The bus circle is reserved for buses and daycares only; therefore, it is closed to cars for drop-off and pick-up at any time of day.

Morning Drop-Off for all students

Parents are to drop off students either by the cafeteria or front office. Please wait in line to drop-off your child. Do not pass other cars (even if there seems to be room ahead). Once a series of cars has dropped off their children and moved forward, another line of cars can come forward. **The extra few seconds it takes to follow this procedure could prevent a tragic accident.**

If you want to accompany your child into campus in the morning, you must legally park and enter through the front office.

Dismissal

- Walkers

Students will be walked to the front office to be released. Parents must have a "Walker Form" to pick up their student from the front office.

- Bus Riders

HISD offers **some** district bus transportation to **some** students in the district. A parent must request district transportation in the front office or by calling the HISD Transportation office: 713-556-9400.

Private bus companies can also be contacted to provide transportation for a fee. Parents can call the front office for their phone numbers. Private bus companies are not affiliated with Piney Point Elementary or HISD, and any concerns should be addressed to the private company.

Bus service is a wonderful option to avoid the significant delays of the car rider line.

- Car Riders

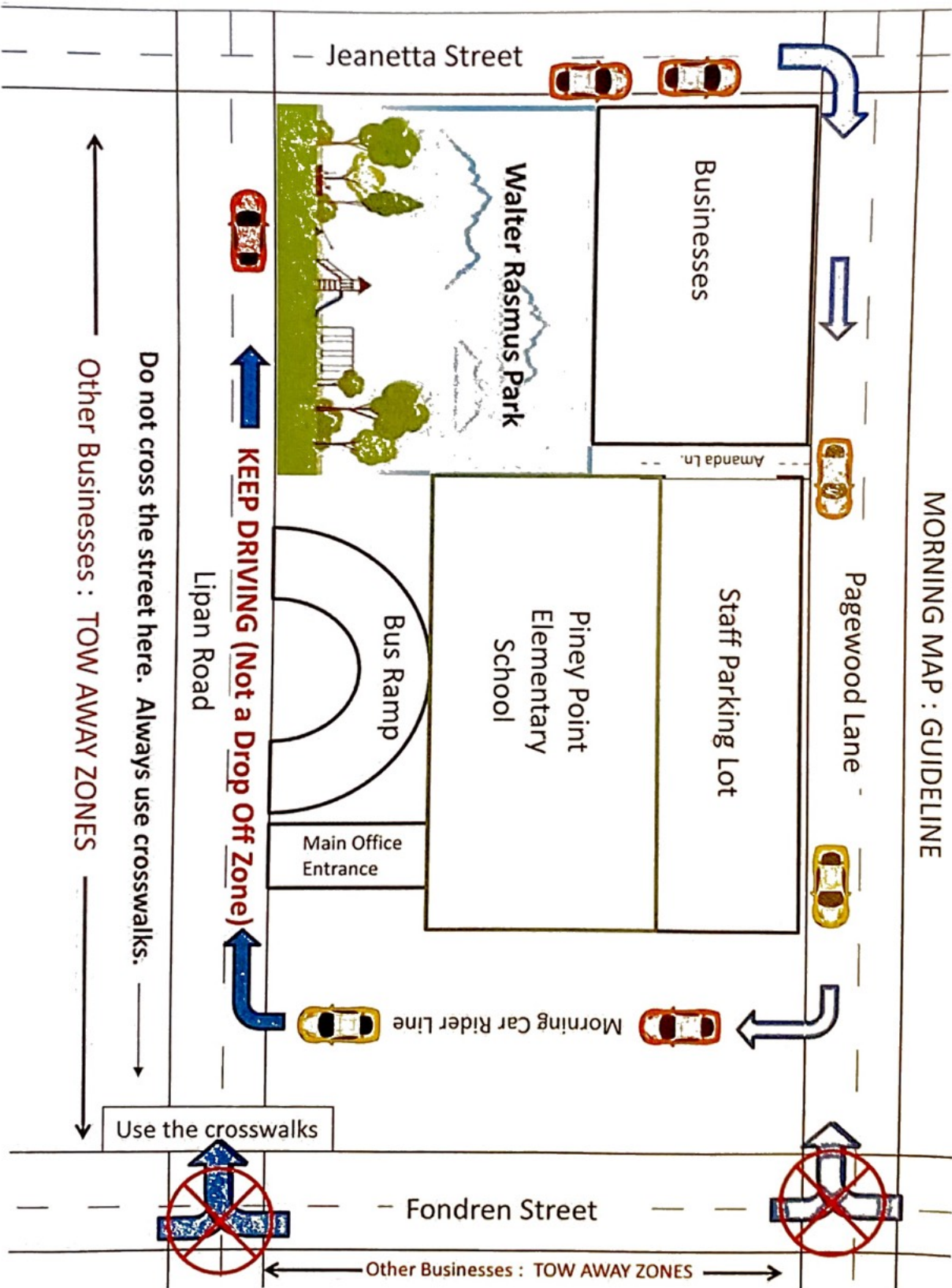
Cars must have a car tag (**school provided only due to safety concerns**). If you do not have a car tag, you must get in the car rider line and come into the office to request one with your photo ID and return to the car line until dismissal. Staff will call students to the Gold or Green area to assigned cars.

