

# F.M.E. ADDENDUM TO 18-19 HANDBOOK

## ARRIVAL AND DEPARTURE

### ARRIVAL

1. All students are expected to cross the street at the designated crosswalks.  
All students (K-5) walking or being brought to school should enter Center Hall.  
**When using the front driveway**, parents must pull up to the curb to let their child(ren) out. Exit the vehicle on the curbside only!
2. Please refrain from waiting for the first place to open up. Please pull forward as far as you can along the curb. Please unload between the front door and the second grade door to keep the line moving.
3. If you choose to park, please walk your child across the street using the crosswalk.
4. All bus students will be dropped off in the North parking lot and will enter via the gym.
5. Students arriving before 7:20 are asked to enter and wait in the entry. K-2 report the cafeteria and 3-5 reports to the gym and wait for the teachers to pick them up.
6. When the 7:40 bell rings, students will go to their rooms in an orderly manner.  
**Parents will be allowed to walk their child(ren) to the classroom during the first week only.**
7. Announces begin at 7:45.
8. **If a student arrives after 7:45 am, they MUST stop by the office for a tardy slip before being admitted to class.** Tardies are tracked in the computer and parents are held responsible for student tardies.
9. The **north parking lot** is reserved for **buses only** until after 7:45. Parents are not to drop off or pick up students in the bus drive.
10. No student should arrive at school until 7:15; at that time there is cafeteria /gym supervision.

### DEPARTURE

1. Day Care bus students will be dismissed at 3:00. Children's World, High Meadows, Bright Steps, etc. will enter through the front doors and exit building by the First Grade door next to fenced in playground.
2. Bicycle riders will be dismissed at 3:00, so that they might use the sidewalks. (Please note: Bicycle racks are provided for bike storage). The school administration does not encourage bike riding to school until the third grade. However, parents are the best judge to know their child's readiness and ability to manage his/her bike in traffic and to know how to store the bike safely. Students are NOT to ride bicycles or skateboards on school grounds or sidewalks. They should walk their bikes on the sidewalk to the street and through the crosswalk. For your child's safety it is suggested that each child wear safety gear while riding to and from school.
3. All bus students will exit the building by the North and Northeast doors at 3:00.
4. All students (K-5) who walk or who are being picked up by parents will exit via the front doors at 3:00. Students should walk on the sidewalk and not the grass.

5. Parents should not leave cars unattended in the fire zone.
6. Please be considerate of others who need to leave. ***DO NOT BLOCK CENTER LANE.***
7. Please obtain a name card for your front visor from the front office/or teacher and use daily! This allows the faculty to call a child's name via walkie-talkie at the far end of the circle and helps keep the traffic flow moving.
8. If parked anywhere other than the driveway curbside, parents ***MUST*** get out of their car and come to the front door and walk their child(ren) back to the car using the crosswalks provided.
9. NO cars are to enter the north parking lot to pick up child(ren) until after 3:10. Use Windsor Street if necessary.
10. The south parking lot is not to be used for pick up or drop off at any time. This is for faculty parking, Day Care, and pre-approved special needs busses pick up/drop off only.
11. Parents that walk up to the front door to pick up their children are asked to move out from under the awning at 3:00, so students may line up. Parents are to wait on the sidewalk to the north of the awning or grass area where the benches are located. Please move away as soon as you claim your child. Also, please hold on to younger children.
12. Please do not bring pets – as cute as they may be, some students are afraid or allergic to pets.

