

2017-2018 Powell Elementary School Handbook Addendum

Straight to the Source

Contact Information			
Front Office		936-709-1700	
Fax Number		936-709-1799	
Lisa Garrison	Principal	936-709-1707	lgarrison@conroeisd.net
Lupita Cartaya	Secretary to the Principal	936-709-1707	gcartaya@conroeisd.net
Sarah Radford	Assistant Principal	936-709-1706	sradford@conroeisd.net
Shawn Nixon	Counselor	936-709-1708	snixon@conroeisd.net
Jean Stafford	Nurse	936-709-1710	jeastafford@conroeisd.net
Michelle Lutes	Registrar/Attendance	936-709-1711	mlutes@conroeisd.net
Lisa Kuhl	Speech Pathologist/LEAP	936-709-1720	lkuhl@conroeisd.net
Micaeleen Wright	Speech Pathologist	936-709-1720	mdwright@conroeisd.net
Carol Gardner	Diagnostician	936-709-1714	cgardner@conroeisd.net
Elizabeth Collins	Librarian	936-709-1716	ekcollins@conroeisd.net
Transportation		832-592-8800	
Powell Cafe		936-709-1773	

Websites:

[Powell Website](#)

[2017-18CISD Calendar](#)

[CISD Transportation Website](#)

[Powell School Supply List](#)

[Child Nutrition Website](#)

[Volunteer in CISD](#)

[Parent Access Center](#)

[Join the PTO](#)

Communication

The Powell staff is committed to keeping our students and parents informed. Follow us on Twitter @PowellCISD to see the amazing things happening in our classrooms. Every Friday we send via email an overview of the next week's events. We also encourage you to familiarize yourself with the Powell Website. Powell's website provides up-to-date school information. Various items can be viewed and printed including our calendar of school events and daily lunch menu. Our website also provides links to all teacher email accounts. [Powell Website](#)

In an effort to teach and foster organizational skills and responsibility, students will use a daily folder called the M.O.O.S.E. (Management of Organizational Skills Everyday). The M.O.O.S.E. is a helpful link between home and school. It will transport information from the classroom teacher, school, and PTO. It will also include a behavior report to be signed and returned each week. Teachers will help students set up the M.O.O.S.E. and they will teach them how to utilize them efficiently. In turn, we ask parents to check the M.O.O.S.E. every day and ensure that it is kept neat and organized. Together we can reinforce vital organizational skills.

Building Security

All parents, visitors, and volunteers **must**:

- Enter through the front/main entrance only, **all other exterior doors will remain locked**
- Sign in & out at the front office
- Present a valid, state issued ID to be scanned into the Raptor System

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- Wear a visitor's tag at all times when in the building
- Refrain from taking group photos of students, especially at lunch and/or recess. Pictures may be taken during classroom events at the teacher's discretion.
- Adhere to school dismissal procedures
- Pick up students who need to leave early before 2:30pm.

Other Safety Guidelines

- We regularly conduct campus safety drills and will be teaching your child procedures to follow in the event of an emergency.
- A guardian and/or a sibling *must* accompany all guests at Powell. Extended family members and friends may come to lunch or other classroom activities if they are listed on the child's emergency form. Changes or updates can be made at the front office.
- All classroom volunteers *must* complete the CISD Volunteer Application.
- Please help us maintain order in our hallways before & after school by allowing your child to walk to his/her classroom independently and to get to the assigned area at dismissal.

School Hours

8:05am-3:10pm

School begins promptly at 8:05am and dismisses at 3:10pm. Plan to arrive at school between 7:50am and 8:00am. Supervision is not available before 7:30am.

- 7:30-7:50am Students are directed to the gym awaiting homeroom dismissal
- 7:50-8:05am Students are dismissed to homeroom
- 8:05am Students are tardy if they are not in their homeroom at 8:05am

Attendance

Healthy students are expected to be in attendance every day from 8:05 am-3:10pm. Attendance is officially recorded at 9:00am. (Afternoon PPCD attendance is recorded at 1:00pm)

If your child will *not* be at school for any reason, please notify our school registrar, Michelle Lutes, at mlutes@conroeis.net. Upon returning from an absence, **always** send a note explaining the reason for the absence. Notifications may be sent via email. Please try to schedule routine medical appointments outside of school hours. Likewise, please schedule vacations during school holidays/long weekends. It is extremely important to maximize our instruction time.

