

# NEW CANEY ISD



## Tavola Elementary School Parent Handbook 2020-2021



18885 Winding Summit Dr.  
New Caney, TX 77357  
281-577-2900

## **VISION STATEMENT**

We believe at Tavola Elementary that the best strategy for achieving the mission of our school is to develop a forward thinking community of staff, students, and parents who envision a school in which:

- We take collective responsibility for helping all students learn at high levels.
- We have a strong partnership with parents and provide information in a timely manner to support the learning of their children.

## **MISSION STATEMENT**

The mission of Tavola Elementary is to ensure all students achieve the highest levels of learning required for every child's success.

## **SCHOOL MOTTO**

Everyone a learner, every day.

## **THEME FOR THE YEAR**

Constructing Future Leaders!

## **SCHOOL INFORMATION**

Principal - Kimberly Felts, [kfelts@newcaneyisd.org](mailto:kfelts@newcaneyisd.org)

Assistant Principal - Lisa Bruce, [lbruce@newcaneyisd.org](mailto:lbruce@newcaneyisd.org)

Counselor - Norma Avolos, [navolos@newcaneyisd.org](mailto:navolos@newcaneyisd.org)

Nurse - Brittney Brune, [bbrune@newcaneyisd.org](mailto:bbrune@newcaneyisd.org)

Transportation changes - [tavolatransportation@newcaneyisd.org](mailto:tavolatransportation@newcaneyisd.org)

Daily Schedule:

6:45 a.m.	Doors open. Students allowed to enter campus.
6:45 a.m. - 7:20 a.m.	Breakfast
7:30 a.m.	Tardy Bell, Morning Announcements, Pledge of Allegiance, Texas Pledge, Moment of Silence
3:00 p.m.	Grades Pre-K - 5 Dismissal

## Office Hours

The office will **open each day by 6:45 a.m. and will close at 3:30 p.m.** If parents need to see their child's teacher or the principal before or after these hours, they must arrange this in advance with the teacher or principal. All visitors must always report to the office before meeting with a staff member.

## School Attendance

Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, please make every effort to avoid unnecessary absences. Students are required to bring a doctor's or parent note on the day they return to school. The official attendance time is 9:30 a.m. at Tavola.

### What the 90% Rule Means for Your Child

The Texas attendance rules say that a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class. This rule applies even if your child has an [Individualized Education Program \(IEP\)](#) or [Section 504 plan](#).

The average school year is 180 days. So, your child can only miss 18 days of school or 18 days of a specific class before the 90% rule affects their class credit.

For elementary school students, this means they could repeat a grade if they are in school less than 90% of school days. You can read more about this rule on the Texas Education Agency's website [Attendance, Admission, Enrollment Records, and Tuition 2015 - page 16](#).

How do you keep your child from missing this much school? Here are some ideas:

- If your child has an appointment with a doctor or therapist, but goes to school for any part of the day or attends any part of a class, they get credit for being there the whole time as long as they have a note from the doctor. Please keep this in mind when scheduling appointments.
- Make sure your student is in class by out 9:30 attendance time to be counted present for the day.

## Tardies

The tardy bell rings at 7:30 a.m. Staff members are not available after 7:30 to let your child in the building. If your child arrives to school at 7:30 a.m. or later, parents or guardians must escort the child into the front office and sign them in.

## **Birthdays**

While the district is limiting visitors on campus we ask that you not bring any birthday treats. (cupcakes, snacks, balloons) Parents may reach out to Carla the cafeteria manager and can purchase cupcakes. **Birthday snacks will be served after 2:30 p.m.**

## **Breakfast**

Served daily from 6:45 a.m. - 7:20 a.m. Due to Texas Department of Agriculture's regulations, parents are not allowed to consume meal components from a child's tray. A parent must either purchase a meal at the school, bring in an outside meal for themselves or not eat.

## **Drop-off and Pick-up Procedures**

### **Car Riders**

In the mornings, the students may be dropped off by the front entrance to the school through the car line. For the safety of the students, **please DO NOT drop your child off at any other location.** The school doors will open at 6:45 a.m. to let the students in. The car line is staffed from 6:45-7:30.

