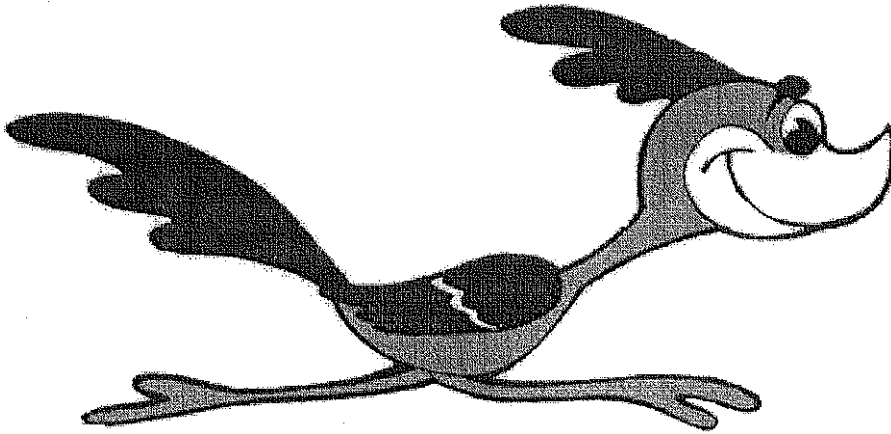


# Rummel Creek Elementary



**Student Handbook Supplement**

**2016-2017**

625 Brittmoore  
Houston, Texas 77079  
Tel: (713) 251-6700  
Office Hours: 7:30 am — 4:00 pm  
[www.springbranchisd.com](http://www.springbranchisd.com)

## **RUMMEL CREEK ELEMENTARY SUPPLEMENT TO SBISD HANDBOOK**

Our purpose in this supplement is to supply you with information that applies specifically to our school. Please see the **Elementary Student/Parent Handbook 2016-2017** for the entire list of student policies that apply to every student in SBISD.

This information regarding school policies and organization will be of great value in helping you to become an informed, happy, successful citizen in our school. This is your building, and you have the pleasure and responsibility of continuing many of the excellent traditions of Rummel Creek Elementary.

You will want to create a custom of being friendly and respectful to your fellow students. A wholesome respect for school property and for the rights of others will help build lasting attitudes of honor, loyalty, and responsibility.

Please read and discuss both this handbook and the district handbook with your parent(s). Should there be questions, do not hesitate to ask the principal, assistant principal, or your classroom teacher(s).

Have a terrific year!



ALL ASPECTS OF THE SCHOOL'S OPERATION AND REGULATIONS CANNOT BE LISTED IN THIS BOOKLET. THE INFORMATION IN THIS SUPPLEMENT WILL BE EXPANDED OR CHANGED WHEN DEEMED NECESSARY BY THE SCHOOL ADMINISTRATION.

## Rummel Creek Elementary Office Staff

Principal: Nancy Harn  
Assistant Principal: Kim Reynolds  
Counselor: Jennifer Buchert  
Librarian: Karen Harrell  
Nurse:  
Diagnostician: Kristi Cormier  
Administrative Assistant: Jenny Steane  
Attendance Clerk (ADA): Maria Castillo  
Receptionist: Christine Godin & Leslie Latiolais  
LEP Assistant/Textbooks: Romelia Mejia  
Custodial Foreman: Blanca Ochoa  
Cafeteria Manager: Katrina Harrison

### **ABSENCES and TARDIES**

When a child is absent or tardy, the parent/guardian must provide a note, which includes the following:

- Date(s) of tardiness/absence
- Reason for tardiness/absence
- Signature of the parent/guardian (unless sent by email)

If a note is not received within two (2) days of a student's return, the student's tardiness/absence will automatically be considered unexcused. If a student is absent for two days, the parent may call on the second day of the absence prior to 10:00 AM and request work from the teachers. The student's work will be sent to the office for the parent to pick up at the end of the day.