#### *GENERAL RULES*

1. Students should enter and leave the building in a quiet, orderly manner at all times.
2. **NO GUM**—Classrooms have rugs and, therefore, we ask that you not let your child bring chewing gum or sticky candy to school.
3. Students are to walk at all times inside the building (including before and after school hours).
4. Groups of students are to be escorted by teachers and should move quietly through the halls. When walking in the halls stay to the right per safe and civil.
5. Students are not permitted to bring toys or other personal items to school (including skateboards, Gameboys, laser pointers, etc.). Pets are allowed after written permission has been obtained from the principal, teacher and parent.
6. "Rough-housing" or inappropriate physical contact at school will not be tolerated (whether outside or inside--including the cafeteria, hallways, restrooms, etc.)
7. Students involved in fighting or throwing things such as rocks, dirt, etc. that may cause bodily injury or property damage should be sent directly to the office.
8. All members of the faculty and staff are required to correct misbehavior at the time it is witnessed, regardless of who the classroom teacher may be.
9. Students should show respect to ***ALL ADULTS*** (including cafeteria/custodial staff and parents) in the building.
10. Skateboarding /rollerblading/roller shoes on school property are prohibited.
11. Administrators will follow the District Discipline Matrix for all discipline matters.
12. Students are not allowed to answer school or personal phones during the school day.

### PLAYGROUND RULES

1. Football has been eliminated from our playground due to safety factors.
2. Students are reminded to use playground equipment with the highest regard for safety.
3. Teachers are *required* to enforce this rule.
4. Nothing will be thrown except balls while on the playground.
5. There will be no wrestling or pretend wrestling/martial arts.
6. Teachers are expected to circulate among students as a safety measure, constantly reminding students to abide by rules.
7. Students will be sent directly to the office for discipline if they inflict bodily injury to another student.
8. Students will have indoor recess if the **heat index is 99 degrees or above** or the **wind chill is 34 degrees or below**.
9. **Ipads and cell phones are the student's responsibility and electronic are not allowed during recess.**

### CAFETERIA RULES

1. Students are to enter the cafeteria quietly and sit ten to a table.
2. Students may **talk quietly** at the table.
3. Students who need something must raise their hands so that the parent volunteers/teacher may get it while the students remain seated.
4. Students line up quietly to return to class.
5. Students are responsible for the cleanliness of their areas.
6. Any infraction to these rules can result in loss of cafeteria privileges.

Seating:

5<sup>th</sup> – Free Choice

4<sup>th</sup> – Fun Friday

3<sup>rd</sup> – Topsy Turvy Tuesday during 2nd semester when appropriate

### REMEMBER THE RIGHT STUFF

1. To show respect.
2. To be an active listener (Silent, Still, & Speaker Focused).
3. To have good manners.
4. To exercise self-control.

## **CAFETERIA SERVICES**

### BREAKFAST

The cost of breakfast is \$1.25 and will be served from 7:20 A.M. – 7:40 A.M. Please have students arrive at school in sufficient time to eat breakfast before the 7:40 A.M. bell. Students should be in their respective classrooms by 7:45. Snacks will no longer be sold during breakfast serving time.

### LUNCH

Student lunches are \$2.60. Milk is \$.75 and snacks/ice cream can be purchased for \$1.50. Parents or students may purchase meal cards from the cafeteria any day between 7:20 A.M. and 7:40 A.M. Please make **checks payable to the SCHOOL LUNCH FUND**. If a child arrives without lunch money, the cafeteria will not loan money, but will provide the child milk, a sandwich and/or vegetables. We enjoy having parents join us for lunch; cost for adults is \$3.25. Parents wishing to have lunch with their child will need to send a note to the teacher to assist with lunch count. Students attending district schools are not allowed to leave campus during the lunchtime. Parents must stop by the visitor's desk to sign-in and obtain a visitors badge. Parents are to sit at the guest table with their student only. Parents are asked to refrain having lunch with their children on STAAR days for testing confidentiality. **NO GLASS CONTAINERS ARE ALLOWED AT SCHOOL. STUDENT MAY NOT BRING SODA OR HIGH CAFFEINE/ENERGY DRINKS FOR LUNCH.** Students will leave with their class at the end of their lunch period. If your child forgot their lunch, parents may bring the student's lunch to the office. The student will retrieve their lunch prior to their scheduled lunchtime.

