

Sally K. Ride Elementary

“Our Elementary School!”

Megan Burnham, Principal

Dear Parents,

Welcome to Sally K. Ride Elementary!

Our elementary school has been nestled in the Woodlands community for thirty two years. Even though we have a relatively new look, Ride remains a school with deep roots and traditions. We will be relentless in our efforts to add value to each child. We believe in a team effort; students, parents, and teachers working together to ensure the best education for our students. We want this to be a happy and productive year for your child. We are very proud of our school and we're glad you are part of the Ride Family.

Communication is very important. It's essential that you sign up for a PAC (Parent Access Conroe) account each year. Email is our primary communication tool for all school events and information. Once you register for a PAC account, you will receive important information regarding absence and tardy notifications, and other important updates. Throughout the year, you can log into PAC to view grades, report cards, attendance, discipline records, cafeteria accounts, and assessment information.

Simply visit our CISD website (www.conroeisd.net). Locate the "STUDENTS/PARENTS" tab and proceed to "PARENT ACCESS". Click "REGISTER FOR AN ACCOUNT". Follow the simple steps to complete your PAC registration. **Don't forget, you must re-register every year.**

Ride's website provides up-to-date school information. It is a great tool to keep informed. Our website also provides links to all teacher email accounts and websites (<http://ride.conroeisd.net>).

Our Parent Teacher Organization (PTO) is a vital part of our school, please consider joining! PTO is for all parents; working and/or stay-at-home moms and dads. It provides many avenues to volunteer, participate, and be involved in the community. A complete PTO packet will come home on Tuesday, August 25th. On August 29th, PTO is hosting a “Boo Hoo, Yee-Haw!” coffee gathering. Meet in the Library: Kn parents meet from 8:30am-9:30am and 1st -4th grade parents meet from 10:00-11:00am. Enjoy visiting with the PTO members and connecting with other Ride parents. <http://www.ridepto.com/> Spirit items now available.

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 the best communication, I have compiled an overview of Ride's policies and procedures to assist you, along with important contacts and dates. Please visit our PTO website and consider joining our active and involved PTO. Your children benefit every single day from the support we receive. I am looking forward to meeting you and I feel certain that you will enjoy being a Ride Challenger. Several forms will be coming home the first day of school. **PLEASE SIGN AND RETURN AS SOON AS POSSIBLE.**

The Conroe ISD Student Handbook includes important information that is relevant to all elementary schools. This addendum will have specific information relating to Sally K. Ride Elementary.

School colors: red, white and blue

School mascot: Challengers

Sally K. Ride Elementary was named for Dr. Sally K. Ride, the first American female astronaut.

****Please be sure to give us every available phone number and email addresses we may need in case of an emergency. If your phone number or email address changes throughout the year, please update our records by calling our front office.

In an effort to open the lines of communication and keep them clear, I have compiled an overview of Ride's policies and procedures. Please do not hesitate to contact me if I can help you or your child in any way. We look forward to another great year!

Sincerely,

Megan Burnham, Principal

***The following Sally K. Ride Policies and Procedures will be posted on the school's webpage.**

Sally K. Ride Policies and Procedures 2013-2014 Important Names

Megan Burnham – Principal	Kim Schill – Nurse
Laura Collins – Assistant Principal	Melanie Horan – Registrar
Katie Crossley – Counselor	Emily McIntosh – Speech
Marcia Howard – Secretary	Stacy Belcher – Diagnostician
Amber Lucas -Receptionist	Stacy Kimpel – PTO President

CISD Forms: Please Sign and Return and/or Acknowledge online

- Student Handbook Acknowledgment – Handbook is online, Acknowledge online
- Occupational Survey – will be sent home in Tuesday folder
- Free and Reduced Price School Meal Application (if applicable) -online
- Student Accident Insurance Forms (if applicable) -will be sent home in Tuesday folder

Sally K. Ride Forms: Please Sign and Return

- Blue Health Form – will be sent home in Tuesday folder
- Emergency Card (Please complete all areas) – will be sent home in Tuesday folder

Building Security

The safety of all children at Sally K. Ride Elementary is our number one priority. In order to provide a safe environment for all children, the following security measures will be in place.

All doors to the school will be locked throughout the day. All visitors must enter through the main entrance. Please sign in and out at the front office. Our school has a Raptor system to help protect your children. Raptor helps track visitors, students, faculty, and volunteers at our school, thus providing a safer, more monitored environment for the students.