We understand that many parents like to walk their students to class. However, we ask you to please say a quick goodbye and let them begin their day. **Parents will not be allowed to walk their child to class after the first day of school.**

Any parent who would like to have breakfast with their child must sign in at the front desk, and present their photo ID to office staff in order to be checked in and obtain a visitor's badge.

The tardy bell rings at 7:30 a.m. Staff members are not available after 7:30 to let your child in the building. If your child arrives to school at 7:30 a.m. or later, parents or guardians must escort the child into the office and sign them in.

In the afternoons, car riders will be picked up by the front entrance to the school through the car lines. For the safety of our students, we are asking that you stay in your vehicle at all times. We will have staff members stationed in several places

to help your child get in your vehicle. **Parents must have a car rider tag hanging on the vehicle's mirror in order for staff to release the student.** If you do not have a car rider tag, you will be required to park your car and go into the front office with your ID. For the safety of our children, please DO NOT use cellphones while in the drop-off and pick-up car lines.

### **Bus Riders/Day Care**

Students will be dropped off and picked up by the cafeteria.

### **Walkers/Bike Riders (Tavola Neighborhood Only)**

Walkers and bike riders will enter and exit through the front of the building by the library and use the path with the crosswalk at Winding Summit Drive. Students that live in the Tavola neighborhood should be our only walkers and bike riders. If you live in another neighborhood, please **do not park** in the Tavola neighborhood and walk to pick up your child. All walkers must have a signed walker release on file before the first day of school. You can obtain one from the front office. On days when we have heavy rain and/or lightning, walkers and bike riders will be car riders. Rainy days will be called by 2:45. In the case of heavy rain and/or lightning, all walkers will be made car riders at 2:45. Please follow car rider procedures on rainy days.



*We keep learning until dismissal.*

### **Early Pick-Up**

Please avoid signing your child out early unless it is absolutely necessary. Instruction time is important and goes until the last minute of the day. If you must pick your child up early, it must be prior to 2:30 p.m. and please be prepared to show your I.D. Please see compulsory attendance law in the student code of conduct.

### **Dismissal Time**

We dismiss at 3:00 p.m. Please make arrangements to arrive no later than 3:15 p.m. Our students have long school days and they are tired and ready to go at the end of the day.



*Please be on time, I'm sad when I'm the only student at school.*

## **Transportation Changes**

For the safety of your child we will not take transportation changes over the telephone. Please email to [tavolatransportation@newcaneyisd.org](mailto:tavolatransportation@newcaneyisd.org) or send a note with your child. We will not allow transportation changes or early pick ups after 2:30 p.m.

## **Lunch with Your Child**

**We ask that you do not eat with your child the first week of school.** It is important that your child adjusts to school rules and has a chance to make new friends. The first week will also allow time for staff to learn students' names and schedules. We will open the cafeteria for visitors starting our second week of school. Due to student confidentiality, we are asking that you only eat with your child.

It is our goal to adhere to the Food and Nutrition Policies established by the Texas Department of Agriculture for the safety of all students within the school. The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide outside meals (McDonalds, Burger King, Sonic, etc.) and snacks for their own child's consumption, but may not provide items to other students. Due to TDA regulations, parents are not allowed to consume meal components from a child's tray. A parent must either purchase a meal at school, bring in an outside meal for themselves or not eat.

## **Medication**

Any medication to be administered at school to students must be delivered by the parent or guardian to the nurse. Medication may not be sent with students.

## **Student Discipline**

At Tavola Elementary, we expect students to abide by the NCISD student code of conduct which can be found at [newcaneyisd.org](http://newcaneyisd.org). Teachers and administration will follow the student code of conduct when handling student misbehavior. In addition, Tavola Elementary has implemented restorative practice which includes daily classroom circles. Part of utilizing restorative practices will also mean your student may participate in other groups/activities throughout the year including

but not limited too, lunch bunches or small groups with the counselor, one on one peer mediation, group peer mediation, etc. We believe in building relationships and helping equip students with the tools necessary to interact appropriately with peers and adults.

### **Parent/Teacher Phone Calls/Emails**

If you need to contact a teacher, please call our main number: 281-577-2900. Our receptionist will make sure your message is given to the teacher. Teachers will return phone calls/emails on their conference time, before or after school.