### LUNCH SCHEDULE

Kindergarten	10:25-10:55
First Grade	10:45-11:15
Second Grade	11:25-11:55
Third Grade	11:45-12:15
Fourth Grade	12:15-12:45
Fifth Grade	12:35-1:05

BIRTHDAY TREATS AND CLASS SNACKS—parents may bring in class snacks for birthday sharing. Please bring them to the office. All birthday snacks will be shared at 2:45. Parents are not allowed in class during the birthday sharing. All class snacks must be individually wrapped or packaged and purchased from a retailer vender approved by health inspectors. Please notify the teacher prior to sending in treats. **Please do not send balloons, ice cream cakes, goody bags, etc.** These are considered distractions and will not be delivered to the classrooms. Teacher birthday parties are not allowed due to the fact some teachers do not have homeroom classes. Also, these parties take away from the academic time required by the state.

## **COMMUNICATION**

CONCERNS--Usually student or parent concerns can be addressed simply--by a phone call or a conference with the teacher. For those concerns that cannot be handled so easily, the District has adopted a standard policy. In general, a parent or student should first discuss the complaint with the teacher. If unresolved, a written notice and a request for a conference should be sent to the Principal. If still unresolved, the District provides for the concern to be presented to the Assistant Chief Leaders, then perhaps the Superintendent. The district office will ask if you have spoken to the teacher and administration, first.

CONFERENCES--Parent conferences are regularly scheduled throughout the school year. Please make every effort to cooperate with the teacher in scheduling and meeting these appointments. Furthermore, we encourage conferences between parents and teachers any time they are needed. The elementary report card shall indicate both academic progress and citizenship. Citizenship grades are important indicators of the student's acceptance of responsibility, self-control, and cooperation. All parents are requested to have a minimum of at least 1 conference per semester.

FACEBOOK—Look us up on Facebook and be our friend. We post activities and upcoming events each day on our Facebook page. You can find us at:  
[Facebook.com/flowermoundes](https://www.facebook.com/flowermoundes)

PARENT MESSAGES--All phone messages will be placed in the teacher's mailbox. Please be sure to **phone by 2:15** (the end of the day can be very hectic). If changing the way your child is going home on any given day, please send a note to the teacher or email her the morning of the change. Late calls to the office may result in your child not getting the message in time!

ONLINE NEWSLETTERS—Teachers will post current information using online newsletters. Please contact your child's teacher to obtain the necessary link and password to view their newsletter or Google Docs. These sites are linked to the Flower Mound Elementary website at [www.flowermound.lisd.net](http://www.flowermound.lisd.net) .

PTA NEWSLETTERS—Falcon Footnotes will be posted on the FME website for upcoming activities and events.

SKYLERT—This is an automated system that will call out with information of upcoming events and information regarding Flower Mound Elementary.

TRANSPORTATION CHANGES—It is important for children to know how they are getting home each day. Please tell your child BEFORE they leave for school. Send a note if an unexpected change should be needed. Also please call the school before 10:30 so teachers can be sure to get the information at lunchtime. Please make sure all calls to the office are made before 2:15 since the office can get hectic at the end of the day. Students will not be allowed to change their own transportation. We must have a note or email from the parent with those changes.

USES OF TELEPHONE--Please **DO NOT tell** children to call you at the end of the day for after-school instructions. The use of the telephone by students for outgoing calls is restricted to **emergencies only**. Children should be told in advance what to do after school or on a rainy day. The fact that it is raining does not constitute an emergency. After-school plans of a social nature should be made prior to the school day. Children will **NOT** be allowed to call home for forgotten items (this includes homework and lunch). Students will be called from class to receive telephone calls only in case of an

emergency and after principal approval. Other messages will be placed in the teacher's mailbox. Students may not take cell phone calls during their instructional day.

TWITTER—You may also follow us on Twitter. It is linked to our Facebook account where events and daily activities are posted. You may even see something posted from your student's classroom. [Twitter link @flowermoundes](#).

