

# Postma Elementary



# Student/Parent Handbook

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# Administration

- Principal: Terry Bell  
[Teresa.bell@cfisd.net](mailto:Teresa.bell@cfisd.net)
- Asst. Principal: Julie McClosky  
[Julie.mcclosky@cfisd.net](mailto:Julie.mcclosky@cfisd.net)  
Grades: KG, 2, 4 & Life Skills
- Asst. Principal: Becky Mendez  
[Rebecca.mendez@cfisd.net](mailto:Rebecca.mendez@cfisd.net)  
Grades: PK, 1, 3, 5 & PPCD
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## District Code of Conduct

The District Student Handbook/Code of Conduct will be available on-line through the district website: [www.cfisd.net](http://www.cfisd.net). You are asked to become thoroughly familiar with this very important document and to use it as a reference as questions arise. There are changes made each year. A paper copy of the handbook is available at Postma Elementary for your convenience. In the handbook, it also states that campuses may make their own policies as long as they are aligned with district policies. Please keep this packet as a reference to campus policies.

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## Emergency School Closings

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

Listen to TV Channels: 2, 11, 13, or 26

FM Radio Stations: 97.9, 95.7, 100.3, 93.0, 102.9, 99.1, 107.9

AM Radio Stations: 101, 740, 940

# School Hours

## School Visitation and Safety

### **School Hours:**

Arrival:	8:25am
Grades K-5:	8:45am – 4:00pm
AM Pre-K & PPCD:	8:45am – 11:50am
PM Pre-K & PPCD:	12:50pm – 4:00pm
Dismissal:	4:00pm

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**School Visitation and Safety:** CFISD takes student safety seriously and has recently installed additional safety features at each campus, including bullet-resistant glass in the front and security vestibules in the front. For the safety and security of our children, all visitors must check in at the front office. You will be asked the reason for your visit through the intercom system before you are buzzed into the building. Then, you will be buzzed into another door in the front office. Your driver's license or ID will be checked or scanned EVERY time you visit the campus. Then you will sign in and be given a name tag with the area you are visiting on the tag. Security vestibules have now been installed in front of the cafeteria and in front of the instructional area. You will need to be buzzed into the cafeteria or the instructional area after you have signed in. Please return to the front office your visit to sign out and return your name tag. These new procedures will take additional time. However, anything we can do to increase awareness of who and why someone is on campus will support safety for everyone.

# Arrival/Breakfast Procedures

## Tardies/Attendance

**Arrival:** Students may enter the building at 8:25am. There is no supervision available for students who arrive on campus before 8:25am, do not drop students off before 8:25am unattended. Instruction begins at 8:45am. Children arriving late (after 8:45am) **MUST** be walked in & signed in at the front office by a parent or guardian.

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**Breakfast Procedures:** Breakfast is served from 8:25-8:45am. Students that arrive on campus after 8:45 will report directly to class, unless they arrive on a late bus. All students that arrive on a bus, regardless of time, will be given an opportunity to eat breakfast upon arrival. Breakfast will be eaten by all students in the cafeteria. Students will not be allowed to eat breakfast in the classroom. **We will not have visitors for breakfast.**

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**Tardies:** When a student is tardy, parents must park their car and come into the building to sign in their child. A tardy will be recorded for students arriving after 8:45am. Parents who drop off students late on a continual basis may receive a court warning letter and/or a visit from an attendance officer. Due to enhanced security, signing in students that arrive after 8:45 will take additional time. Please be patient through this process

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**Attendance:** Attendance is taken daily at 9:55 a.m. for grades K-5 and a.m. Pre-K and PPCD. Attendance is taken at 1:20 p.m. for pm Pre-K and PPCD. Students who leave school prior to attendance time are marked absent for the entire day. Please send a note within three days if your child is absent from school for the absence to be excused. Parents will receive letters about excessive tardiness and/or absences that could result in court warnings or fines. Please read the CFISD Student Handbook/Code of Conduct for further information.

