

**STUDENT/PARENT
INFORMATION 2019-2020**



Cline Elementary

Friendswood Independent School District

**505 Briar Meadow
Friendswood, TX 77546
281-482-1201**

Welcome to Cline Elementary!

The beginning of the year is always an exciting time for children, and we are looking forward to another successful year. In an effort to provide you with important information, we have compiled an overview of Cline’s policies and procedures. We look forward to meeting you and feel certain you will enjoy being part of our Cline family.

Principal: Barry Clifford
Assistant Principal: Julianne McCarty
Counselor: Michelle Bowman
Nurse: Dallas Meyer
School Secretary: Emilee Hobbs
Registrar: Curtina Bradshaw
Receptionist: Frances Williams

Phone Numbers

Cline Office: 281-482-1201

Transportation: 281-482-6025

School Hours

7:35 a.m. to 2:43 p.m.

DATES TO REMEMBER

MEET AND GREET

Monday, August 12, 2019

Kindergarten: 8:00 a.m. - 10:00 a.m.

1st, 2nd, 3rd Grade: 4:00 p.m. - 5:00 p.m.

PARENT ORIENTATION NIGHTS

1st and 3rd Grade: 6:15 p.m. - 7:15 p.m. Wednesday, August 21, 2019

Kindergarten and 2nd Grade: 6:15p.m. - 7:15 p.m. Thursday, August 22, 2019

OPEN HOUSE NIGHTS

1st and 3rd Grade: 6:15 p.m. - 7:15 p.m. Tuesday, March 3, 2020

Kindergarten and 2nd Grade: 6:15p.m. - 7:15 p.m. Thursday, March 5, 2020

ADMISSION & RELEASE

Release during the school day

If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you must sign the child out through the main office. The child will be called to the office at the time of your arrival. Please note the following: The emergency contacts on the school records have the ability to pick up a child without a written statement from the parent(s).

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Please inform the office of any legal custody situation procedures for a child. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation and obtain notice of approval.

IDENTIFICATION WILL BE CHECKED ON ANYONE PICKING UP A STUDENT.

ATTENDANCE, TRUANCY, AND TARDY POLICIES

Attendance is one of the major indicators of student success. Official attendance is taken each day and affects state funding for our schools. In addition, children who arrive promptly show respect to their teachers and classmates. Attendance is taken at 9:40 a.m. Send a note with your child when he returns to school, explaining the reason for the absence. Kindergarten-3rd grade students are subject to compulsory attendance laws. Please make every attempt to schedule appointments outside of school time. However, if your child is absent due to a medical appointment, please bring a note from the doctor upon your return to school. If the child returns the same day with the doctor's note, he will be counted "present" for the day. Please schedule vacations during holidays and have your child attend school every day unless ill. Please be aware that state law requires students to be in attendance 90% of the school year to be promoted. All students absent from school more than 18 days will have to apply for credit from the School Attendance Committee. At the attendance meeting a "truancy prevention plan" may be developed. If the truancy absences continue to mount, the school may file a complaint with the truancy court.

Requests for Assignments When Absent

Daily attendance is important for your child's success. However, if your child is ill, he/she should remain at home. Make up work consists of written classwork and homework only. ***Please schedule all vacations during district scheduled break times.*** Missing school due to vacations will result in lost instruction for your child.

When a student is ill and absent two or more days, a request to pick up assignments may be made. Please call the school office to make the request and allow a full day before picking up assignments. Students have one day for each day absent to make up work.

Part of Day Attendance Procedures

These procedures refer to absences that constitute parts of the day. Part of the day on FISD Elementary and Intermediate campuses will be defined as arriving at school anytime after the first 20 minutes of the beginning of the school day and/or leaving anytime before the last 20 minutes of the end of the school day.

A student may not be eligible to receive a perfect attendance award if the student has any unexcused part of day absences or tardies.

FISD Perfect Attendance awards will be based on students being in attendance at school; however, the Texas Education Code Section 25.087(b) has allowed for certain excused absences to count in perfect attendance. These absences are (1) observing religious holy days; (2) attending a required court appearance; (3) appearing at a governmental office to complete paperwork in connection with the student's application for U.S. Citizenship, or taking part in a naturalization oath ceremony; and (4) a temporary absence resulting from health care professionals if that student commences classes or returns to school the same day of the appointment. Notes must be presented to verify the excused absences above.

