

in a world  
where you  
can be  
anything,  
be KIND

Yeager Elementary  
Student Handbook 2019 - 2020

# Yeager Elementary

13615 Champion Forest Dr.  
Houston, Texas 77069

Phone Number: 281-440-4914  
Fax Number: 281-587-7531

Who to Call:

The homeroom teacher is always the best first contact.

Cafeteria Manager- Terri Buckner

Nurse- Meredith Young

Librarian- Traci Melly

Registrar- Bianca Ruiz

Receptionist - Claudia Garcia

Counselors- Colleen Keiser, Britney Mooney, Beth Krus

Instructional Specialist (PK-1) - Stevie Margreiter

Instructional Specialist (2-5) - Latrice Caldwell (Math, Science)

Instructional Specialist(2-5) - Brandi Mendoza (Reading, LA, SS)

Title I Specialist - LaDonna Williams

Assistant Principal- Nicole Barnes (Pk,Kg,2,4,PPCD)

Assistant Principal- Kim Cutbirth (1, 3, 5, LS, PEAM)

Principal- Laura Barrett

*Welcome to Yeager Elementary School! We are so excited about the new experiences your child will have during the 2019-2020 school year. This handbook has been prepared so that we can provide you with important information about our school and grade level procedures. We look forward to working together with you so that we can make this a successful year of learning for your child!*

## GENERAL YEAGER INFORMATION

-A-

### ADDRESS/PHONE CHANGES

Changes in address/phone number should be communicated to the front office immediately as well as with your child's teachers.

### ATTENDANCE AND ABSENCES

Daily attendance is marked by the homeroom teacher at 10:00 a.m.. If your child is absent, please remember that we must have a note from you explaining why the absence occurred. All notes must include the child's first and last name, the date of the absence, the reason for the absence, and your signature. A Note to School pad is provided in the first day packet and you may request additional copies if needed. If you have a doctor's excuse, please attach it to your note. The Texas State board of Education requires that a written excuse be submitted to the school attendance office for each absence within 3 days.

A written note is also needed to leave school during the day. State funding is allocated in accordance with student attendance, so accuracy in accounting is very important. Students arriving after 8:44 a.m. are tardy.

### AWARDS

#### **Distinguished Honor Roll Certificate & Medal (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- An average of at least 90 in each subject area: reading, language arts, math, science, and social studies for each nine weeks of the entire school year
- Satisfactory Conduct

#### **Honor Roll Certificate (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- An average of at least 90 (A) in one academic area: reading, language arts, math, science, and social studies for each nine weeks of the entire year and
- An average of at least 80 (B) in all remaining academic areas: reading, language arts, math, science, and social studies for each nine weeks of the entire school year
- Satisfactory Conduct

#### **Perfect Attendance Certificate (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- Perfect attendance for the entire year
- Note: Perfect attendance includes having no more than 3 tardies and/or early departures without a doctor's note per nine weeks

#### **President's Award for Educational Excellence (5<sup>th</sup> grade only)**

- An average of at least 90 in each subject area: reading, language arts, math, science, and social studies for every 9 week period in 4<sup>th</sup> and 5<sup>th</sup> grades and
- A recommendation by a Yeager staff member is required
- Satisfactory Conduct

#### **CARE Award (K-5)**

- All S's in conduct and work habits during the year

-B-

### BACKPACKS AND PERSONAL ITEMS

Students should bring a backpack to school every day. Bus ID tags which are also used for breakfast, lunch, library, and clinic visits will be attached to student backpacks and lanyards. Rolling backpacks are not allowed at Yeager or on the bus due to safety and space considerations. Please remember to label any personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. This will assist us in identifying lost or misplaced items.

Students may not possess items at school that could be distracting to the learning environment. Cameras, games, radios, toys, fidget spinners, and other personal items should not be brought to school.

## **BREAKFAST**

Students in grades PreK - 5th will be served grab and go breakfast in the cafeteria beginning at 8:25 a.m. Students will purchase their breakfast to eat in the classroom. If students are arriving by car, they will need to arrive no later than 8:35 a.m. to have time for breakfast. Breakfast is not served after 8:45 a.m. (with the exception of late buses).