# Transportation Changes

## Early Departure

**Transportation Changes:** For safety purposes, please limit transportation changes unless absolutely necessary. Send a signed note with the beginning and ending dates of the change and the type of the transportation change. If a note is not received, the usual method of transportation will be followed. Students are not permitted to change buses unless this change is made through the district. If you call the campus to make a change that will start on the day of the call, we will still need a written note for documentation. Please arrive a few minutes early to write a note to document the change. **E-MAILS are not accepted for any transportation changes. All transportation must go through the front office to ensure proper documentation.**

For student safety purposes, changes will not be made after 3:00. If there is an emergency, the change must be made before 3:45. We will not make any exceptions, because we must maintain the safety of **ALL** students and last-minute changes of transportation affects the safety and security of all students. Thank you in advance for your understanding that student safety is our top priority.

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**Early Departure:** If you need to pick up your child prior to dismissal time, send a signed note in the morning stating the time and reason the child needs to leave. We will make every effort to have your child in the office at the designated time. If you are not able to send a note, please call the front office to let them know that you would like to fax the change. The fax must include a copy of the parent ID along with your signature. It is important to call to let the front desk know about the change. If you are not able to send a fax and you call the campus to make a change, please write a note once you arrive to document the change. **NO E-MAILS to the teacher or office will be accepted.** You may call the office, but you will need to enter the building and write a note to sign out the child. The person picking the child up from school must have their name on the note sent and show their driver's license or valid ID. **Emergency contacts are only permitted to take the child if the campus initiates the removal, so please send a note even with emergency contacts.**

# Bus/Car Rider Walkers/Club Rewind

**Bus Riders:** A student must ride the bus assigned by the district and board/get off the bus at the assigned stop. CFISD strongly encourages a caretaker to be at the bus stop for Pre-K/Kinder students, and it is possible the bus driver will return a Pre-K/Kinder student to the school if no caretaker is at the stop. The parent will be called to pick up the child from school. Children who are habitually returned may have an attendance officer visit home and/or receive a court warning letter, or lose bus riding privileges. Students are required to have a student ID Badge to utilize CFISD transportation.

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**Car Riders:** Parents must stay in their car and go through the designated car rider line at the front of the school. If a parent needs to come into the building, they are expected to park in a designated parking place and check in through the front office. The *Cypress-Fairbanks Police Department* will issue a ticket for any parked car in the fire lane. Once dismissal has begun, parents & students in the front office will not be permitted to leave until after dismissal is complete.

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**Walkers:** **A release must be signed by the parent in order for your child to be a walker.** Permission to be a walker is limited to the children that live directly behind Postma. Walkers will enter in the front of the building. After school, all walkers will meet in a designated area and be escorted to the exit door in the back of the building by a staff member where they will be released to walk home.

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**Club Rewind:** If your child attends Club Rewind after school, changes need to be sent to both Club Rewind Staff and the campus.

# Parent/Teacher Communication

## Phone Calls/E-mails

### Friday Folders

**Teacher Communication:** We believe communication between the teacher and parent is vital to the success of the student. We also recognize that information may not be translated correctly through emails or text messages, and therefore we do not permit teachers to share details about situations, behaviors, academics, or grades through emails or text messages. However, both emails and text messages are encouraged to communicate the best time to schedule a phone or face to face conference as needed. As always, we encourage you to work with your child's teacher first with any situations.

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**Phone Calls/E-mails:** Please allow staff members 24-48 hours to return any phone calls or e-mails. We want to focus our attention on the students while they are here each day. In addition, the staff member you are trying to contact could be out of the building and therefore has not had an opportunity to respond to your email or phone call. Please return communication preference note. We encourage you to contact your child's teacher(s) first with any concerns you may have before contacting an administrator.

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**Friday Folders:** Every Friday, a folder will be sent home with your child that will include notes from the school and a student conduct card. This card will act as one of the communication tools between you and your child's teacher. Please sign and return each Monday.



# Communication Options

## Newsletters

- Postma Press bi-weekly school newsletters which includes the PTO monthly newsletter can be found on the Postma website at <http://postma.cfid.net/en/> under the School News Tab. The first newsletter will be sent out as a hard copy. Future copies will be sent by SchoolMessenger (email) & will be posted on Facebook.

