

Stephens Elementary

Campus Information

2715 Fry Road

Katy, TX 77449

Phone: (281) 234-0200

Fax: (281) 644-1680

Email: usecommunications@katyisd.org

Office Hours: 7:55 a.m. – 4:25 p.m.

School Mascot: Stallions

School Colors: Blue and Silver

Arrival:

The Stephens playground will be open with supervision beginning at 7:35 a.m. Prior to this time, students will not be monitored by a staff member. Before-school care is offered on campus by Club Busy Bee starting at 6:30 a.m. for a nominal fee. Visit www.clubbusybee.org for details and registration information.

The doors to the building will open at 7:55 a.m. Students arriving by car are to be dropped off on the north side of the building in the front drive and enter through the front doors. Bike riders and walkers will enter through the cafeteria doors on the east side of the building. Day care bus riders and Katy ISD bus riders will be dropped off on the east side of the building and enter the school through the cafeteria doors.

Grab 'n Go Breakfast will be served beginning at 7:55 a.m. Students arriving through the cafeteria doors will pick up their breakfast in the cafeteria. Students arriving through the front doors will pick up their breakfast in the front hallway.

At 8:15 a.m., students will pause for the minute of silence and pledge of allegiance. Morning announcements will follow and the instructional day begins at 8:20 a.m.

*****If a student arrives after the tardy bell at 8:20 a.m. a parent/guardian must sign their student in at the front desk. Picture identification must be presented in order to gain access to the building.***

Bicycles:

Bikes must be locked on the bike racks provided. The school does not assume responsibility if bikes are stolen or damaged. Bike riders are to walk their bikes on the sidewalk while on school grounds. Students are required to use supervised crosswalks. The use of helmets is strongly encouraged.

Birthday Treats:

Parents may send a store bought treat for their child's birthday. Please notify your child's teacher in advance to prevent multiple treats on the same day. Treats will be shared at recess. No balloons, flowers or treat bags are allowed. All birthday treats must be delivered by 10 a.m.

Counselor:

Stephens Elementary utilizes the services of a full-time certified counselor. The counselor has a variety of duties and responsibilities that are directly related to the parent and child. There may be conferences throughout the year involving both the counselor and the teacher.

Some of the major functions of the counselor are:

- Conferencing with teachers, administrators, and parents regarding student needs
- Leading guidance lessons in the classroom or group counseling sessions in the counselor's office;
- Supervising the testing programs for the school;
- Helping to identify and process paperwork on students requiring specialized services;
- Conducting parent-study groups or Academies on effective parenting;
- Conducting counseling sessions with individual children.

The counselor is prepared to talk with concerned parents should the need arise. Please call to schedule a conference.

Early Checkouts:

A parent/guardian may not go to the classroom to pick up their child. All students must be signed out through the office. Students will not

be called out of the classroom until the parent/guardian comes into office and signs the student out. If the nurse calls a parent/guardian to come and get a child because of illness, they will also sign the child out in the office. (*see also: "Absences-Attendance in the "KISD Elementary Parent Student Handbook"*) Students will only be released to a parent/guardian. Emergency contacts have no rights regarding the students and must have written authorization from the parent/guardian for a specific date/time to pick up the student from school.

Attendance is very important for a child to succeed in school. If possible, appointments should be made before/after school or prior to the official attendance count at **9:50 a.m.** Those not in attendance at this time will be marked absent for the entire day.

Additionally, students who need to be picked up early from school must be signed out from the front office before 3:15 p.m.

Excessive late arrivals or early checkouts may prevent a child from receiving credit for a class.

Forgotten Items in Classroom:

Students will not be allowed back to their classroom after 3:40 p.m. for items left behind (examples: homework, lunchboxes, books). Encourage your student to have all items with them before leaving the classroom at dismissal.

Homework:

KISD requires students to be absent for 3 consecutive days before requesting homework. Homework will be given Monday – Thursday. Please refer to the grade level orientation packet for more specific information.

ID Badges/Lanyards:

All students in Pre-K - 5th grade are required to wear a school issued ID badge during the school day. Students will be provided an ID badge and lanyard at the beginning of the school year or upon enrollment. If this ID is lost/misplaced, a replacement must be purchased. The cost for the ID is \$3.00 and the lanyard is \$1.00. Students should go to the office to purchase a replacement ID badge or lanyard.