### **Parent Teacher Conferences**

If you would like to have a conference with a teacher please make an appointment.

### **Photographs and Videos**

Due to student confidentiality, parents are not allowed to video or photograph other students or staff in the halls, classrooms, library, gym, or cafeteria. Parents are allowed to video or photograph during programs and award assemblies.

### **School Website Information**

We will keep our school website, facebook page, and twitter account updated with important information. Please check it on a regular basis.

### **Teacher Certification**

If you would like information regarding the certification of your child's teacher(s) please contact the front office.

### **Visitors**

Parents and others are encouraged to visit Tavola Elementary School. For the safety of those within the school and to avoid disruption of instructional time, **all visitors must first report to the school's office and present a United States Government issued photo I.D.** Visits to individual classrooms during instructional time are permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

**ALWAYS BRING YOUR DRIVERS LICENSE OR PHOTO I.D WITH YOU WHEN YOU VISIT THE SCHOOL OR WHEN YOU ARE CHECKING OUT A STUDENT.**



### **Volunteers**

The New Caney Independent School District is authorized by state law to obtain criminal history record information on a person who has indicated, in writing, an interest in serving as a volunteer with the school. All volunteers utilizing their volunteer badge, will sign in as a volunteer in the front office for pre-arranged volunteer activities. However, any parent with a volunteer badge that is visiting the campus as a visitor, must sign in through Raptor before entering the campus.

## **Safety**

New Caney ISD is committed to safety on every campus, district facility and school bus. Safety is a top priority for New Caney ISD and we will do everything in our power to ensure the safety of our students and staff.

- Every NCISD campus has visitor screening/sign-in procedures. All campuses have security vestibules. Visitors are required to present identification and are processed through Raptor, a system that provides screening for registered sex offenders.
- A criminal background check is conducted on all NCISD volunteers and employees.
- All employees are required to wear NCISD photo identification badges.
- All students in grades six through 12 are required to wear ID badges for safety purposes.
- Minor exits/entrances are locked throughout the school day. If you notice a door unlocked that shouldn't be, please notify the front office.
- Secondary campuses have a police officer assigned to them from the District Police Department. Both high schools also have two safety officers who patrol the campus and parking lots.
- The district has a K-9 Police Officer who visits every campus throughout the school year searching for contraband.
- All campuses have video surveillance cameras on the interior of the buildings.
- NCISD utilizes an emergency notification system to communicate with staff and parents through emails, phone calls, text messages and social media.
- NCISD schools have regular safety drills throughout the school year involving both students and staff. Campuses keep a log of all practice drills.
- The district has a Crisis Management Plan that is evaluated and updated regularly.
- NCISD consults regularly with local law enforcement and first responders about school safety.
- Every other year the district participates in a district-wide security audit.

New Caney ISD believes that students learn best when they are in a safe environment.

### **Tavola Elementary - 2020/21** **Homework Policy/Spelling**

At Tavola Elementary we want to make sure your students have the best educational experience possible both at school and at home.



### **Why are we doing this?**

Recent research has shown a very weak correlation between elementary students completing homework and increased academic achievement. We want to encourage family involvement and other activities that will support a positive educational experience.

### **How will Tavola Elementary students practice spelling?**

Our campus will be utilizing Words Their Way as a campus-wide spelling/phonics/vocabulary program which provides students with individualized words based on their developmental level. Therefore, there will not be traditional spelling lists nor spelling tests. Students will practice their words utilizing word sorts and other instructional strategies in their class during the week.

### **What can I do with my child at home to help?**

We encourage you to read, read, read with your child nightly. Whether you read orally to them or they read to you, this is proven to increase literacy development. Math facts can be practiced nightly as well. We also encourage our students to spend time playing outside and spend time with their family. Eating meals together or even playing games promotes communication and cooperation skills that are important to promoting success in school.

### **How will I know what my child is working on at school?**

Teachers will share with parents an overview of topics/skills being covered at school through weekly folders, ClassDojo, and the teacher website page. Please feel free to contact the teacher at any time if you have questions about the academic content.