When visitors, volunteers, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. We ask for your cooperation in presenting your valid Texas ID when checking in at the school. In addition to identification, you must be listed on the child's emergency card to take a child from campus. Please make sure that all information on the emergency card is correct. If you need to make changes on the card, please contact our receptionist.

- All visitors must wear a visitor's badge while in the building. Visitor's badges should designate the date and the purpose for the visit (example: volunteer, visitor, PTO, etc.).
- 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 school or at the end of the day. All student check out is facilitated through the front office.
- We ask that all visitors be accompanied by the child's guardian or siblings. If extended family members and friends come to lunch or other classroom activities, they must be listed on the child's emergency form.
- All classroom volunteers must complete the CISD Parent Volunteer Application each year. See the Parent tab on the CISD Homepage and click on Volunteering in CISD for more information.
- When visiting school, please do not take group photos of our students. This is to protect the confidentiality of your child. Classroom event photos are only to be taken with the consent of the classroom teacher.

School Hours

School begins promptly at 8:05am and dismisses at 3:05pm. Students should arrive at school between 7:50am and 8:00am. Children arriving to school between 7:30am and 7:50am will be directed to the playground for Active Start, facilitated by our Enrichment Department. **Supervision is not available before 7:30am.** Students must be in their homeroom by 8:05am. Students who are not in the classroom at 8:05am will receive a tardy slip before they will be admitted to class. Please arrange your schedule so that your child arrives on time.

Attendance

Please call the school registrar when your child is absent. Send a note with your child to school the day he/she returns, explaining the reason for the absence. Attendance is officially recorded at 9:00am each day. Afternoon LEAP attendance is recorded at 1:00pm. If possible, routine medical appointments should be scheduled before or after this time period. Please plan to take family vacations during school holidays or long weekends. It is important that children remain in school until the close of each school day at 3:05pm unless illness has caused a child to leave earlier.

N.E.A.T. – Never Ever Absent or Tardy

The CPHS feeder schools have established attendance incentives for those students who are NEAT each nine weeks. These students will receive NEAT awards and acknowledgement each 9 weeks. A Pep Rally at CPHS and a Kona Ice Truck visit are a couple of examples.

Procedures for Leaving School Early and Arriving to School Late

Anytime a child is coming or going from the school during school hours, other than at arrival and dismissal, you must sign your child in and out at the Front Office. You will not be able to go to the classroom to get your child. The teacher will be informed and will send him/her to the front office. If your child will be arriving to school late due to a doctor's appointment, you must bring a note from the doctor so that the student will not be marked tardy or absent. If you are taking your child out of school to go to a doctor's appointment and plan to return before dismissal time, you must also bring a note from the doctor so that the absence will be excused. If you are taking your child from school early to go to a doctor's appointment and do not plan on returning to school that day, you will not need a note from the doctor to excuse the absence.

Please note that there are no early checkouts after 2:30 p.m.

Getting To and From School

Your child may be a bus rider, car rider, walker, or biker. You may choose any mode of transportation you prefer. However, only eligible bus riders may ride the school bus. To determine eligibility, go to the CISD website, "What Bus Do I Ride" and follow the prompts. If you choose to bring your child to school, please say good-bye at the front door of the school, as this encourages independence for the children and decreases the number of visitors in the hallways. Also, please be aware and allot the appropriate amount of time for driving, waiting in car line and dropping off children because they will be counted tardy after the 8:05am bell rings. Students riding the school bus will not be counted tardy.

Walkers are escorted out of the building by a teacher. If you want to meet your child to walk home with them, you can meet them by the designated parent wait areas. As per CISD policy, please do not bring pets on school property.

Bikers are escorted out of the building by a teacher to the bike racks to get their bikes. Parents & siblings may meet them by the designated areas on each end of the front porch.

Car riders will be brought to the front of the building to sit in the interior hallways of the student's respective side of the building. Each parent will be issued a Car Rider Sign with their child's name on it. Post this sign in the front windshield of the car. When a parent drives through the car line (with Car Rider Sign posted) the child/children will be called to the front porch to be loaded into the car. Parents do not need to park or otherwise leave the car. *** Cell phones are not permitted in school zones. This includes the car line.**