A student is considered tardy if he/she is not in the classroom by 7:55am. Students must report to the office upon arrival to receive a tardy slip.

A student is considered absent if he/she is not in the classroom by 9:45am.

It is important to note that the state law states elementary students must be present 90% of the year to be promoted. All absences, excused or unexcused, determine promotion. The combination of excused and unexcused absences is reflected as "Absences" on the student's report card each nine weeks.

Unexcused absences can be considered truancy, and Rummel Creek personnel is obligated to inform the SBISD police department's truancy division as they accumulate. Both SBISD and the District Attorney's Office are notified when a student has three or more unexcused absences within a four week period and a warning letter is issued. These letters will be accompanied by an action plan. All documents need to be signed and returned.

Excused absences/tardies include the following:

- Personal illness
- Serious illness of a family member
- Funeral of a family member

- Student's health related services
- Weather making travel dangerous
- Quarantine
- Court-related activities
- Religious holy days (student must present an official statement of the scheduled time of the holy day prior to the absence)

Unexcused absences/tardies include, but are not limited to, the following:

- Vacation/pleasure trips
- Family reunions
- Truancy
- Missed school bus/overslept
- Summer Camps

Rummel Creek Elementary classes begin at 7:55. Please note that there are no excused tardies to school for students who assume responsibility for their own transportation instead of riding the school bus.

### **AFTER SCHOOL PROGRAMS, CLASSES, and GROUPS**

Enrichment classes are offered periodically through outside groups. For students to attend, tuition must be paid. Watch for information about these classes in the newsletter and electronic. We continuously investigate programs to add that will benefit our students. In addition, RCE has wonderful school groups that allow the children to experience extracurricular opportunities in art, music, and various academics. Some of our special after school groups include, but are not limited to: RCE Fiddlers, Mad Science, Odyssey of the Mind, Rockin' Roadrunners, Art After School, RCE Choir, and after school child care provided by the YMCA.

### **ANIMALS IN THE CLASSROOM**

Students are not allowed to bring pets or other animals to school due to allergies or asthma conditions students may have.

### **BACKPACKS**

Backpacks are recommended to help students carry homework, books, and correspondence to and from school. Please monitor the amount of items your child is carrying so the backpacks do not weigh more than 10% of your child's weight. If they weigh too much, help your child figure out what he/she doesn't need to carry. Backpacks should have two padded straps.

### **BICYCLES**

We encourage students to ride bicycles to school and take advantage of the many bike racks we have around camps. Once bikes are on school property, students should get off their bikes and walk them to the bike rack.

### **BIRTHDAY CELEBRATIONS**

Invitations may not be passed out at school unless every student in the class will be receiving an invitation. A RCE student directory will go on sale early in the school year. The directory will have student addresses so that you can mail invitations.

## **BUS RIDERS**

We highly encourage students to ride the bus. It is an easy and safe way to be transported. Bus riders must remain in their seat facing the front of the bus, talk with a quiet voice, remain seated until the bus has reached a complete stop, keep hands in the bus, and show respect for the bus driver and fellow students.

Students can ride a bus as a 'guest rider' only on special occasions. In order to be a guest on a bus the student must bring a note, signed by parents, to tell who the child is riding with and where the child is going. The note should include the following:

- Name of your child
- Name of student your child is going home with
- Address and phone number of home your student is going to
- Your phone number in case of questions

If you have any questions about routes and times, please contact the Spring Branch Transportation Department at 713-251-1074 or check the SBISD website.

**Any changes that need to be made the day of, need to be emailed to the office instead of the classroom teacher. Teachers do not always access emails during the school day. Please email Christine Godin, Leslie Latiolais, & Jennifer Steane. There will be no changes in transportation after 1:00 in the afternoon.**

## **CAFETERIA/ LUNCHES**

There is no place students reveal their manners or reflect the training they receive at home more conspicuously than in the lunchroom. We urge all students to use the cafeteria as a place for pleasant relaxation, conversation, and leisurely eating. All students are required to eat lunch in the cafeteria. In order to serve over 750 students daily, students must go through the line with their class at the assigned time.