## SchoolMessenger

- SchoolMessenger, the district's mass notification system, will keep you informed about district and school activities. Additionally, it allows us to send accurate, real-time information during an emergency situation. This system is designed to send phone calls, emails, and text messages (and allows you to select one number for those calls & text messages).
- **We will use SchoolMessenger as our primary mode of electronic communication.**
- You may update your contact information directly through the schoolmessenger system anytime to ensure that we have the most current information on file. Registration instructions can be found on the district's webpage at [www.cfid.net](http://www.cfid.net)

## School Web Page

- <http://Postma.cfid.net/en/> - this link is to our school webpage! On this page you will find links to all past newsletters, teacher webpages, school calendar, and other school information.

## Twitter Account

- Visit our Twitter page @ PostmaPumas to hear about some of the fun things that are happening at Postma.

## Facebook

- Search for "Postma Elementary" and "like" our page to keep up with all that is happening at school. Newsletters and much of the SchoolMessenger information is also posted on our Facebook page.

# Student Dress Code

## Parent/Visitor Dress Code

**Student Dress Code:** Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. We do not have a formal dress code, but we do have guidelines. Please refer to the District Student Handbook for complete information regarding dress code. General guidelines for our Postma students include:

- No clothing that is too tight, too loose, revealing, saggy, or too short. Shorts/dresses must be mid-thigh in length or longer and no spaghetti-straps, backless, low cut or too short or reveal underclothing, midsection, torso, back, chest, or cleavage. Leggings must be worn with a top of appropriate length.
- No gang or cult-type clothing or clothing that depicts guns, alcohol, drugs, inappropriate logos/ sayings, etc.
- Hair must be well groomed, neat and clean at all times; hair style/color and makeup must not distract from or interfere with the learning and school environment.
- No hats or head covering, except for religious, medical reasons or for campus special events.
- Any tattoo must be covered at all times.
- No facial piercings, except religious.
- Shoes must not present a safety or health hazard.
- Costumes are not permitted unless it is a campus-organized event.

If you question the appropriateness of an article of clothing or hairstyle, we ask that you not allow your child to wear it. It is an uncomfortable situation for both the staff member and the child when guidelines are not followed.

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**Parent/Visitor Dress Code:** Visitors are expected to follow a similar dress code as the students in regards to clothing that is not too tight, too loose, revealing, saggy, or too short. Shorts/dresses must be mid-thigh in length or longer and no spaghetti-straps, backless, low cut or too short or reveal underclothing, midsection, torso, back, chest, or cleavage. No gang or cult-type clothing or clothing that depicts guns, alcohol, drugs, inappropriate logos/ sayings, etc. Thank you in advance!

# Cafeteria Visits/Lunch Times

## Lunch/Drop-off's

**Cafeteria Visits:** Wednesday, Thursday or Friday are the days a parent/guardian may eat lunch with their child. A child may have up to three guests. Children 5 and under do not count as part of the three guests, but young children must stay seated and supervised. If a parent would like to allow another adult to eat with their child, a note must be written along with a copy of the parent driver's license and the adult visitor must be listed on the child's emergency contact form. If you have special circumstances, prior approval from administration is required. **School-aged siblings are not permitted to eat lunch with your child.** You may bring lunch for your child **only** and **only** your child will be allowed to sit with you. **No other classmates are allowed with your child.** Lunch visitors will sit on the stage. When the teachers initiate the "silent chew" time (signaled by a group clap), all students eating with visitors must return to their homeroom tables to prepare for dismissal from the cafeteria and parents need to return to the front office to check out.

If you plan on eating with more than one child, please exit the cafeteria at the end of each lunch and return to the front office to receive a new tag. Due to limited space, we appreciate you following these guidelines. For your child to have time to interact with friends, and for our younger students, to develop fine motor and social skills, we ask that you limit eating with your child to no more than twice a week. **There will be no visitors for breakfast. No lunch visitors the first or last three (3) weeks of school, or on other designated days depending on testing or curriculum based events.**

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**Lunch Times:** If your child forgets their lunch, please bring their lunch during their scheduled lunch time. (See schedule below) The parent will need an ID to check in at the front desk, receive a V-Soft sticker, and deliver their child's lunch to the cafeteria. **Lunch drop-offs will not be accepted.**

Kinder	11:00 – 11:30	2 <sup>nd</sup> Grade	11:30 – 12:00
1 <sup>st</sup> Grade	12:00 – 12:30	4 <sup>th</sup> Grade	12:30 – 1:00
3 <sup>rd</sup> Grade	1:00 – 1:30	5 <sup>th</sup> Grade	1:30 – 2:00

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**Drop-off's:** Only drop-offs for emergency items such as glasses or medicine (to the nurse) will be accepted during the school day.