Bus riders wait with a teacher inside the grade level hallway. When their bus arrives, the bus number is announced and kids will be taken to the gym to load on the bus. – this is known as the bus ramp and is only accessible by buses at arrival and dismissal. Your child is taken to their bus stop. Even though the bus driver only lets a child get off at his/her bus stop – your child should know when to get off the bus and walk home on their own, unless you choose to meet them at the bus stop. The Kindergarten children will not be allowed to get off at their stop unless a parent is there to receive them! Bus arrival and departure times can be found at the CISD website, [What bus do I ride?](#) If a student is placed on the wrong bus, the driver will contact the school and bring the child back to school. It may take a while for the bus to return, as the driver may complete the route first. The driver may choose to take the child back by the bus stop. Parents can help us by staying at home and calling us immediately when the child arrives. If the child is brought back to school, the school will contact the parents. After 4:00pm, any concerns regarding bus transportation should be directed to the South County Bus Barn at 936-709-7940. A bus is considered late leaving the school at 3:35pm. If a bus leaves the campus after 3:35pm an email and/or text will be sent to the registered bus riders.

YMCA –day care students are escorted to the designated YMCA area by a grade level teacher. They remain in the care of the YMCA employees until they are picked up by their parents. Contact the YMCA for more information. www.ymcahouston.org

Day-Care Pick-up – students remain with a teacher until the bus arrives. They are escorted to the bus by a teacher and taken to the day care facility. If your child will not be attending day care for any reason, please contact the daycare to let them know.

Severe Weather day dismissal:

On severe weather days, the decision to call a severe weather day dismissal will be made by 2:55 p.m. Severe weather will be called when Ride Elementary is under a severe thunderstorm warning or a tornado watch. You can access this information on the local news stations. You will receive an automated voice message to notify you of the severe weather dismissal. Please be aware that instant delivery of phone messages is not guaranteed. If your child is a car rider or bus rider, nothing will change. If your child is a walker or bike rider, they will be a car rider on severe weather days.

Please communicate with your child about severe weather plans to avoid anxiety about their transportation home. In order to ensure your child's safety, we will make every attempt to make the call as soon as we can, however, in the event of lightning- the severe weather decision could be made at the last minute. Local weather reports will have information on severe thunderstorm or tornado warnings.

Transportation Changes – If your child is going to take a different mode of transportation home, you must send a note each and every time you are going to change the “usual” way home. If the teacher does not receive a note, your child will be sent home the “usual” way. A note for transportation change should include the date, grade level, your child’s full name and how the child is going home and with whom, if applicable. If your plans change during the day and you must change your child’s transportation, please do so by 2:00.

Please note your child may not ride the bus home with friends unless permission has been given by the CISD Transportation Department. This usually is not a problem if your child rides the same bus as his/her friend. However, the transportation department may not give permission due to space availability on the bus, Please call the Transportation Department at (832) 592-8800 (Local Line) or (832) 482-6255 (Metro Line). We know that all of you share our concern about the safety of every child, and will help us to do what is necessary to assure that all children arrive home safely.

Communication

Each of our teachers has a website and CISD e-mail account that can be easily accessed through the CISD website. Classroom websites contain important assignments, event information and schedules. Teachers check their e-mail daily and are committed to keeping our parents informed.

Each parent will be asked to attend a parent conference. You may request a conference with your child’s teacher at any time throughout the school year. Each teacher has a conference time that coincides with the grade level Enrichment time.

The Sally K. Ride Blast newsletter will be sent electronically to all parents who have provided the school with an email address. It will also be posted on the Sally K. Ride homepage. An online calendar of school events can be found on the Ride and CISD homepages. If you would like a hard copy of the Blast, they will be available at the front desk.

Tuesday Folder

The Tuesday Folder comes home every Tuesday containing papers from the previous week, important school and PTO information. Please make a point to check the folder each week, take out the papers, sign and return the folder to school the following day.

Sally K. Ride Homepage Website: <http://ride.conroeisd.net>

CISD Homepage Website: <http://www.conroeisd.net/>

Report Cards and Grading Periods Sally K. Ride will issue electronic report cards every nine weeks. They will be sent home on the Friday following the end of each nine-week grading period. A progress report will be sent to all parents at the 4 ½ week period. For students in grades 1-4 to be promoted from one grade level to the next, the students must attain 70% mastery in reading and language/writing and math and an overall average of 70 in all other subject areas. Students must be in attendance 90% of the total instructional days enrolled per year. Grading Guidelines will be provided by each teacher at Parent Information Night.

Daily grades will be entered into the district’s grading system program weekly. You may see your child’s grades at any time by logging into the Parent Access Center (PAC)

Parent Access Center (PAC) – PAC is the parent system which will allow you on-line access to your child’s class assignments, assignment grades, test grades, as well as attendance, discipline, schedules, progress reports, and report cards.