Part of day absences are to be documented by a note containing the reason for the absence, time of day arriving or leaving, and the date of the absence. Parents are expected to bring a note when they bring a student late or pick him/her up early. If a note is not presented, a form requiring a documented reason for absence will be required at the campus. If an unaccompanied student arrives without a note, a note must be presented within 3 days or it will not be accepted as excused unless allowed by the principal.

Signing a student out for lunch is discouraged and will be marked as an unexcused, part of day absence.

TARDY POLICY

The school regards punctuality as essential to the successful operation of a learning program. Persistent tardiness to school causes distractions and interruptions to the learning process, which are detrimental to the student involved and to his/her classmates. Disciplinary action (lunch detention) will be incurred on the fourth (4th) unexcused tardy and every unexcused tardy thereafter until the end of the nine week period.

EARLY STUDENT REMOVAL

If a student must leave early, the parent/guardian must come into the office to sign the student out. An early removal from school card will be filled out to document the removal for the day.

If a student is being picked up by someone other than a parent/guardian, a note written by the parent/guardian must be personally dropped off or sent with the student. The note should identify the adult picking up the student and time it will occur.

BUCKETFILLING

Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad. We are a "bucketfilling" school. The entire staff understands the concepts of bucketfilling, uses the language, sees the importance of keeping their own bucket filled and models the acts of bucketfilling, themselves. Children learn best when they feel "connected" and understand that their teacher, other staff and their classmates genuinely care about them. When they feel safe and valued, their buckets are filled and their mental and emotional needs are

met. Children with full buckets receive a huge boost in their ability to learn and absorb information. If you want to learn more about bucketfilling, visit the website, www.bucketfillers101.com.

CAFETERIA INFORMATION

A monthly menu will be provided by food service. This menu is also posted and updated online through the district website. Parents may access their child's meal payment balance online and add money to the child's account using a Visa or MasterCard. Simply go to <http://friendswood.revtrak.net> and click on the Meal Payments option. Enter the student's name, ID number, and payment amount. Check out to complete the payment process. (Please note that there is a small fee per transaction.)

Parents may also put money on their child's account by bringing cash or check to the cafeteria manager. Please write the child's name and ID number on the check. Insert the cash into an envelope and write the child's name and ID on the outside. Failure to clearly identify the child associated with the money will delay the payment process.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, technology devices and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

CLINIC INFORMATION

See "Student Illness"

COMMUNICATION

Please visit our website at www.myfisd.com and create an account to access your child's grades (2nd and 3rd grade), lunch account, attendance records, calendar events and emergency information.

To receive Skylert emergency messages, please follow these steps:

1. Go to Family Access through Skyward for you student.
2. Click on Skylert in the box on the left under general information.
3. When the contact box comes up, go to the area texas message numbers. If you wish to receive text messages, input (or update) your cell number there.

Teachers may also use CANVAS to communicate with parents. CANVAS houses the teacher websites. You can access CANVAS through the school website.

Please allow teachers 48 hours to respond to emails.

CONDUCT AND DISCIPLINE

The District Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the types of disciplinary action school officials can take in response to violations of the rules.

DELIVERIES TO SCHOOL

Please refrain from having flowers, balloons, cookies, etc. delivered to the school. Lunches, lunch money, and eyeglasses may be left at the front desk and will be delivered to the child. Please refrain from having student sports equipment dropped off at school.

EARLY IDENTIFICATION AND INTERVENTION PRIOR TO FORMAL ASSESSMENT

Both state and federal legislation emphasize early identification and intervention for students who may be at risk for reading difficulties, such as dyslexia. In accordance with TEC §28.006 Reading Diagnosis, Friendswood ISD administers early reading instruments in kindergarten, first, and second grades to determine students' reading development and comprehension. Additionally, the law requires a reading instrument from the commissioner's approved list to be administered at the beginning of grade 7 to any student who did not demonstrate proficiency on the reading assessment administered under TEC§39.023(a). If, on the basis of the reading instrument results, students are determined to be at risk for dyslexia and other reading difficulties, the students' parents/guardians are notified. In addition, an accelerated (intensive) reading program that appropriately addresses students' reading difficulties and enables them to "catch up" with their typically performing peers is implemented. The information from reading instruments administered under TEC §28.006 will be one source of information in deciding whether or not to recommend a student for assessment for dyslexia. The provisions offered to students who are reported to be at risk for dyslexia or other reading difficulties should align to the requirements of Elementary and Secondary Education Act (ESEA) legislation, Friendswood ISD will implement reading programs using scientifically based reading research as well as evidence proven effective results. Under the Equal Education Opportunity Act (EEOA), Friendswood ISD ensures that all students are given equal access to educational services regardless of race, color, sex, religion, or national origin. Therefore, research-based interventions are to be provided to all students experiencing difficulties in reading, including English language learners (ELL), regardless of their proficiency in English.