## **BUS RIDERS**

Bus transportation is available to all Yeager students. Students may ride the bus to their home address, a licensed daycare in our attendance zone, or a verified grandparent's address. Your child will be provided with a student ID badge, which will be worn/attached to his/her backpack, and scanned when s/he loads and unloads. No student will be able to board without this badge. Each student will be escorted to his/her scheduled bus each day, unless written permission is received requesting another means of transportation. Requests for a change in transportation must be received in the office no later than 3:15 p.m. We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. Additional information concerning bus transportation including rules and student/parent responsibilities can be located at the following link [CFISD Transportation](#). Failure to observe the bus rules will result in parent notification through a bus report. Repeated bus reports will result in the removal of the student from the bus. Information concerning student conduct on buses is detailed in the [Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct](#). If you have any questions concerning transportation, please contact Falcon Transportation at 713-MYCFBUS (713.692.3287) or speak with your child's bus driver.

-C-

## **CAFETERIA SERVICES**

When your child's cafeteria account becomes low, you will be notified by the Food Services automated system of the need to replenish the account. Online deposits may be made at [www.parentonline.net](http://www.parentonline.net). In addition, your child will receive a "sticker" to wear home as a reminder. Forms for free and reduced meals are available through the cafeteria or front office. The easiest way to apply for free and reduced meals is online at <https://freeandreduced.cfisd.net/Register.aspx>. Reapplication must occur each year.

## **CAR RIDER DROP-OFF**

Parents that provide transportation for their children are asked to use the appropriate drop-off line through the Yeager parking lot. Students who are eating breakfast can be dropped off beginning at 8:25 a.m.. Students who are not eating breakfast should arrive at 8:30 a.m. Students should NOT be dropped off before 8:25 a.m. as there will be no supervision. When picking up your child we ask that you wait patiently in your car until he/she is released.

## **CAR RIDER PICK-UP**

We encourage all students to ride the bus. Bus dismissal will precede car rider dismissal. Car rider tags will be issued to regular car riders, and the tag must be displayed from the rear view mirror.

## **CELL PHONES**

Cell phones and paging devices should be **turned off** when visiting class, attending a school presentation, or while in the car rider line (school zone). Students must keep cell phones in backpacks and turned off during the school day unless the cell phone is being used for an approved instructional activity (see Mobile Devices). If cell phones/devices are being used without approval, they will be confiscated and remain in the assistant principals' office until the parent is able to come in to claim the phone and pay a \$15 administrative fee.

## **CHILDCARE**

The district offers early morning and after school child care in our building. You may email Club Rewind Program at [www.clubrewind@cfisd.net](mailto:www.clubrewind@cfisd.net) or call 281-807-8900.

## **CLASSROOM VISITS**

Parents are welcome to visit school. For the safety of our Yeager students, school personnel will request identification from any person on school property. Staff will ask all visitors in the building to sign in at the front desk and to wear a nametag. On the name tag will be a designated location where the parent will be permitted. We appreciate your assistance with this safety procedure.

If you would like to visit in your child's classroom, we request that you make an appointment in advance by contacting the classroom teacher. Classroom observations will be limited to 20 minutes. The teacher will consider classroom activities when confirming the scheduled visit.

## **COMMUNICATION**

Friday is Parent Communication Day. Your child will have a folder that he or she brings home each Friday. The folder will include graded papers from the previous week, as well as information about your child's work habits and conduct (CARE Report). Please discuss the contents of the folder with your child. Sign and return the folder to the teacher on Monday.

The YAP (Yeager Addresses Parents) is published online once per month. School Messenger is used to communicate with parents by automated phone messages, email, and texts. Parents must opt-in for text messages. Instructions for the one time registration steps needed for School Messenger may be found on the district website [www.cfisd.net](http://www.cfisd.net). Yeager's official Facebook page is at <https://www.facebook.com/YeagerCFISD>. Parents may also follow @CyFairYeager at <https://twitter.com/CyFairYeager> and on Instagram follow CyFairYeager.

## **CONDUCT**

Our Student Code of Conduct is available on-line at [www.cfisd.net](http://www.cfisd.net). Student conduct is communicated through CARE Reports, phone calls, conferences, office referrals, progress reports, and report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. At all times, students are expected to interact with respect for themselves, their peers, and adults in the building.

-D-

## **DRESS CODE**

Please refer to the Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct for more detailed information about student dress. If clothing is revealing and/or a disruption/distraction to the learning environment, students will be sent to the front office to call the parent for a change of clothes. If the parent/guardian is unavailable, the student may be assigned discipline management class.

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## **EMERGENCY CARE CARD**

It is imperative that parents complete and return the school emergency/demographic card. Changes should be updated in the front office. Person(s) who are listed on the emergency card are called in an "EMERGENCY", when parents cannot be reached.