Parent Access: <http://www.conroeisd.net/student-parent/pac.asp>

Volunteer System: <https://pac.conroeisd.net/volunteer>

Our goal is to have a great school year and most importantly communicate with our parents about their student’s progress. Please know that our teachers will do their best to contact parents if a student encounters a problem academically. We strongly encourage you to be actively engaged in checking on your students by accessing parent access. This will give you the information that you need to support their education. If you have any questions, please e-mail the teacher and they will be happy to help.

Enrichment

“Enrichment” is the term used to describe the rotations the students take through Art, Music, Media Lab, and Physical Education. During enrichment time, students will attend Art, Music or PE.

Enrichment Times:

Kindergarten: 12:55 – 1:45
Second Grade: 10:05 – 10:55
Fourth Grade: 8:15 – 9:05

First grade: 1:55 – 2:45
Third grade: 9:10 – 10:00

Children will attend a specific rotation schedule. During the rotation schedule, students will attend PE every other day. Please be sure students wear tennis shoes to school on PE days. Teachers will further explain the rotation schedule for enrichment at Parent Information Night.

Prices:

	Students	Adults (and student second lunch)
Breakfast	\$1.15	\$2.10
Lunch	\$2.65	\$3.35

Library/ Technology

Students will have an opportunity to visit the library with their classroom teacher. They will check out books, learn how to obtain information for research and special projects, and hopefully develop a love for reading! We are in need of library volunteers. For more information on how to volunteer in the library, please contact our librarian, Michelle Doyel. mdoyel@conroeisd.net

Clinic

Sally K. Ride Elementary has a registered nurse assigned to its clinic Monday through Friday. In order to assist the classroom teacher and school nurse, each child must have a blue health information form completed and on file in the clinic. If your child is feeling ill, he/she will be sent to the Nurse’s office and the Nurse will contact you if necessary. If you are not home, the emergency contacts listed on your child’s registration card will be called. Children should not return to school until they are symptom free for 24 hours. If your child will be absent due to illness, call the school registrar so they know your child is at home. Students are **never** allowed to bring medication to school. An adult must bring any medications to the school clinic. Specific information is required from parents before medication can be dispensed at school. Please refer to the Conroe ISD Student handbook for information and requirements relating to medication and the school clinic.

Personal Items

Items forgotten by your child should be delivered to the front office, labeled with your child's name and teacher's name. We will deliver articles to the classroom. Please work with your child to develop good habits of responsibility and being prepared every day, so items will not need to be delivered repeatedly. Please write your child's name on all sweaters, coats, backpacks, water bottles, lunch kits, et cetera. All students are encouraged to bring water bottles to school. Water bottles should be labeled with child's name and teacher's name. Only water is allowed.

Unacceptable Items at School

Radios, iPods, electronic games, laser lights, toy guns, electronic devices and other toys should not be brought on the school campus unless they are used as part of a classroom project or requested by the teacher. Students may bring cell phones to school. They must be turned off and in their backpacks during school hours. Knives or other dangerous objects are not allowed.

School Meal Program -- For more information: <http://childnutrition.conroeisd.net/>

A weekly or monthly-prepaid lunch plan may be purchased for your child. A pin number/account number is provided for each student. As with any PIN, have your child memorize the number and remind them they should never give their PIN out to schoolmates. Prepaying the lunches avoids the problem of forgetting or losing the lunch money. When prepaying your child's account, please include the pin number on your check. Each student is provided with a lunch card that will stay at school. Cafeteria account balances can be accessed through the Parent Access Account and on the website: www.myschoolbucks.com.

If you have questions regarding your child's account, please contact the school cafeteria manager. When funds are no longer available an alternate lunch will be provided.

A Free and Reduced Meal Program is provided for eligible students. Applications will be completed online at the CISD website and are also available in the front office.

Strict confidentiality is observed with respect to students who participate in this program. They will receive the same type meal card that is provided for all students. Parents will be contacted by food services if they qualify.

The CISD lunch menu will be accessible via the CISD and Sally K. Ride websites. It contains selections and prices.

Parents are welcome to join their child for lunch; however, we ask that you refrain from joining them until Monday, September 8th. Exceptions will be made for parents who have a child with a birthday falling between August 25 and September 5. This will give us time to ensure that students understand the procedures and lunchroom expectations. It will also ensure that we have enough seating in the café for our students. Guest tables are for parents/visitors, their child, and one guest student.