FIELD TRIPS

All students attending school-sponsored field trips are required to ride the bus to and from the field trip site. In the case of an emergency situation, please contact the principal to discuss options.

LIBRARY/ MAKERSPACE/ MEDIA CENTER

The mission of the school library program is to ensure that students and staff are effective users of ideas and information enabling them to be literate, creative, lifelong learners. Print and electronic resources are available for student use and pleasure. The library also offers a unique space where creativity meets innovation in a lab environment. All ages will be inspired as they learn, share and collaborate with others through the use of maker spaces, Lego wall, and a media center equipped with a green screen. Imagination will lead learning!

LOST, DAMAGED, OR STOLEN PERSONAL ITEMS

We discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the day. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. Students who find lost articles are asked to give them to their teacher or the main office. Items such as jackets, sweaters, lunch boxes, and playground equipment are placed on the lost and found rack in the gym. All items not claimed by the last day of school will be donated to charity. **It is important you understand the school district is not responsible for any personal items that are lost,**

damaged, or stolen at school or a school-related activity. Students are responsible at all times for their personal property. It is unwise to carry large amounts of money or valuable items. Personal property is not covered by school insurance. **Please leave valuables at home.**

LUNCH VISITORS

In order to establish routines, accommodate the large number of unscheduled visitors, and have adequate presence of administrators, **immediate family may visit for lunch on Wednesday, Thursday, or Friday beginning on August 28, 2019.** Parents visiting their children during lunch will sit with their child at the designated visitor tables. Cell phones should be put away while in the cafeteria to help ensure the safety/privacy of our students.

If you are bringing a lunch with a toy (i.e. Happy Meal) please remove the toy from the lunch (save for play at home) in order to comply with our cafeteria rules. **No sharing of food between students is allowed per state policy. Also, friends may not be invited to eat lunch with you and your child**

Our campus will be closed to visitors during the first two weeks of school, the last two weeks of school, and the weeks of state assessments to allow for varied schedules of lunches.

PARENT / TEACHER CONFERENCES

Parents are encouraged to schedule conferences with teachers to discuss student progress. Please email or call the teacher to set up a conference time.

PARTIES & BIRTHDAYS

School Parties

There are three state approved parties each school year. These parties will be planned and conducted by parent volunteers in accordance to school party guidelines. No other parties will be allowed during school time. Each student may only have one visitor attend one of the three parties. The visitor will need to register through the PTO website at least one week prior to the party. Visitor lists will close to changes one week prior to the party.

Birthdays

We recognize birthdays each morning during daily announcements. Teachers or students may not send home party invitations to other students at school. Birthday gift deliveries are not permitted during school hours as it distracts from the learning environment. We ask that birthday celebrations be spent with the family.

PTO

Membership in the PTO (Parent Teacher Organization) is open to any parent who has a child attending Cline and to all faculty and staff members. Meeting typically occur the first Friday of each month at 9AM. Some meetings may be held in the evening as well. Everyone is encouraged to attend.

Please refer to <https://clinepto.ptoffice.com> for information on joining PTO, ordering spirit items and how to become involved in supporting your school. Parents have many opportunities to volunteer at our school and we welcome your help and support.

QUESTIONING STUDENTS AT SCHOOL / CPS

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of Child Protective Services conducting an investigation, we are

required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each nine weeks. They are distributed to the students approximately five school days following the end of the grading period. Grades are used to designate students' progress. Progress reports are issued midway through each nine week period for students failing or in danger of failing. A student is expected to take report cards and progress reports home and have them signed by a parent or guardian, not as evidence of approval, but as evidence of parental acknowledgment. The signed reports should be returned to the designated teacher no later than three days after they were issued. Final report cards for the school year are sent home with students. To view grades online, parents may log into Skyward "Family Access."