Student lunches are available for \$2.00 and may be purchased on a daily, weekly, or monthly basis. If your child will be routinely purchasing a lunch, we suggest that you prepay for their lunches. You may prepay for your child's lunches by writing a check made out to SBISD. Simply multiply \$2.00 times the number of days you would like to pre-pay for. Include your child's lunch number on the check.

Parents are welcome to eat lunch at school with their children at any time. Due to numerous medical and allergy conditions, parents are not allowed to bring food for any child except their own. Students are asked not to share food with other children. Always sign in at the front office and receive a visitor's pass before going to the cafeteria.

## **CAMPUS IMPROVEMENT TEAM (CIT)**

The members of CIT include faculty, parents, business and community members. CIT advises the administration on decisions in the areas of goal setting, curriculum, budget, staffing, and organization. They will also help to write and monitor our Campus Improvement Plan. Please check the RCE website and the RCE Directory for the current names and email addresses of the members of the 16-17 CIT at RCE. If you have questions, concerns or suggestions, please contact one of the CIT members. The CIT meets every month, and copies of CIT meeting minutes will be available on the school website shortly after each CIT meeting.

## **CAR POOL at PARENT DRIVE**

All students that are picked up after school in the parent drive are considered carpool participants, whether or not they ride with children from other families. The procedures we follow at carpool/parent drive help us to load the children quickly and safely, and any deviation from these procedures could lead to injury and chaos. We will not release children to adults that are not listed on the emergency card filed in the office, and this is to keep your children safe. The children will be seated in the hallway as they are dismissed from their classrooms as "car riders", but called by the order of the cars. The line tends to be long on most days, so please be patient as we load your children. In addition, the line moves more quickly if you have your children's names and grade levels on a card on the dashboard. Parking on or off school property and walking over to the parent drive to retrieve your children disrupts the flow of the system.

**Any changes that need to be made the day of, need to be emailed to the office instead of the classroom teacher. Teachers do not always access emails during the school day. Please email Christine Godin, Leslie Latiolais, & Jennifer Steane. There will be no changes in transportation after 1:00 in the afternoon.**

## **CLINIC AND HEALTH SERVICES**

The clinic is available to all RCE students. All medication must be registered with the school nurse. Students may not carry any medication. The school nurse or trained office personnel will distribute all medications.

Please communicate your child's health concerns to the school nurse, including medications they may be taking at home.

The clinic provides the following services for all students:

- Crisis and emergency intervention
- Registration and distribution of **all** medications
- Survey and enforcement of state mandated immunizations
- Wellness education to ensure life-long personal health care
- Pertinent health and safety information
- Screening for vision and hearing

Medical forms are required for the distribution of medication, you may pick up the forms you need from the school nurse.

- Physician's Statement for Administration of Prescription Medication
- Parent's Statement for Administration of Non-Prescription Medication

## **CONFERENCES**

A parent may call or e-mail the school to schedule a parent-teacher conference. Parents are encouraged to allow a 24-hour notice when calling the school to schedule an appointment. Teachers are available after school from 3:15 to 3:30 and during their scheduled conference time. Almost all of the teacher's contract time is dedicated to the children. When making an appointment, please make sure your teacher knows why you would like to meet so that they may prepare for the conference. This will help ensure that the conference is focused and serves to meet the needs of the student. Please refrain from dropping by and asking a "quick question". The educational environment within the classroom takes a nose dive when the children see that the teacher is conferencing with a parent. You will always get better information with a planned conference.