Tardies

Students must be in their homeroom by 8:05am. If late, they will be sent to the front office to get a tardy slip. Please make arrangements so that your child arrives on time. Each time your child is tardy, you will receive notification via email. After the **6th tardy each grading period and EACH tardy thereafter**, a discipline referral will be generated. We will begin recording tardies on Monday, September 8th.

N.E.A.T.

All College Park High School feeder schools (including Powell) have established attendance incentives for students who are N.E.A.T. - Never Ever Absent or Tardy. These students receive N.E.A.T. certificates and are eligible for incentives each grading period.

Transportation

Your mode of transportation should be chosen based on the ability to arrive on time, consistency, and convenience. If you choose to physically bring your child to school, please say your "good-byes" at the front office. This reinforces independence for our students and it helps promote quiet and orderly hallways.

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Thank you for sharing our concern about safety and for helping us follow procedures allowing all children to arrive home safely. All students will receive a bar code tag that will be scanned before leaving the building. Please be sure this tag remains on your child's backpack all year.

Choose dismissal transportation from the following:

- Bus
- Daycare
- YMCA
- Car rider
- Cochran's Crossing walker/biker/blader (or any other non-motorized rolling device)
- Capstone walker/biker/blader (or any other non-motorized rolling device)



The Transportation Department website contains Bus arrival and departure times and valuable safety information which will help you teach your children about bus safety. Please note that we sometimes have to make route adjustments during the first few weeks of class due to changes in student and neighborhood populations. ***Pre-Kindergarten and Kindergarten students will not be dropped off at a stop unless a parent is present.*** [CISD Transportation Website](#)

We have specific procedures in place to keep our student's safe. However, if a student happens to board the wrong bus, the bus driver will contact Powell immediately. The driver may be instructed to take the child to his/her bus stop or to bring the child back to Powell. This may take a while because the bus driver may complete the route. In either case, please keep in contact with the front office and call us immediately when the child arrives. If he/she is brought back to school, we will contact the parents. After 4:00pm, any concerns regarding bus transportation should be directed to The Woodlands Transportation Center at 832.592.8800.

Daycare Pickup- If your child will not be attending day care for any reason, please notify the daycare.

YMCA- Students are dismissed to the gym and remain in the care of YMCA employees until they are picked up by parents.

Car Riders – We ask that parents do not park or leave their car. For safety reasons, we do not allow parents on the front porch at dismissal. Signs will be issued to put in the car windshields; this will help speed up the car rider line. Please follow the teachers on car duty and pull all the way up to the cone. Siblings will be grouped together by the youngest child.

Capstone and Cochran's Crossing Bikers/Walkers/Bladers - Please do not come on campus during dismissal time if meeting your child to walk them home. A teacher will walk students across the street. Kindergarten students must be met by an adult or accompanied by an older sibling. These procedures are put into place to ensure the safety of our students. DO NOT park in the Capstone or Cochran's Green subdivisions at dismissal. Only students who walk to their homes should be walkers.

Rainy Day Dismissal- Rainy Day Dismissal will be sent via Twitter at 2:55. (Please follow us on Twitter!) If your child walks to Cochran's Green, you may pick up your child at the front of the school at the far-right doors. If your child walks to Capstone, you may pick up your child at the outside doors by the structured play area, across from the art room. Walker/Biker students who are not picked up will be placed in the car rider line. Please note that our weather changes drastically in a matter of minutes. Principals use their judgment in favor of student safety...be patient when the weather changes.

Transportation Changes

A note must be sent to the teacher each and every time your child deviates from his/her "usual" way home. If the teacher does not receive a note, your child will be sent home the "usual" way. This transportation change note should always include the date, grade level, classroom teacher, your child's full name, and how the child is going home (and with whom if applicable). If plans change during the day and you haven't sent a note, you must FAX or drop off a note in person to the school by 2:00 pm. For safety

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reasons, phone calls and emails will not be accepted for a transportation change. In the event of emergency or unforeseeable circumstances, call us.