Please wait in the designated line (**SEE ATTACHED DISMISSAL MAP**) Do not pass other cars (even if there seems to be room ahead). Once a series of cars has dropped off their charges and moved forward, another line of cars can come forward. **The extra few seconds it takes to follow this procedure could prevent a tragic accident.** Please note: The car rider line can be long and the wait can be lengthy, we will not make exceptions to dismissal procedures due to scheduling concerns or appointments.

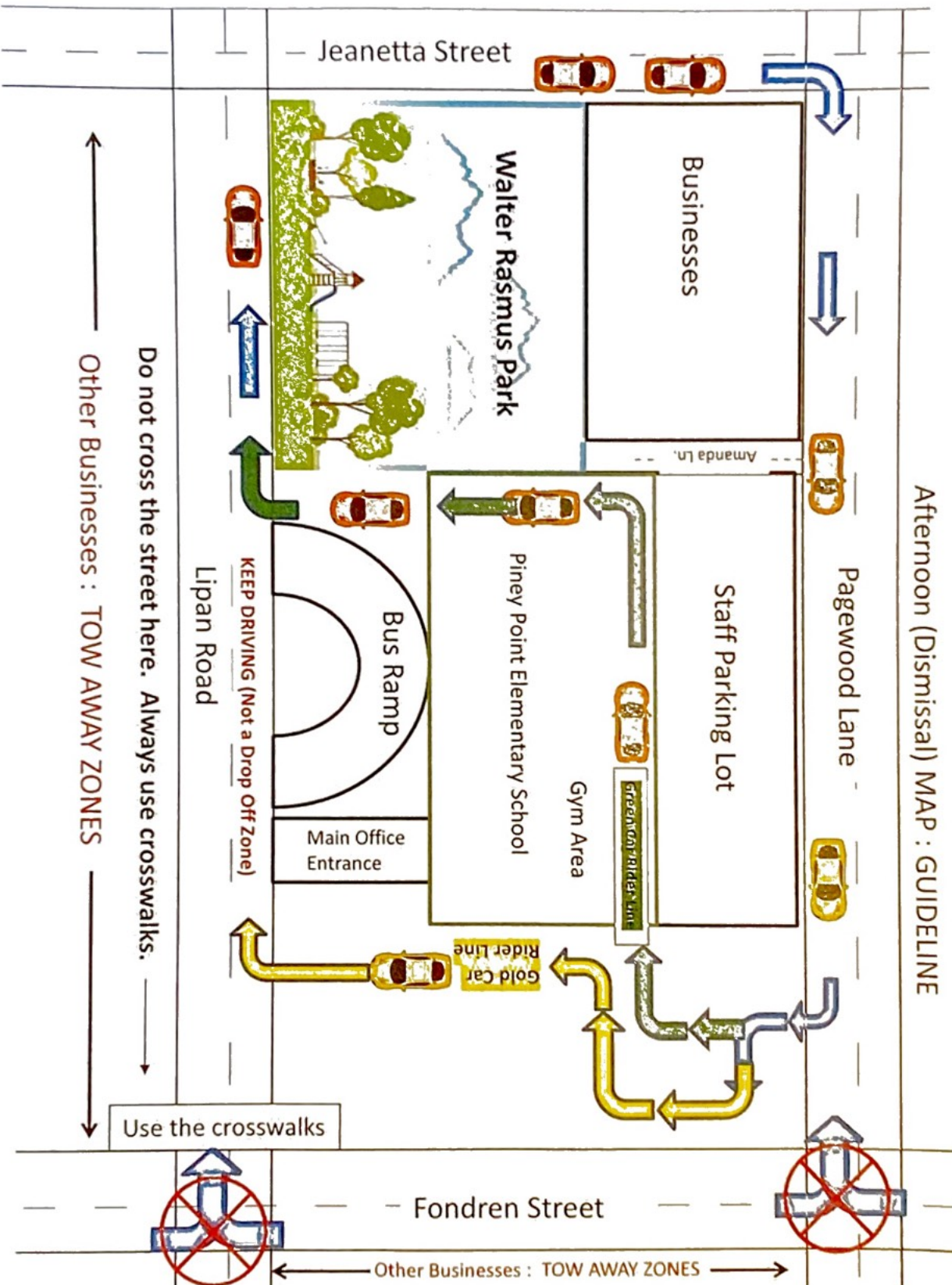
What's the Word? RESPECT!