Library:

Katy ISD is pleased that your child will be benefiting from the resources of the district's library media centers. It is the district's library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members.

When you sign the parent handbook it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures.

The library media centers may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media centers and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged. Please familiarize yourself with the materials your child borrows from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for their child and to discuss those restrictions with the child.

The Katy ISD Library Media Specialists look forward to fostering your child's academic achievement as materials are provided to meet the student's reading and informational needs.

Lost & Found:

Please mark all items of clothing and supplies with the child's first and last name and homeroom teacher. If lost, these items can be returned to the child. Unmarked student property will be placed in the school lost and found located in the hallway by the cafeteria. Students and parents are welcome to look through the lost and found for lost articles. Jewelry, money, and glasses, etc. are placed in the office. **At the end of each semester any unclaimed lost and found will be donated.**

Lunchroom Visitors:

After the first 2 full weeks of school (September 3, 2019), parents/guardians may join their student for lunch. Only the student

being visited may sit at the visitor table. No lunch visitors will be permitted on Early Dismissal Days or on a Closed Campus Day. All lunches must be dropped off by 10 a.m. in the front foyer to ensure delivery prior to a student's lunch time.

PTA:

The Stephens Elementary PTA is very supportive of the students and staff at Stephens. Every parent is encouraged to join the PTA during the annual membership drive to show your support. While we know that you may not always be available during the school day to volunteer to help, there are other opportunities throughout the year for all parents to be active in PTA functions. Look for various volunteer opportunities in your child's Wednesday folder.

Parties:

PTA will sponsor one party each semester for students in PK – 5th Grade. Fifth graders are also given an end of the year party that is sponsored by PTA. The following visitors will be allowed to attend parties at USE: Parents/guardians, non-school aged siblings and grandparents with written permission from a parent.

Planners:

If your student is required to use a planner in class, you will be notified by your student's homeroom teacher. The planner will be used to communicate homework and other important information. Additional planner expectations will be communicated by the teacher. Planners are available for purchase in the front office.

Safety Patrol:

The Safety Patrol is a trained group of 5th grade students organized to promote safety in and around the school. They relieve teachers of some before and after school duties and are to be recognized as leaders of USE. All students should be instructed to obey the patrol in matters regarding school rules and safety. This group is also in charge of raising and lowering the flags each day. Please assist the Safety Patrol sponsor by offering constructive comments of safety patrol members.

The Safety Patrol will be under the direction of a designated USE staff

member. He/She will organize, instruct, and maintain the safety patrol. Students on the Safety Patrol must maintain satisfactory grades and conduct to remain active.

Transportation & Dismissal:

All families at USE will receive a transportation tag. The tag number assigned will be the same for all siblings in the family. Students are expected to have this number on their backpack and two parent tags will be provided. If the tag is lost you may get another one from the front office with a valid ID.

At the beginning of the school year, you will designate the primary way your student will be dismissed in the afternoon. Any change in this designated transportation method must be sent in writing with the child the morning of the change. Transportation changes requested during the school day must be accompanied by a copy of a valid ID matching the guardian on file. These items may be faxed to 281-644-1680 or emailed to usecommunications@katyisd.org by 2:30 p.m.

Our goal is to ensure that afternoon dismissal be prompt and safe for each of our students. It is important that all parents respect our campus procedures and adhere to the guidelines listed. It is imperative for the homeroom teacher to have clear instructions regarding the plan of how your child is to go home. ***To ensure the safety of all students, parents may not remove their student from a dismissal line for any reason.***

Bike Riders:

All bike riders will exit out of the cafeteria doors. Bike riders are required to walk their bikes on the sidewalks until leaving the school grounds. Students are required to use the supervised crosswalks.

Bus Riders:

All bus riders will go to the gym at dismissal and be loaded on the appropriate bus.

Car Riders:

The car rider line cannot begin forming earlier than 2:45 p.m. Please

do not leave cars unattended in the car rider line. Each parent is asked to place their assigned transportation number on the rear-view mirror. The staff member on duty will record the numbers and students will be directed to the appropriate colored cone. Teachers and safety patrol will assist in loading each student into the car. If you do not have your number, you will be asked to park and come in to the building and wait until 3:55 p.m. to check out your child. The parent/guardian will be required to supply photo identification to pick up the child. Students will only be released to a parent/guardian unless there is a signed note on file allowing a student to be released to an emergency contact that day.