Please note your child may not ride the bus home with friends unless permission has been given by the CISD Transportation Department. This may not be a problem if they ride the same bus; however, if they ride different buses, the transportation department gives permission based on space availability and other considerations. Please call the Transportation Department at 832.592.8800 if you have further questions.

Checking In/Out

Anything that deviates from regular arrival/dismissal time

- Parents *must* come into the front office to check students in and out. A valid, state issued identification must be presented and you must be listed on the child's emergency form.
- Parents are not permitted to walk directly to the classroom to pick up a student. To maximize instructional time and to minimize interruptions, teachers will be notified and students will proceed to the office.
- For safety reasons, we do not allow students to be checked out after 2:30.

Report Cards & Grades

The school year is divided into four grading periods. Report cards will be sent home via the M.O.O.S.E. the Friday following the end of each grading period. Progress reports will be sent home 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 an overall average of 70% for all subject areas and a grade of 70 or above in three of the following areas: Language Arts, Mathematics, and either Science or Social Studies. 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.

Quarter	Dates	Progress Reports (Week of)	Report Cards Distributed
1	August 16-October 6	September 12	October 13
2	October 10-December 20	November 7	January 12
3	January 9-March 9	February 6	March 23
4	March 19-May 31	April 17	June 4

STAAR Testing Dates

4th Grade Writing: April 10th
 3rd and 4th Grade Math: May 8th
 3rd and 4th Grade Reading: May 9th

Lunch & Recess

Grade	Lunch	Recess
K	11:20 – 11:50	11:50 – 12:20
1st	11:35 – 12:05	12:05 – 12:35
2nd	12:05 – 12:35	12:35 – 1:05
3rd	11:50 – 12:20	12:20 – 12:50
4th	12:20 – 12:50	12:50 – 1:20



For the safety of our students, only Powell staff and students will be allowed on the playground. Also, pictures may not be taken on the playground due to confidentiality.

The CISD Child Nutrition website contains lunch and breakfast menus and prices as well as information on applying for Free and Reduced Meal Programs. Each student is provided with a lunch card that includes his/her lunch PIN number (student ID). This card will stay at school. If you have questions regarding your child's account, please contact our cafeteria manager at 936-709-1773. [Child Nutrition Website](#)

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Breakfast (served from 7:30-7:55)

\$1.35 full price student breakfast

\$2.30 non-student/2nd student breakfast

Lunch

\$2.85 full price student lunch

\$3.55 non-student/2nd student lunch

Parents are welcome to join us for lunch **beginning Tuesday, September 6th**. Exceptions can be made if students have a birthday falling between August 16th and September 1st. Please contact your child's teacher to make arrangements.

Specials

"Specials" is the term used to describe the rotations students take through Art, Music, Physical Education, Library and Technology/Enrichment. During specials, students rotate through the classes. Each class will follow a specific schedule. Teachers will explain the rotation at Parent Information Night.

The Specials Team	
PE	Brent Kirbo & Pam Owens
Art	Stephanie Mathews
Music	Angela Brill
Technology	Allison Walker
Library	Elizabeth Collins

Conferences with Teachers

Parents are welcome to request a parent/teacher conference if so desired. To request a conference, you may contact your child's teacher by phone or email. Teachers are available to conference during their scheduled conference time.

Specials/Teacher Conference Times	
K	1:00 – 2:00
1	2:00 – 3:00
2	10:10 – 11:10
3	9:10 – 10:10
4	8:10 – 9:10

School Clinic

If your child gets sick at school, he/she will be sent to the school clinic. Parents will be contacted if necessary. If we are unable to reach you, emergency contacts will be called. Please visit with our school nurse if your child has any health concerns.