Teachers and staff serve as supervisors to ensure the safety of your children. Please be respectful of their directions; they are here to help. Thank you for your consideration of and attention to these policies and procedures. Your support is appreciated!

MORNING MAP : GUIDELINE



Afternoon (Dismissal) MAP : GUIDELINE



Do not cross the street here. Always use crosswalks.

Other Businesses : TOW AWAY ZONES

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PINEY POINT ELEMENTARY PARENT INFORMATION

Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional objectives. Therefore, the student and parent should make every effort to avoid unnecessary absences. Absences may be excused with a doctor's note. Additional information regarding attendance found in the HISD Code of Student Conduct.

Communication

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the campus. Our campus number is 713-917-3610. Additionally, please feel free to contact any staff member through email or the Class Dojo app.

The school uses the methods to communicate with our Piney Point families:

- Weekly School Newsletter (Thursdays)
- Class Dojo
- Report cards and parent conferences
- Sending home samples of student work
- School events scheduled throughout the year
- PTO meetings
- Calls on School Messenger system

Teachers may conference with all parents during their planning/conference period, and before/after school by appointment. Parents wishing to set an appointment for a conference can send a message in Class Dojo to their child's teacher or call the school office.

For questions about particular grade levels, please contact the administrator in charge:

Pre-K, Kinder- Ms. Lahana

1st-2nd Grade, Special Education-Dr. Riordan

3rd-5th Grade-Ms. Maxie

Rainy Day Forms

The school's "Rainy Day Forms" are very important since they provide information for each child that might be needed in case of an emergency. The parents fill out these forms when a child is enrolled, but they may become out of date as a result of moves, job changes, etc.

To keep the forms up to date, we ask parents to fill out new forms at the beginning of each year. **Also, we ask parents update information with your child's teacher and the office** if there has been a change in home or work phone or address, or a change in the person(s) you would like us to contact if you are not available. It is best to list people who are available locally, should your child become ill or injured and need to be picked up. Blank forms are available in the office.

Emergency Plan

In addition to conducting fire, shelter-in-place, and lockdown drills, Piney Point Elementary has specific plans for dealing with campus emergencies. These plans include constant teacher supervision of children. The school is in a safe location, and it has a high priority for receiving emergency services. This means that the children will be in the best situation possible. We request that in the event of an emergency, parents not come to school to pick up students until asked to do so by emergency authorities. In any case, the school will release children only to parents or others whom the parents have authorized on the emergency form.

Field Trips

When a class field trip is planned, the teacher will send home a field trip permission slip. The student **must** return the signed slip in order to participate. Specific information regarding trips will be included with the permission slip. **Parents must have a completed the Volunteer in Public Schools (VIPS) course, application and be approved by the Raptor system before they can be approved as a field trip chaperone.**

Grading Procedures/Homework

Grading Procedures

The key to student success is consistent and open communication between parents and teachers. To help keep you updated on your student's achievement, teachers send home weekly folders with graded assignments and other important information regarding your child's progress. Grades (report cards) are issued every six weeks. Interim progress reports are issued at the midpoint of the six-week period. We encourage parents to participate in the HISD Parent Connect Portal/ Power School App to check your student's grades/absences online or by phone. This is a wonderful way to stay informed about your child's current academic performance.

