

**Welcome to  
O. A. Reaves Elementary  
School  
2007-2008**



**Becky Page, Principal  
Carolyn King, Assistant Principal  
Sarah Mills, Counselor**

# REAVES ELEMENTARY SCHOOL

Principal, Becky Page

August 27, 2007

Dear Parents,

Welcome to O. A. Reaves Elementary School!

We extend our warmest welcome to you. At Reaves, we believe a team effort of students, parents and teachers working together to assure the best education for our students. We want this to be a happy and productive year for your child. Please come and visit the school and join us in our mission to help every child succeed.

The beginning of school is always an exciting and busy time for everyone. In an effort to open and keep the lines of communication clear, I have compiled an overview of Reaves' policies and procedures to assist you. You will also find telephone numbers, web sites, e-mail addresses, and forms that need to be signed and returned.

Please consider joining the **Reaves Parent Teacher Organization**. The PTO is a vital part of our school and has avenues for participation for every parent. Thursday, September 6, 2007, is our Parent Information night in conjunction with our first PTO meeting. Our front office staff can assist you with any questions you may have.

We look forward to a great year! Feel free to communicate with me by calling to schedule an appointment, a phone conversation or e-mail ([rpage@conroeisd.net](mailto:rpage@conroeisd.net)) if I can help you or your child in any way.

Sincerely,

Becky Page,  
Principal

## IMPORTANT PHONE NUMBERS AND SERVICES

School 936-709-5400

FAX 936-709-5407

Transportation Center 936-709-7916 Cafeteria 936-709-5420

Reaves Homepage Website: <http://info.conroeisd.net/elementary/reaves>

Homepage Website: [www.conroeisd.net](http://www.conroeisd.net)

Texas Education Agency Website: [www.tea.state.tx.us/](http://www.tea.state.tx.us/)

### Straight to the Source:

Becky Page, Principal	Neva Hammonds - Secretary
Carolyn King, Assistant Principal	Amy Davis - Receptionist
Sarah Mills, Counselor	Christy Rodriguez - Registrar
Mary Jo Gillam- Nurse	

## SUPPLEMENTAL INFORMATION

- School Calendar
- Student Accident Insurance Forms
- Asbestos Form

## CISD HANDBOOK FORMS: PLEASE SIGN AND RETURN

- **Acknowledgment Form**
- Family Education Rights and Privacy Act Form (FERPA): (if applicable)
- Receipt of handbook (This indicates that you have read and understand the CISD Elementary Handbook.)
- Occupational Survey
- Free and Reduced Price School Meal Application (if applicable)

## REAVES FORMS: PLEASE SIGN AND RETURN

- Blue health form
- Permissions
- Library Book replacement Agreement Forms

## **BUILDING SECURITY**

The safety of all children at Reaves 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, except for the front doors of the school. All visitors must enter through the main entrance. Please sign in and out at the front office. Our school has acquired a system to help protect your children—it's called V-soft. V-soft 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 in the card, please see our receptionist/registrar for assistance.

- All visitors must wear a visitor's badge while in the building. The visitor's badge 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 or at the end of the day. All check-out is through the front office.

## **SCHOOL HOURS**

- School begins promptly at 8:05 and dismisses at 3:05.
- Students should arrive at school between 7:30 and 8:00 a.m. Supervision is not available before 7:30.
- Please arrange your schedule so that your child arrives on time.

## REQUEST FOR BUS TRANSPORTATION

- New students must request transportation services during the registration process.
- For students currently enrolled, the parents will have the option to go on-line to request transportation services. Physical stops, pick-up/drop off times, or student data is not available during this request process. This service will provide the user the opportunity to check yes or no for transportation services. It will take approximately three days to create a student bus stop and have it available on the "What Bus Do I Ride?" Students who do not properly submit the request or the request has not been properly processed by the registrar will have to board the bus at an established stop.
- Parents must submit an alternate stop request form annually for service to an alternate stop. Alternate stops cannot be requested via the on-line service. Please see the registrar for assistance.

## CHANGES IN TRANSPORTATION

- Anytime a student's designated transportation is to be different, the parent must write a note informing the teacher/school of the change.
- In order for the student to receive emergency transportation services to another stop, other than their regular stop, they must have a signed note from their parent or guardian stating the emergency. The request must be approved by a school administrator. Approval will only be granted in emergency situations. This note will be given to both drivers if the student is riding a different bus. The student will receive this service only if space is available on the bus. This process will help CISD maintain accountability of all students on the school buses.
- All transportation changes need to be sent to your child's teacher in writing. If an unavoidable change occurs before 9:30am for morning classes and 2:00pm for all day classes, the front office must be notified in writing or by fax (936-709-5407). Notify the office to alert them of the fax transmission (936-709-5400).