Illness/Absence

- It's recommended that children should remain at home until fever/vomiting has ceased for at least 24 hours
- If your child will be absent due to illness, email the school registrar, Michelle Lutes, at mlutes@conroeisd.net
- Students are **never** allowed to bring or transport medication to school...do not send it with your child in the backpack.
- Adults must bring any medications to the school clinic and give specific information before medication can be dispensed at school (please refer to the CISD Student Handbook for information and requirements relating to medications at school)

Dress Code

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Our Powell Panthers do a great job with the Conroe ISD Dress Code. To highlight questions we receive on occasion, here is a basic checklist: shorts should be mid-thigh or longer, no tank tops/spaghetti straps, no cosmetics, no flip flops (students may wear sandals with a back strap), and shorts should be worn under dresses/skirts. Students should make sure their shirts are not offensive or violent. All hair color must be a natural hair color. Students out of dress code will first receive a warning. If the problem persists, they will be sent to the clinic to call home for a change of clothes.

Powell Spirit

Thursday's are designated as "Powell Patriotic Day". Teachers and students may wear red, white, and blue, or patriotic clothing. Fridays are "Spirit Day". Teachers and students may wear Powell Panther shirts or school colors (purple and white). Powell spirit wear will be available at Meet the Teacher.

Celebrations

When students celebrate a birthday at Powell, his/her name appears on the morning announcements. He/she also receives a birthday ribbon to celebrate. Parents may bring **cookies (no cupcakes or icing, please)** to be distributed, by the teacher, **at the end of the day**. Please contact your child's teacher prior to the special occasion to make arrangements. We ask that parents refrain from bringing other items such as balloons, flowers, and candles. For the safety of our students, parents will not be allowed to pass out food items to the class in the lunchroom.

Students often request to pass out birthday invitations in their classrooms. Invitations may be passed out only if the entire class is invited or if all the girls or all the boys in the class are invited. Passing out invitations to the entire grade level is not permitted. Please contact your child's teacher if your child plans to pass out birthday invitations at school.

Field Trips

The Powell PTO is sponsoring student field trips this year! Information will be sent home prior to the grade level's scheduled event. Parents that are approved volunteers may be asked to chaperone field trips. Chaperones are selected to adequately supervise the number of children attending. All chaperones are required to ride CISD school buses with the children to and from Powell. Students must also ride the bus to and from Powell, unless prior approval is received from the principal.

Personal Items

If your child leaves something important at home, please deliver to the front office, labeled with your child's name and teacher's name. Articles can be delivered to the classroom. However, please work with your child to develop good habits of responsibility, helping them to be prepared every day. Please write your child's name on all sweaters, coats, backpacks, water bottles, and lunch kits. All students are encouraged to bring water bottles to school. Water bottles need to have a sport top to prevent spills. Only water is allowed.

Radios, iPods, electronic games, laser lights, toy guns, electronic devices, fidget spinners, 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, but they must be turned off and in their backpacks during school hours. Knives or other dangerous objects are never allowed.

Possession and Use of Electronic Devices

The District is not responsible for any item brought to school by a student. A student bringing any electronic device including cell phones, smart phones, smart watches, radios, CD players, iPods, MP3 players, video/audio recorders, DVD players, electronic readers, cameras, Google Glass, etc. does so at his or her own risk.

The District permits students to possess telecommunications devices including cell phones. Generally, these devices must remain turned off during the instructional day, including during all testing. The use of

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any device that has the capability to take pictures or audio or video record is prohibited in locker rooms and restroom areas. These items are also prohibited if used to cheat, audio/video record, or photograph another student or staff member without that person's permission, or when the use creates a disruption.

A student who uses any item, electronic or otherwise contrary to campus or District rules may have the device confiscated. Confiscated devices that are not retrieved by the student or student's parent will be disposed of after the notice required by law. Any disciplinary action will be in accordance with the *Student Code of Conduct*. If a student does have an electronic device, it should be put away in a secured locker and turned off during the school day. Permission to use the device at school should come from the principal or classroom teacher. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The District is not responsible for any damaged, lost, or stolen electronic devices.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime.

Mission Statement

Powell Elementary is committed to creating an environment that promotes academic excellence and a love for learning. Our goal is to build relationships that empower students and develop responsible, patriotic citizens, and confident leaders.