REPORTING BULLYING

The district does not tolerate bullying, and any student or parent of a student who believes a student has engaged in bullying is highly encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited. Reports of an alleged bullying incident may be submitted orally or in writing, to a teacher, counselor, principal or other district employee. Reports may also be submitted electronically, either anonymously or non-anonymously through the district website – Bullying – report it at www.myfisd.com under Parents and Students or through the See Something Say Something link on the FISD website.

REQUEST FOR ASSIGNMENTS

When a student is ill for two or more days, a request for assignments may be made. A student has as many days to make up work as he/she was absent, but the maximum is five days. **It is the responsibility of the student or parent to request missing assignments.** The missing assignments will be sent home with the student upon return to class.

SEE,SOMETHING, SAY SOMETHING - reporting suspicious activity

In FISD, the safety of our schools is paramount. Students and parents are our first line of defense for reporting unusual activity or safety concerns. FISD's **See Something, Say Something** is an anonymous reporting system immediately alerting administration when sent. The form asks you to specifically describe what you saw: What did you see? When did you see it? Where did it occur? Why was it suspicious? You are always encouraged to call 911 if you believe it is an emergency. The See Something, Say Something link can be found on the homepage of the FISD website, www.myfisd.com

SECURITY AND VISITORS

Safety is our top concern, and surveillance cameras are placed at doors and in hallways of our school. Each camera records all activity. All outside doors are locked with the exception of the front doors. All visitors must report to the front office to sign in and receive a visitor's name tag. The receptionist will ask for your driver's license and it will be scanned using a system that is connected to the database that provides an alert for any person who may jeopardize the safety of the campus. After your license is scanned a name tag will be printed for you. It will show the date and the purpose of your visit. Your badge is to be visible on your shoulder at all times until you exit the building.

All visitors must have a name tag, and anyone without it will be stopped. It is essential to our students' safety that visitors return to the front office before leaving the building to turn in their visitor's tag.

Please allow students to walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoons. For your child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All check out is through the front office.

SEVERE WEATHER

Occasionally the threat of severe weather, such as rapidly approaching hurricanes and/or dropping temperatures which can cause freezing rain and hazardous road conditions or flooding, make it necessary to dismiss school earlier than usual in order for buses and cars to be able to travel the normal routes. Check the district website for announcements concerning the dismissal or cancellation of school and the time when classes will be resumed if such dismissal or cancellation occurs. Notification will also be disseminated through SkyAlert to all those with an active email on file.

SPECIALS CLASSES

Specials classes include Wellness, Music, Art, and Library. Appropriate shoes are required for Wellness classes. For safety, no flip flops are allowed while in Wellness. Children may bring a change of shoes in their backpacks.

STAAR TESTING AND ASSESSMENT INFORMATION

The State of Texas Assessment of Academic Readiness (STAAR) is the state testing program. It assesses the students' mastery of the Texas Essential Knowledge and Skills (TEKS) which is the state developed curriculum. STAAR has been developed to reflect good instructional practice and accurately measure student learning. Please consider the following dates when appointments are made:

May 11, 2020	Grade 3 Math
May 12, 2020	Grade 3 Reading

STUDENT ILLNESSES- CLINIC PROCEDURES

Medications: Legal factors limit school employees in the administration of medication. All medications which need to be administered during school hours must be brought to and kept in the clinic. All medications must be in the original container, age appropriate, and FDA approved. Prescription medication must be specific for the student with a pharmacy label. A signed "Parent Request for Administering Medication" form must accompany the medication. This form can be found on the district website under the tab "Parents & Students", then the link "Nurses", or the nurse's office. In addition, one may also access all clinic forms including forms that need to be completed each school year by a Physician and parent (ie- Allergy Action Plan and Self-Administration of Asthma Medication).

Herbal Supplements: Herbal medications, dietary supplements, and home remedies will not be given during school hours since they are not FDA approved.

Narcotics: Narcotic analgesics will not be administered at school because of the addictive nature and the potential to induce sleep or stupor.

Student Illness or Injury at School: We have at least one Registered Nurse and a clinic on each campus to care for your child should they become ill or injured while at school.

One of the forms the district asks you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or at a school-related activity and requires emergency treatment. The nurse will call you in such a situation and will also call for emergency medical assistance. It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. The school district cannot and will not use public funds to pay individual student medical expenses.

At the beginning of each school year, the district offers you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company.