## **COUNSELING SERVICES**

There are four components of a school counseling program: guidance curriculum, responsive

services, individual planning, and system support. Our campus counselor, Jennifer Buchert, meets with small groups and conducts classroom lessons that focus on self-esteem, motivation to achieve, decision making, goal setting, problem-solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness, and responsible behavior. Individual school related counseling services may be requested by parents, students or teachers. Please contact our counselor for more information.

## **CRISIS PLAN**

The safety of your child in a crisis situation will guide every decision we make. Your patience in these times (if one should occur) is greatly appreciated. We have procedures in place to deal with all situations so please follow the guidelines and information given to you during a crisis. Your child will not be allowed to leave with anyone that you have not previously cleared. We will provide snacks and entertainment for your child until a parent can get to the school. I have listed general situations and procedures we will be following below.

**Fire Alarm:** Evacuate building and complete roll call. If there is an actual fire we will evacuate the school. From there, the school district will send buses and relocated us to the Don Coleman Coliseum. You will be reunited with your student at the coliseum.

**Shelter in Place:** During a Shelter in Place situation (dangerous situation nearby, chemical cloud from refineries...) the school will be completely shut down. A sign will be on the door notifying you that we are in a Shelter in Place situation. If we are in a Shelter in Place situation then most likely you should also be exercising a Shelter in Place at home. It is a Class B Misdemeanor to try and gain entrance into or disrupt the school during a Shelter in Place.

**Unannounced Dismissal:** If there is a need for a whole school dismissal from Rummel Creek we will accommodate everyone as quickly as possible. Parents would report to the main office area. Students will be brought to you using available staff.

## **DELIVERIES**

In an effort to minimize the interruptions in instruction, we ask that students arrive at school prepared for the day. If, on occasion, your child forgets something at home you may drop it off at school and it will be placed in the teacher's mailbox for them to pick up during their planning or lunch time. Please be sure to include a note with the child's name and teacher's name. All lunches should be marked with the child's name and left in the office. The child's teacher will be notified that his/her lunch is in the office.

## **DISCIPLINE**

At RCE, our focus is on Respect, Courage, and Excellence. Staff members will apply discipline when necessary with regard to individual situations. Each grade level has a plan for consequences for poor choices as well as rewards for good behavior. In addition, school-wide expectations exist to maintain order and opportunities to learn without disruption from students as they travel throughout the school, or are in a large group situation in the cafeteria, gym, Library, on the playground, or in Fine Arts classes.

Students may receive an office referral which will require a parent signature. Most office referrals are made for persistent misbehavior. In these cases, a parent contact will always occur as a step before an office referral is made. In addition, a teacher may need to make an automatic office referral with no parent contact first for things such as physical aggression, stealing, or other such serious infractions. Please refer to the **Student Code of Conduct in the SBISD Elementary Student/Parent Handbook** for additional information about SBISD's discipline guidelines.

## DRESS CODE

Neatness, proper dress and good grooming are part of good behavior. Inappropriate attire and grooming are not conducive to the positive climate we strive to maintain at Rummel Creek Elementary. In the administrators' judgment, anything which creates a distraction in the classroom is clearly unacceptable.

### SBISD & Rummel Creek Dress Code Guidelines

The following guidelines for dress have been adopted by the District:

- Clothing should be neat and clean.
- Closed toed shoes must be worn. All students in grades PK-5 are required to wear tennis shoes/athletic shoes for participation in health fitness classes. All other shoes, regardless of rubber soles or leather tops (boat shoes, crocs) are not considered safe for health fitness activities.
- The district prohibits any clothing or grooming that, in the principal's judgment, may cause disruption of or interference with normal school operations.
- Clothing may not be worn if it displays (written or pictured) obscene and distasteful slogans or advertises tobacco, alcoholic beverages, drugs, or "gang insignias."
- Shorts, dresses and skirt lengths must be finger length when arms are extended down a child's side. (The child's fingertip must be touching fabric, not skin.) No shorts or pants with words or logos across the back. When wearing a skirt or dress, shorts or tights must be worn underneath.
- Sleeveless shirts are allowed. However, crop tops, halter-tops, tube tops or one-shoulder shirts are not allowed. Tank tops and shirts with spaghetti straps are allowed, but only if a shirt is worn OVER/UNDER them.
- Children are encouraged to wear their RCE T-Shirts on field trips unless otherwise noted.