## TRANSPORTATION - MORNING PROCEDURES

- **Car riders:** All car riders and day care van riders will enter the building through the doors at the front office entrance. For the safe flow of traffic, it is imperative that entering vehicles form one line. Drivers should proceed with caution when approaching the school to drop off children. For your child's safety, children must get out of the car on the curbside. Please do not drop off students until 7:30 am. **There is no supervision before 7:30 am. Curbside service is available between 7:45 - 8:00.**
- **Bus riders:** We encourage you to take advantage of the bus service provided by the district. It provides consistency and helps with traffic. Please remember that students are only allowed to ride their assigned bus.

### Morning Pre-Kindergarten Pick UP

- Dismissal will begin at 11:00. All car and van riders will be dismissed from the front entrance of the school.

### Afternoon Pre-Kindergarten Arrival

- Afternoon Pre-Kindergarten students should be dropped off at the front entrance of the school between 11:50 and 12:05. PM Pre-Kindergarten begins promptly at 12:05. If your child eats lunch in the cafeteria they must arrive between 11:50 and 12:00.

## TRANSPORTATION - AFTERNOON PROCEDURES:

- If your child is not to be placed on a bus, please send a note to the classroom teacher indicating the alternative transportation.
- **Car Riders:** Car riders will be picked up at the front of the building from 3:05-3:15 pm. Please remain in your car and wait for a school employee to assist your child. Please do not motion for your child to come to you. If you arrive after 3:15 you will need to check your child out in the front office.
- Signs provided by the school must be displayed in the car's front window. Signs will be available at "Meet the Teacher" and in the front office. The sign ensures that we are placing each child in the car of the person authorized to pick him/her up from school, and will help to speed up the car rider line. If you do not have a sign, please obtain one before entering the car rider line. Children will not be placed in a car without the appropriate sign.

- Before pulling away, we want to make sure that every child is buckled in a seat belt. We want everyone to have a safe ride home.
- **Day Care:** If your child is absent or not riding day care transportation, please notify the day care of the change. Day care drivers must account for all children before leaving the school.
- **Bus Riders:** If a student is placed on the wrong bus, the driver will contact us and bring the child back to school. It may take a while for the bus to return, as the driver may complete the route. If the driver can figure out exactly where the child lives, the child will be taken 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 North County Bus Barn.
- 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**

- Take the time to visit the CISD website to sign up for Parent View-IT. Through this system you will have access to report card grades, attendance & discipline records, cafeteria accounts, and TAKS information.
- **Contacting your child's teacher:** Each parent will be asked to attend a parent conference in person before November 1, 2007. 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 fine arts time.
- **Homework Folder:** Students will use the Homework Folder in an effort to foster organizational skills and responsibility. We ask that parents check their Homework Folder everyday to help ensure it is kept neat and organized, as well as to look for communications from their child's teacher and or school.
- The Tuesday folder will contain grades, papers, and a conduct sheet that needs to be signed and returned weekly.
- If your child has a transportation change, please send a separate note. Changes are retained by the teacher for documentation.
- The Reaves newsletter will be sent home with the Tuesday folder on the first Tuesday of each month. Important dates are in the newsletter as well as the monthly calendar provided by the PTO.

## **PARENT INFORMATION NIGHT**

Parent information night will be held on **Thursday, September 6, 2007**. PK - 2<sup>nd</sup> grade will be from 5:30 - 6:15. The PTO meeting will be from 6:15 - 6:45. Third and fourth grade will be from 6:45 to 7:30 pm. This is a time that teachers will go

over communication, expectations and homework policies. Your attendance is very important.

## STUDENT DRESS CODE

Reaves students do not wear halter or spaghetti tops, flip flops, muscle shirts, or any shirts advertising alcohol, cigarettes, or with any suggestive sayings or pictures. Students' midriffs should not be showing at any time. Blue jean cut-offs are also not appropriate dress. All shorts should be at finger length when the student rests his/her arms at their side. They also should not be too tight. Dresses also should be of appropriate length. Proper shoes make P.E. classes a safer experience for your child. Tennis shoes are recommended.