For the protection of all students, the following health rules have been set up and will be followed at all times. A child cannot remain in school with:

- **Fever of 100 degrees or over**
- **Undiagnosed rash or weeping sores**
- **Vomiting and /or diarrhea**
- **Red, discharge from eyes, or**
- **Any illness making him/her feel too badly to participate**

A student having any of the above symptoms BEFORE SCHOOL SHOULD STAY AT HOME for observation and care. A student will not be sent home without special arrangements and permission of the parent. Any illness or injury which causes the student to miss three consecutive days of school must return with a note from the health care provider authorizing the return to school. The school nurse is not in a position to diagnose or treat illness. For questions about diagnosis or treatment, a medical doctor should be consulted. Students should be free of fever (without the use of Tylenol or Ibuprofen), vomiting, and /or diarrhea for 24 hours before returning to school.

Immunizations: Texas Law requires specific immunizations for all students enrolled in schools. All required immunizations must be completed, validated by a doctor or health department, and on file at school the first day of class. The immunizations required are:

- **Diphtheria/ Tetanus/ Pertussis (DTaP, DTP, DT, Td)** 4 to 5 doses; 1 dose must have been received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.
- **Tetanus/ Diphtheria/Pertussis (Tdap)** 7th grade - 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. 8th-12th grade – 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- **Polio (IPV)** 4 doses of polio; 1 dose must have been received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.
- **Measles/Mumps/Rubella (MMR)** 2 doses are required, with the 1st dose received on or after the 1st birthday
- **Hepatitis B (Hep B)** 3 doses are required

- **Varicella (VAR-chickenpox)** 2 doses are required; the 1st dose must have been received on or after the 1st birthday; or parent documentation of the date in which the student had the chickenpox disease
- **Meningococcal (MCV4)** for 7th – 12th grade - 1 dose is required on or after the 11th birthday. For high school students taking dual credit, the dose must be within the five-year period before enrolling. They must get the vaccine at least 10 days before the semester begins.
- **Hepatitis A (Hep A)** K-9th grade - 2 doses are required; the 1st dose must have been received on or after the 1st birthday
- **Haemophilus Influenzae type b (HIB)** PRE KINDER STUDENTS ONLY- 4 doses required
- **Pneumococcal (PCV)** PRE KINDER STUDENTS ONLY- 4 doses required

Exemptions for Immunizations: Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption form immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including religions belief, can be found at www.ImmunizeTexas.com under “School & Child-Care.” The original Exemption Affidavit must be completed and submitted to the school. This exemption must be renewed every two years.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

State required screenings: Texas law requires Vision, Hearing, Acanthosis Nigricans (AN), and Spinal screenings to be conducted on all students. Vision and Hearing screens are conducted in K, 1st, 3rd, 5th, and 7th grades. AN screenings are conducted on 1st, 3rd, 5th and 7th grades. Spinal screenings for girls are conducted in 5th and 7th grade, boys are screened in 8th grade.

STUDENT’S LEGAL NAME

While we recognize there are circumstances when a parent may wish his or her child to enroll under a name other than the child’s legal name, we are required to maintain all school records for each child under the child’s legal name as shown on the birth certificate or other recognized document to prove the child’s identity or as shown in a court order changing the child’s name.

STUDENT SIGN-OUT & APPOINTMENTS

Parents must come into the office to sign out their child. The front office will then notify the teacher when the parent/guardian arrives. Students will not be called to the front before the parent arrives in order to maximize the student’s learning time. Please allow for this extra time when picking up your child for an appointment.

Signing a student out for lunch is discouraged and will be marked as an unexcused part of day absence.

If a student returns to school, he/she must sign in at the front office and show confirmation from the dentist or doctor. Appointments should be made so a student can be in attendance during the day. **We strongly discourage student check out during the last portion of the school day.**

SUPPLEMENTAL READING PROGRAM (SRP)

Reading intervention is provided through SRP to students who experience difficulty in acquiring reading skills. Consideration for placement in this program is reviewed throughout the year. More information, including referral procedures, is available through the SRP teacher.