## Nurse – Clinic Policies & Procedures

\***All medicine**, including **cough drops and medicated lip balm**, must be brought to the clinic in the original container by the **parent/guardian**. Students may not carry any medication at any time.

\*Non-prescription medications will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian. **School personnel are not permitted to apply sunscreen on students.**

\*Prescription medication must be **current**, in the original container, properly labeled with the child's name, name of medication and directions for time and dosage

\*Medication must be prescribed by a medical professional licensed to practice in the state of Texas.

\*When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

**Send a note or call the nurse with any medical concerns. If your child becomes hurt/injured and the injuries could affect participation at school, please contact the nurse. Emails will not be accepted.**

# Home Access Center (HAC) Honor Roll & Award Criteria

**Home Access Center (HAC): Grades, attendance and tardies for 2<sup>nd</sup> through 5<sup>th</sup>, general information Kinder and 1<sup>st</sup>. Phone numbers and email can be updated via HAC as well.**

The Cypress-Fairbanks Independent School District (CFISD) is pleased to provide you with access to records of your child's grades, attendance and assignment information via the internet. This service is made available through the district's Home Access Center and can be accessed at any time. This is a secure system and information requires that you have a confidential Login ID and password for each of your children. This number will remain exclusive to your child as long as they are a student in CFISD.

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## **Honor Roll & Award Criteria (Grades 2-5):**

**Distinguished Honor Roll:** Students who made all A's and **all** S's on their report card for the year.

**Honor Roll:** Students who made all A's and B's and **all** S's on their report card for the year.

**Perfect Attendance:** Student is in attendance for the whole school year.

**President's Award:** Awarded to 5<sup>th</sup> grade students who have a cumulative average of 90 or above in 4<sup>th</sup> grade and the 1<sup>st</sup> semester of 5<sup>th</sup> grade. In addition, the student must have scored Advanced in either Reading or Math STAAR in 4<sup>th</sup> grade.

# Homework

## Classroom Observations

**Homework:** Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and projects may also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework. **If students do not complete homework, they will be provided an opportunity during recess to complete any unfinished homework or classwork, however, the student benefits best when homework is completed at home.**

Your child will have homework Monday-Thursday nights. Pre-kindergarten and kindergarten students follow a monthly calendar of home connection activities. Students in Grades 1-5 have daily math and independent reading each night.

- School communication is sent home on Fridays. Your child's graded work and notes from the school are placed in the communication folder. Please sign your child's weekly check sheet and take out all work and notes. Have your child return his/her folder and check sheet on Monday. If you have concerns, please contact your child's teacher.

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**Classroom Observations:** Appointments are required and must be set up with an assistant principal. Visits are limited to 20 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook)

# Parties & Celebrations

## Food & Nutrition Guidelines

**Parties & Celebrations:** Student birthdays are announced each morning, and students are recognized by their homeroom teachers. Due to FMNV and Competitive Food guidelines, parents are **NOT PERMITTED** to bring cookies or cupcakes (or other food items) to the school to share with classmates. However, if you'd like to purchase cookies or ice cream treats from the cafeteria for your child's classmates, please call the cafeteria manager at 281-345-3613. As a wish to be fair to all, birthday invitations may **NOT** be handed out at school (**unless every student in the classroom is receiving an invitation, or all girls or all boys**). In consideration and respect for the instructional setting time and safety, delivery of gifts such as balloons, flowers, etc. will not be allowed.

**Please see the Student Handbook for additional information regarding this subject.**

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**Food & Nutritional Guidelines:** To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only that do not meet the FMNV. The exceptions to this policy are five designated days determined by the principal. Parents may not provide any food in the cafeteria to students that are not their own.