- Fridays are "Spirit Day". Wear Reaves' shirts on that day.
- Please write your child's names on all binders, backpacks, lunch kits, water bottles, and coats.

## REPORT CARDS AND GRADING PERIODS

- Reaves 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  $\frac{1}{2}$  week period.
- Promotion policy: 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 (No more than 18 absences).** Grading Guidelines will be provided by each teacher at Parent Information Night on September 6, 2007.

## SCHOOL CLINIC

- Reaves 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.
- Medication and Illness: 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.
- Student Insurance: Information about an optional student insurance program will be available to you.
- If your child is not covered by other accident insurance, you may wish to participate in this program since school related accidents are not covered under any other insurance program.

## **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, being prepared every day, so forgotten 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.
- Water bottles: First through fourth grade 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.

## **ATTENDANCE**

- Parent Procedures when a child is absent: Call the school registrar when your child is absent (936-709-5400).
- Send a note with your child to school the day he/she returns, explaining the reason for the absence.
- Attendance is officially recorded at 9:00 a.m. each day. Afternoon pre-kindergarten attendance is recorded at 1:00 P.M. If possible, routine medical appointments should be scheduled before or after this time period. A child enrolled in pre-kindergarten or kindergarten is subject to compulsory attendance laws and policies. 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 which is 3:05pm unless illness has caused a child to leave earlier.

## **SCHOOL MEAL PROGRAM**

- A weekly or monthly-prepaid lunch plan may be purchased for your child. The price for student lunches is \$2.00. A pin number/account number is provided for each student. 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. Cafeteria account balances can be accessed through the student "View It"

account. If you have questions regarding your child's account, please contact the school cafeteria manager at 936-709-5420. Students are not allowed to charge meals; an alternate lunch will be provided.

- A Free and Reduced Meal Program is provided for eligible students. Applications will be sent home with every student on the first day of school and are always 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.
- A CISD lunch menu for the year will be sent home with each student. It contains selections and prices. You may also obtain this information on the Reaves homepage.

## **LUNCH TIMES**

Kindergarten: 11:05

First Grade: 11:25

Second Grade: 11:40

Pre-Kindergarten: 11:50

Third Grade: 11:55

Fourth Grade: 12:10

## **PARTIES AND HOLIDAYS**

- Parents may bring cupcakes or cookies to be distributed, by the teacher, at the end of the lunchtime 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, et cetera).
- Classrooms may have two parties per year on the last day before the Winter Break and Valentine's Day. They will be coordinated through the team leader, grade level coordinator and the room mothers. A third day may be designated by each grade level to serve FMNV (Foods with Minimal Nutritional Value). This will be coordinated through the team leader, grade level coordinator and the room mothers.

## **FIELD TRIPS**

- Each grade level will take one field trip, yearly. 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.

- Parents may be asked to chaperone field trips. All chaperones are required to ride CISD school buses with the children to and from the outing. In addition, we ask that students ride the bus to and from the school, unless prior approval is received from the principal.
- No siblings are allowed on field trips.

## **Library Information**

The Reaves Library is open from 8:15 to 3:45 each school day. Students visit the library with their class during a scheduled time each week and are also encouraged to utilize the library, independently at designated times during the day.

The following guidelines apply to student check out:

- Pre-K students - Experience story time in the library, but do not check out books to take home
- Kindergarten students - Check out 1 book
- 1<sup>st</sup> grade through 4<sup>th</sup> grade - check out 2 books

All K-4<sup>th</sup> grade parents are asked to sign a "Library Book Replacement Agreement" form. This form states that in the event your child loses a library book or returns any library material to the library, damaged beyond repair, the parents agree to pay the replacement cost.

Your child will no longer be allowed to continue checking out books until replacement costs have been paid in full or arrangements have been made to set up payments through the library. A request for any replacement costs will be sent home with the student.

If you find a lost book that you have paid to replace, you will receive your money back.

If you would like to donate a "Birthday Book" to the Reaves Elementary Library in your child's name, the cost will be \$15.00. We have new books for selection or specific titles may be ordered at your request (prices may vary, depending on your selection). A book plate will be placed inside the book. A presentation of the book donation will take place during our school's TV broadcast, honoring your child. Your child will be the first to check out the book to share with your family. It is a great birthday gift! The library book you donate will be enjoyed by many children for years to come.