TELEPHONE MESSAGES

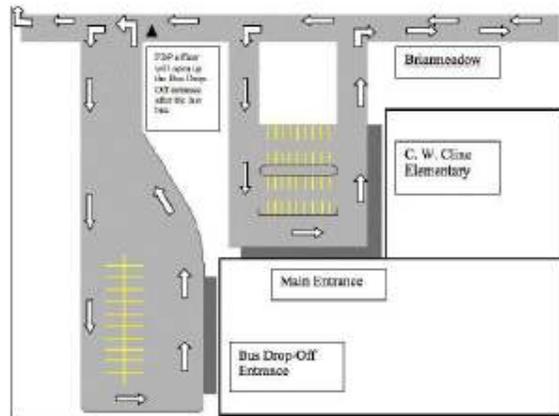
Students will be allowed to use the school office telephone for emergency purposes, lunch money, and to notify parents about tutorials and after-school activities. Students are not permitted to use cell phones during school hours without express permission of school staff. Please do not call or text your child's cell phone during the school day.

TRAFFIC, TRANSPORTATION, ARRIVAL/DISMISSAL INFORMATION

TRAFFIC AT CLINE

Safety is first and foremost in our plans for traffic flow.

Please be aware of the one-way traffic at C.W. Cline Elementary. From 7:00 a.m. to 7:50 a.m. and 2:15 p.m. to 3:15 p.m. The bus drive is reserved for buses only. Cars may drop and pick up in the front drive. There will be someone to manage the traffic flow. He/she will be there to ensure your child's safety.



ARRIVAL PROCEDURES

Students arriving by bus are dropped off at the bus loop at the side entrance to Cline.

Car riders and daycare vans are dropped off in the car rider line at the main entrance to Cline. Your child should be ready to independently exit the passenger side of the vehicle as soon as you enter the parking lot and come to a complete stop along a sidewalk.

DISMISSAL PROCEDURES

Drivers must have a Cline pickup authorization card placed in the passenger front window. Adults picking up walkers must have the authorization card hand. If you do not have an authorization card, you will need to park and come into the office with your driver's license.

CHANGING TRANSPORTATION

Transportation changes are only to be used in an emergency. All changes must be made in writing and must be made before 2:20 p.m. **For safety issues, changes will not be accepted over the telephone, by fax, or email.**

DAY CARE TRANSPORTATION

If your child is absent, or is not using day care that day, please notify the day care facility. Day care drivers will not leave without accounting for all children.

BUS TRANSPORTATION

Students may only be picked up or dropped off at their residence, the residence of a grandparent, or a licensed child care facility. Parents should designate the point of pickup and dropoff at the beginning of the year. Bus drivers will not be allowed to change the point of pickup or dropoff.

Should a child need to be picked up or dropped off at a point different than that designated by the parent, then transportation must be provided by the parent. Students may ONLY ride their assigned bus. Additional bus regulations are found in the Student Code of Conduct. Further information may be obtained from the Transportation Office at 281-996-2500.

VIDEO/PICTURES ON SOCIAL MEDIA

Social media allows parents to share special moments and milestones with family and friends. However, it is important to remember that each family approaches posting to social media differently. Parents should be respectful of these choices and not post pictures or videos of children to social media. During school events, parents should keep this in mind and limit pictures and video to their own child. Likewise, the District strives to respect the privacy of students on social media. If you do not want your child's photograph on social media affiliated with the school district, notify the campus principal in writing.

VISITORS / VOLUNTEERS/ LUNCH VISITATION

All visitors/volunteers must check-in and check-out through the front entrance upon entering or leaving the building. For the safety of our students and our staff, you will be required to produce the appropriate identification, state purpose for visit, and obtain a visitor/volunteer badge that is to be visible at all times.

A badge will document a parent's purpose in the building. We ask you to honor the purpose of your visit and to remain in those designated areas. When visiting for lunch with your child, please say goodbyes at the cafeteria, and refrain from following them back to class.

We value and appreciate our volunteers. They are an integral contribution to the success of our school. Volunteers are to be scheduled in advance of date and time by the teacher. The front office staff will conduct verification of schedule before volunteers are allowed to proceed to their destination. In order to maintain a quiet, instructional environment, we prefer that no pre-school children accompany parents who are volunteering in the school hallways and classrooms.

WELLNESS

Students must wear appropriate clothes and athletic shoes (no cleats) for safe and comfortable participation in Wellness class. **If a student is sick or injured, he/she must provide a written excuse.** If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation.

Wellness Excuses

If your child is ill and/or unable to participate in physical activity, please send a note. A note from a physician is required for any activity restrictions longer than 3 days.