WEBSITE—Our school website is <http://flowermound-lisd.net> and [www.flowermound.lisd.net](http://www.flowermound.lisd.net)

## **FUNDRAISING**

PTA fundraising events include Membership, Cookie Dough, and Book Fairs. These funds provide enrichment materials, and school improvement.

## **RE-TEACH/RE-ASSESS**

### RE-TEACH/RE-ASSESS/RE-GRADE

If a student earns a grade below a 70 on a major grade, the teacher must re-teach, then re-assess. After the re-teach/re-assess the higher of the two grades will be assigned, with the maximum possible score of 70. In order to receive a re-assessment option, students must turn in major grade assignments by the actual due date. Students must be re-taught through small group, tutoring, peer teaming, etc, before re-assessment.

## **PARTIES**

### PARTIES

There will be three parties—Winter Holiday, Valentine's Day and end of school. Please consult your room representative or PTA room representative chairperson for party guidelines. We ask that all Room Mothers/Dads adhere to this schedule. The minimal food values do not apply to our three party days. Valentine's Day will be celebrated in the classroom. PTA will provide refreshments. End of Year parties will be staggered this year. Please watch for your students grade level time on the website or any other communication you receive from your teacher.

*No celebrating Teachers birthday, showers etc.*

## **NO WORKSHEET WEDNESDAY**

We will continue to implement "No Worksheet Wednesday". All activities will be hands-on, technology based or another form of innovative learning.

## **PRE-APPROVED PLANNED ABSENCE**

Lewisville I. S. D. allows 5 pre-approved planned absence. A pre-approved absence form must be completed and returned to the office prior to taking these absents. The form is located in the office and on the [www.flowermound.lisd.net](http://www.flowermound.lisd.net).

### **Fine Arts SCHEDULE**

(50 minute classes this year)

8:30-9:20	Second Grade
9:30-10:20	Third Grade
10:30-11:20	Fifth Grade
11:25-12:15	Fourth Grade
12:20-12:50	Lunch for Fine Arts
12:50-1:40	Kindergarten
2:00-2:50	First Grade

Fine Art's teachers post upcoming information and programs on their websites which are linked to the Flower Mound website at [www.flowermound.lisd.net](http://www.flowermound.lisd.net).

#### SPECIAL OUTDOOR ACTIVITIES

LISDOLA	4 <sup>th</sup> grade	Oct. 3, 2018
LISDOLA	1 <sup>st</sup> grade	April 3, 2019
Elm Fork	3 <sup>rd</sup> grade	Apr. 12, 2019
LISDOLA	5 <sup>th</sup> grade	Dec. 17 & 18, 2018
Swimming	2 <sup>nd</sup> grade	Sept. 4-7, 2018

## **TESTING**

Flower Mound Elementary participates in the state testing of STAAR. In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment test (STAAR) or the Alternative Assessment. Students in 5<sup>th</sup> grade must pass Reading and Math STAAR to be promoted to the next grade level. They will have three opportunities to pass these tests. After each failed attempt the student will be provided with intense specialized instruction for improve performance. If a student fails to pass after three attempts he/she will be referred to a Grade Placement Committee. This committee consists of the student's parent, teacher and principal. After the third attempt the committee will determine if the student should be retained.

- Reading and Mathematics: each year in grades 3, 4, and 5.
- Writing: Grade 4
- Science: Grade 5

STAAR Test Calendar:

Third grade	Math	5/13/18	
	Reading	5/14/18	
Fourth Grade	Writing	4/9/18	
	Math	5/13/18	
	Reading	5/14/18	
Fifth Grade	Math	4/9/18, 5/13/18	Reading 4/10/18, 5/14/18
	Science	5/15/18	

Students in K-2nd grades will be tested for reading at the beginning, middle and end of the school year using the I-station. All students who are academically at-risk or new to the district will be assessed using the DRA also. Students in K-2<sup>nd</sup> are assessed in the area of Math using the Universal Math Screening at the beginning, middle and end of the school year.

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or for which physical education credit is awarded.