HOMEWORK

Homework assignments will vary from class to class. Your child's teacher will provide specific information regarding homework during parent orientation meetings and through Class Dojo. Students are also expected to read a minimum of 20 minutes per day at home. Students learn at their own pace. If you feel that your child's homework is too difficult or is taking an excessive amount of time, please contact your child's teacher.

*****HISD Parent Connect Portal/ Power School is used by Houston Independent School District to help parents keep track of their child's academic progress on a regular basis. Parent Connect/ Power School is a secure environment that is available 24 hours a day on the internet or through the app. Only verified legal guardians are granted access to their own child's information. Information about how to register for Parent Connect Portal/ Power School will be coming home during the first weeks of school and is available on the district website at www.houstonisd.org. You may also contact the school office to find out how to register.***

School Uniforms

- Khaki or Navy Pants, skirts, dresses, shorts may be worn. (Skirts, dresses and shorts must be at least knee length.) No jeans or denim.
- Shirts must be plain white, forest green, or navy blue with collars. (No designs or slogans other than Piney Point allowed.)
- Piney Point jackets or button-down white, forest green, and/or navy blue sweaters (without emblems or markings, NO HOODS allowed) can be worn inside the building.
- Piney Point emblem jackets and shirts (optional) are available for purchase in the main office.

Prohibited Items

Along with obvious prohibited items, such as weapons and drugs, students should not bring the following items to school:

- Sodas, candy, junk food in large bags (including large bags of potato chips or Takis)
- Replicas of weapons
- Toys
- Money exceeding the amount of \$5.00
- Gaming devices
- Hoodies

Cell Phones

Students are allowed to bring cell phones to school. However, cell phones must be turned off and can only be used with a teacher's permission. Students are never allowed to take pictures or videos of each other on campus. Failure to follow these policies will result in the phone being confiscated. The parent will need to come to the office to pick up the phone during school hours. There is a \$15 dollar fee after the first confiscation.

Children who are allowed to use cell phones without supervision are at risk for a variety of dangers, including online predators. Parents are encouraged to closely monitor their child's cell phone use. The following website has useful tips for parents whose children have cell phones. <https://www.ahaparenting.com/read/Cell-Phone-Rules-Safe-Responsible-Kids>

Health Related Matters

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications.

If a student becomes ill during the school day, the nurse will determine if that the child should go home, and the nurse will contact the parent.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

MEDICINE AT SCHOOL

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, **MUST** be kept in the nurse's office and administered by the nurse or another authorized district employee. Parents must contact nurse and provide mandated documentation before any medication will be administered.

PTO

The Piney Point PTO does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents. The meetings and programs for parents are informative and current. PTO meetings are scheduled throughout the year and advertised through Class Dojo and newsletters. Many fundraising activities provide important enrichment materials and opportunities for the schools. Further, there are many volunteer opportunities for parents through the PTO. Please contact Ms. Lahana for further information about how to get involved.

Parties

Birthday cupcakes will only be shared in the classroom after a student's lunch time. Arrangements should be made with your child's teacher in advance.

Volunteer Guidelines

Below are listed guidelines and helpful hints for campus volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the campus as a whole. The following suggestions are the result of guidance from parents and staff.

Understanding how grateful we are for parents' time and support, please accept the following guidelines with our thanks!

When serving as a classroom volunteer, please:

- Go to www.houstonisd.org/vips to complete the Volunteer in Public Schools course, application and **background check** procedure prior to volunteering for the first time.
- **Sign into the Raptor system** at the office when working at school.
- **Wear a "Volunteer" badge while on campus.** Badges are available in the office and must be worn by all visiting adults as a safety measure.
- **Make arrangements for preschool siblings.** It is important to maintain the learning environment of the campus for students. Pre-school aged siblings should be supervised at all times. They should not be in the classrooms or other academic areas during instructional times except at teacher request.
- **Use the cell phone golden rule...** Turn it to off or on "vibrate" when you are working in the classroom.
- **Model school rules and procedures** – We ask that all volunteers follow classroom and school rules. As adults, our goal is to model the appropriate choices for our students.
- **"Clean up" before leaving.** This facilitates transitions between activities and keeps Piney Point beautiful for all.
- **Have fun!** Enjoying yourself and know that you are making a difference for our school.
- **Remember to sign-out and to put your badge away** when leaving campus.

The staff of Piney Point Elementary appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at Piney Point.