-F-

## **FORGOTTEN ITEMS**

Students are encouraged to make preparations the night before so items are not left at home the next day. If your child forgets an essential item (such as eye glasses or a house key) they will be allowed to call home. If the parent brings the required item to school, the item will be delivered to the classroom area. If a child forgets their ID Badge, a temporary badge will be issued from the front office.

-G-

## **GRADING PROCEDURES**

Student performance is reported to parents in several ways. Our goal is to keep parents well informed of their child's progress. If you should have a question about a grade your child has received, please contact your child's teacher.

### **Progress Reports and Report Cards**

At the end of the fifth week of each nine week grading period, a progress report will be sent to the parents of all students in Kindergarten through Fifth Grade. Parents can access their child's grades throughout the nine weeks period using a protected password across a secure server called Home Access Center.

In grades K-1<sup>st</sup>, teachers assess student work samples and record their achievement. At the end of the nine weeks, each student's work is applied to a rubric which determines a nine weeks grade. In grades 2<sup>nd</sup>-5<sup>th</sup>, graded work is recorded by the teacher and averaged each nine weeks to determine your child's nine weeks grade.

All students in Pre-Kindergarten through Fifth Grades will receive a report card each nine weeks that will reflect the student's mastery of grade level TEKS. The following numerical scale is used to report achievement in language arts, mathematics, science, and social studies:

- A = 90% - 100%
- B = 80% - 89%
- C = 75% - 79%
- C- = 70% - 74%
- F = below 70%

### **Conduct and Work Habits**

All Yeager students are expected to follow the school, grade level, and classroom rules. Teachers will use the district Building Better Relationships model that teaches the social skills that are necessary to succeed in school and in life. We also will focus on the application of CARE skills (Compassion, Accountability, Respect & Effort) in different settings of the school. If a child does not meet the Yeager behavior expectations, the teacher will reteach the appropriate skill. Repeated infractions in any area over a nine weeks period may result in an N on the report card. Should inappropriate behavior continue, parents will be contacted and an administrative intervention may occur.

It is also our goal to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing class work). If a child is having difficulty with a particular work habit, the teacher will provide assistance so that the student can develop the appropriate skill. Repeated difficulty with a particular work habit over a nine week period may result in an N (needs improvement) on the report card.

-H- -I-

### **ID Badges**

Students will be issued two ID Badges. One badge is to remain attached to the backpack. This badge will give parents and the school information about when and where the student loads and unloads the school bus. This badge will also be used for breakfast. A second badge will be worn on a lanyard for identification during the school day. The lanyard badge will be used to purchase lunch, to check out books in the library, and visit the clinic. A replacement fee of \$3 will be charged for a lost badge, \$1 for a lost lanyard, and \$1 for a new clear sleeve.

Parents may learn more about the ID Badges by watching a video at <http://youtu.be/EhdTwbnGZ6U>. Parents can access the parent features of ZPass+ by registering online or by downloading the mobile app. More information can be found at <https://www.zpassplus.com>.

## **LUNCH VISITS**

Parents are invited to occasionally have lunch with their child at Yeager. If you are planning to eat with your child, we ask that you follow a few guidelines:

- Check in at the front desk and get a visitor's name tag.
- Sit with your child at the designated "Visitor's Table" during your child's lunch. Friends will not be able to join your child at the "Visitor's Table."
- Due to food allergies and FMNV (Foods of Minimal Nutritional Value) guidelines, food and snacks can only be brought for your child. Sharing of food is not allowed.
- The last 5 minutes of lunch are known as "focus and finish" where students are finishing up their lunch and throwing away trash. Please have your child return to their classroom table during this time.
- At the end of lunch, please exit the building through the front entrance of the building.
- Parents may not visit at recess.
- Parents may not visit at lunch more than one time per week.
- Lunch visitors are only permitted to guardians or if there is a Designee form on file that specifies that a specific person may visit for lunch at anytime. A note may also be sent the same day with the student if we should expect a lunch visitor for the child. The note must specify the student's name, date and first and last name of the person visiting for lunch.

If your child should forget to bring their lunch to school, you may bring it during the school day to the front office. Your child may pick up their lunch from the front office. We do not have staff available to deliver lunches and parents are not allowed to deliver lunches to class or the cafeteria. Student lunches may not be delivered by restaurants or services such as Uber Eats/Door Dash.

In order to establish cafeteria procedures, lunch visitation begins September 16th.

## **Lunch Schedule:**

11:00- Kindergarten

11:30 - 1st Grade

12:00 - 2nd Grade

12:30- 3rd Grade

12:50 - Pre-K

1:00 - 4th Grade

1:30 - 5th Grade

## **MEDICATION**

If it is necessary that medication be administered to your child at school, the medication must be delivered to the school by the parent/guardian. In addition, parents must transport the medication home. Students are not permitted to transport or be in possession of any medication (over-the-counter or prescription). All medications must be in original containers.