If you arrive after car rider dismissal has ended, you must come in to the office to check the student out with a valid government issued photo ID. Students will not be permitted to walk down the parent drive or to the school parking lot to get in parent vehicles.

For the safety of all students and as a courtesy to our neighboring community, please do not pick up students by car from any other dismissal location.

Day Care Riders:

All children being picked up by a daycare bus or van will line up in the hallway near the cafeteria. As the daycare arrives, the on-duty teacher will safely load the students. Please notify the daycare if your child is absent or has a change of transportation.

Please inform the daycare to drop off your children between 7:55 a.m. – 8:10 a.m. and to pick your children up promptly at 3:40 p.m.! Please be sure your child's teacher knows which daycare bus your child will be riding.

Walkers:

All walkers will be walked to their designated crosswalk. Parents are asked to wait at either the Westlake crosswalk or the Sundown Glen crosswalk. All walkers must use the sidewalks and supervised crosswalks. Parents are not allowed to take their student until after crossing at the designated location. Katy ISD requires all students in Pre-K – 1st grade be released to a designated person in possession of the student's matching transportation tag. If you choose for your child to walk with an older sibling or relative that

attends USE in grades 2-5, an authorization form must be completed annually. If either sibling (older/younger) does not have a tag, they will not be released. If students in Pre-K – 1st grade are not met at the crosswalk, they will be brought back to the campus and parents will be required to sign the student out with a valid ID. It is always our focus to ensure that we are providing the safest dismissal procedures for our students.

Rainy Day Plan (Walkers & Bike Riders):

In the event that it is raining (excluding severe weather), a parent/guardian is allowed to call Stephens Elementary no later than 3:25 p.m. and ask us to hold your child in the front office and not let them walk or ride their bike home.

- Students need to be promptly picked up and will only be released to a parent/guardian with a valid photo ID.
- Emergency contacts have no rights regarding the students and must have written authorization from the parent/guardian for a specific date/time to pick up the student from school with a valid photo ID.

Severe Weather Plan:

Every year we seem to have inclement weather during the school day, especially at dismissal time. Many children become quite concerned on days like this about how they are going to get home. Severe weather includes conditions such as a **severe thunderstorm, lightning, freezing rain, or severe street flooding**. If severe weather is present as dismissal approaches, the principal or assistant principal will announce that severe weather dismissal is in effect. Parents will be notified via the Blackboard system that we are under a severe weather dismissal and dismissal activities may be delayed. If a severe weather dismissal is called, please be aware that students who are walkers or bikers will **not be allowed** to walk or ride their bikes home. Students who are walkers or bikers will be required to have a severe weather plan form on file with their homeroom teacher and the USE front office. The severe weather plan forms will be sent home at the beginning of the school year. Please let your child know what he/she should do on severe weather days. ***If there are changes to this plan, it is the parent/guardian's responsibility to notify the school in writing by filling out a new form.***

Student Council:

The USE Student Council is composed of 5th graders who are responsible students serving as a representative for the school. These students can apply after Spring Break as a fourth grader. They are chosen by the officers, sponsors, and teachers based on conduct, citizenship, and grades. The Student Council will be under the direction of a staff member who will organize the events. The Student Council will conduct various service projects and activities throughout the year. The citizenship aspect should be focal point of all council activities.

Volunteers in Public School (VIPS):

Stephens Elementary welcomes parent volunteers. A parent volunteer form will be sent home with students. If you are interested in volunteering at Stephens, please complete the volunteer form and send it back to your child's homeroom teacher.

The PTA organizes the Volunteers in Public Schools (VIPS) program. Please be advised that for safety reasons children are not allowed in the office workroom. In addition, please do not bring any children with you if you plan to volunteer in the classrooms, as it is distracting to the learners!

Secondary students between the ages of 12 to 18 are prohibited from volunteering on campus during regular school hours. Students wishing to earn volunteer hours are welcome to volunteer at campus activities that are after school hours. (special events, carnival, etc.)