Due to the large number of students and limited amount of tables, we ask that parents follow the lunch schedule below in order for everyone to have an opportunity to eat lunch with their child.

Mondays and Wednesdays: are reserved for Kⁿ, 1st, and 3rd grade parents.

Tuesdays and Thursdays: are reserved for 2nd and 4th grade parents.

Fridays are very busy, we cannot guarantee an available table.

Enrichment Times:

Kindergarten: 12:55 – 1:45
Second Grade: 10:05 – 10:55
Fourth Grade: 8:15 – 9:05

First grade: 1:55 – 2:45
Third grade: 9:10 – 10:00

www.mylunchmoney.com

Prices:

		Students	Adults (and student second lunch)
	Breakfast	\$1.15	\$2.10
Lunch and Recess Times	Lunch	\$2.65	\$3.35

For the safety of our students, only Sally K. Ride staff and students will be allowed on the playground. Again, pictures are not allowed to be taken on the playground due to confidentiality.

	<u>Lunch</u>	<u>Recess</u>
Kn	11:00	10:30
1st	11:35	11:05
2nd	11:45	12:15
3rd	12:05	12:35
4th	11:15	2:30

Parties and Holidays

Birthdays at Sally K. Ride are celebrated by the student’s name being read on the announcements and receiving a birthday spirit stick to celebrate their birthday. Parents may bring **cookies (No cupcakes, please)** to be distributed, by the teacher, at a designated time for birthdays. Please contact your child’s teacher prior to the special occasion to make arrangements. We ask that parents refrain from sending other items (balloons, flowers, candles, etc.). Any such items will be held at the front office until the end of the day.

Classrooms may have two parties per year; before Winter Break and Valentine’s Day. They will be coordinated through the team leader, grade level coordinator and homeroom parent.

Students with Allergies – Classroom Events involving food will be posted on teacher websites. Please contact our Nurse, Kim Schill (281) 465-2811, and your child’s teacher. You may refer to classroom event tab on teacher website to know when food will be served in the classroom. You are welcome to provide alternate snacks for your child.

Field Trips

The Sally K. Ride PTO sponsors student field trips. A permission slip will be sent home with each child to be signed by the parent or guardian. Children who do not return a signed permission slip will not be allowed to attend the field trip. Students are asked to wear Sally K. Ride t-shirts or other red, white or blue shirt so it is easier to identify them in a crowd.

Parents may be asked to chaperone field trips. We ask if you chaperone a field trip that younger siblings not join you. Chaperones are selected to adequately supervise the number of children attending. We ask that students ride the bus to and from the school, unless prior approval is received from the principal. The Sally K. Ride PTO is asking that each family contribute \$7.00 to fund student field trips.

Safety Patrol

Fourth Graders are given the opportunity to join the Safety Patrol. This is the safety squad that greets car riders in the morning by opening car doors and lines the hallways to guide students to the gym or to classrooms. Third grade will also be given the opportunity in the Spring.

PTO

The purpose of the Ride Parent Teacher Organization is to support the school both financially and physically to enhance the educational environment of the school. The PTO fundraises through the year to pay for field trips, in-house programs, funds for classroom materials, and larger projects such as the playground. In addition, the PTO organizes volunteers to plan school events, produce the yearbook, and a wide variety of other projects. The PTO meets monthly at Sally K. Ride. All parents and teachers are welcome to attend. Minutes from each PTO will be made available to parents through the PTO and will be online at <http://www.ridepto.com>. The PTO holds a general meeting in the evening in September and in May to present the budget and other important information.

The PTO also collects and redeems *BoxTops for Education*, and Ink cartridges. Ride also participates in the *Kroger Neighbor to Neighbor* and the Randall's programs. Information sheets are available through the PTO and can also be found on the PTO website.

Sally K. Ride spirit t-shirts are available for purchase through the PTO. On Fridays, students are encouraged to wear these shirts (or any red, white or blue shirt) to show their school spirit. Students are also asked to wear these shirts (or any red, white or blue shirt) on school field trips. Shirts are available for purchase through order forms or the PTO.

The PTO publishes a student directory or call book for the benefit of our families. The PTO will provide information for those families who wish to not be included in the book.

To find out more information on PTO and stay up to date on events, visit <http://www.ridepto.com>

GENERAL NON-DISCRIMINATION STATEMENT

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding these non-discrimination policies:
Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and the Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.