## **MOBILE DEVICES (BYOD)**

Mobile devices are permitted at Yeager for approved instructional activities to be determined by the classroom teacher. Teachers who will be permitting personal mobile devices for instructional purposes will send home a copy of our Mobile Device Agreement which must be signed by the parent and the child if you choose to have your child participate.

## **MONEY**

If you must send money to school for any reason, we ask that you send it in a sealed envelope that has been clearly marked with your child's name and the purpose for which the money was sent.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The school has an established Parent-Teacher Organization for all Yeager parents and staff members. Families joining PTO will have access to PTO directory information. PTO dues pay for class parties, cultural arts events, special activities/events, and much more! Please join today!

-Q- -R-

## **RE-DO POLICY for Grades 2-5**

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

The following criteria should guide retest/redo practices.

- A student may have three opportunities each nine weeks to redo assignments for which the student earned a grade of 69 or below.
- The highest grade a student can earn on a "retake or redo" will be a 70. A student may not earn a grade lower than the original grade.
- Checkpoints, Unit Tests, DPMs and Benchmarks are not included in the retest/redo opportunities.

Please contact your child's teacher if you would like to request a redo/retest on an assignment. Assignments may be given as a home assignment or redone at school. The teacher will determine which option is most appropriate for each assignment.

-S-

## **SCHOOL HOURS**

School hours are 8:45 a.m. to 4:00 p.m. for students in Kindergarten through Fifth Grade. Students that are eating breakfast at Yeager may enter the building beginning at 8:25 a.m. All other students may enter the building beginning at 8:30 a.m. Students are expected to be in class no later than 8:40 a.m. for the morning announcements. Arriving on time will help ensure that your child starts the day in a positive way. ☺

Morning Pre-K and PPCD hours are 8:45 a.m.. -11:50 a.m. Afternoon Pre-K and PPCD hours are 12:50 p.m.- 4:00 p.m.

## **STATE OF TEXAS ASSESSMENT of ACADEMIC READINESS (STAAR) TEST**

-Third Grade students will take the STAAR Test in the areas of Math on 5/12/20 and Reading on 5/13/2020

-Fourth Grade students will take the STAAR Test in the areas of Writing on 4/7/2020, Math on 5/12/2020 and Reading on 5/13/2020.

-Fifth grade students will take the STAAR Test in the areas of Math on 4/7/2020, Reading on 4/8/2020, and Science on 5/14/2020.

-T-

## **TRANSPORTATION**

The modes of transportation at Yeager are bus, car, day care van, or Club Rewind program (at Yeager).

School bus transportation is available to every Yeager student; therefore, we encourage all students to ride the bus. At the beginning of the year, it takes a couple of weeks for bus drivers and students to become familiar with routes and establish routines. The bus may be later than normal during these first weeks, and we appreciate your patience as we go through this process.

If you decide to provide car transportation for your child, we ask that you drive through the car rider line in the north parking lot.

Students who ride a daycare van will be dismissed through the Music Room exit (which is located next to the parking lot). Students will be loaded onto their day care van with adult supervision at this location.

Students that participate in the Club Rewind program in the afternoon will be escorted to the cafeteria by their teacher on the way to the buses.

## **TRANSPORTATION CHANGES**

We encourage you to make as few changes as possible in your child's mode of transportation. Any changes in transportation should be made in writing and sent to the homeroom teacher. If an emergency occurs during the



school day that would cause you to need to change your child's transportation, please call the main number (281-440-4914) to speak with someone about the change and send a fax including a copy of your photo ID to 281-587-7531. We may not accept transportation changes by email. No transportation changes will be made after 3:15 p.m.

-U- -V-

### **VOLUNTEERS**

At Yeager, we love our volunteers! Volunteers are used in a variety of ways to enhance the education of students. One of the functions of our PTO is to provide organization and coordination of our volunteer programs. Sign up with our PTO Volunteer Coordinator to get email notifications of volunteer opportunities throughout the year.

-W- -X- -Y-

### **YEAGER ADDRESSES PARENTS (YAP) NEWS**

The YAP newsletter is sent out once per month by email through School Messenger and is posted on our campus website. Please keep your email address up to date with our school registrar to receive our School Messenger emails.

-Z-

Thank you for sharing your child with us. It is our desire that we team together to better serve our students. We look forward to a successful school year!!