To help protect your children from gang recruitment, the following have been added to the dress code:

- Pants **must** be worn above the hipbone with a belt, if needed.
- Baseball caps and bandanas may not be worn at school.
- Some campuses have adopted uniforms or have additional school guidelines for approved school attire.

If a student comes to school dressed inappropriately, parents will be notified and asked to bring a change of clothes to school that comply with the district and Rummel Creek Dress Code. The goal for this process is to prepare the children as they move on the middle and high school.

## ENTRANCE TO BUILDING

- School begins at 7:55am and ends at 3:00pm. Parents should **NOT** drop off their child before 7:30am.
- Students may enter the building at 7:30am each school day. Students arriving between 7:30am and 7:45am should go to the cafeteria where a teacher is on duty to supervise your child. Students may go directly to class from 7:45am to 7:55am. If a student arrives after 7:55am then they are to go straight to class, but will be counted tardy for the day. No students should be on the campus before 7:30am or after 3:15pm unless under the supervision of a teacher or parent.
- A student who needs to see a teacher before school should get an "early entrance pass" the day before from the teacher, and enter the building through the front entrance **ONLY**.

## FIELD TRIPS



SBISD supports the use of field trips to add enrichment to the curriculum. Each grade level plans field trips throughout the year. You will be notified through the permission slip sent home for your signature. An RCE T-shirt is recommended for most trips unless specified on the permission form. Only students who return permission slips will go on field trips. All others will remain on campus.

## **HOMEWORK**

Definition: Homework is defined as any assignment to be completed out of class and may include long-range as well as day-to-day tasks.

Philosophy: Homework assignments are necessary for students to develop the ability to plan and organize independently. They are also necessary to provide practice in study skills and to provide opportunities for drill, preparation, and recall. Homework should be related to the subject content, purposeful, and within the range of the student.

If a student is spending an excessive time in completing assignments parents may need to monitor the student's time on task and/or contact the teacher.

Parent Hints:

- Check student Agenda Book/Homework Folder for assignments/tests
- Monitor time on task while your child is completing homework
- Monitor long term projects and the time lines
- Contacting another student for missed assignments is permitted; acquiring answers is not

If a student is absent and needs homework, see "MAKE-UP WORK" section of this handbook and the district handbook.

A major component of homework is the development of student responsibility. This skill will assist students in middle school and beyond.

## **IN SCHOOL SUSPENSION (ISS)**

Students are assigned to ISS for serious discipline infractions including fighting, profanity, and bullying (See Level III, IV, and V Behaviors in District Student Handbook). ISS is an alternative education placement whereby students are isolated during the school day from the rest of the student body. Front office staff will monitor the completion of daily lessons assigned by the student's classroom teacher, as well as the behavior of the student, while in ISS. We will always notify you at least a day (by phone and letter) before an ISS is to be served.

## **LOST ARTICLES**

The school will try to help you safeguard the personal possessions and books issued to your children, but you are responsible for these items. **BE SURE FIRST AND LAST NAMES ARE ON EVERY ITEM THAT CAN BE MARKED.** (Remember that we have many children that have the same first name.) If you lose something, try to come by the office that day. **LOST AND FOUND** is located in the school office, but we have very limited space to keep lost articles. Every month, the lost and found box is emptied, and the contents are donated to charity. Items such as glasses, money, watches, and jewelry are never put in lost and found, but kept locked in the office. Please ask for assistance from the front office if you have lost a valuable item.

## **MAKE-UP WORK POLICY**

If a student is absent for two days, the parent may call or email on the second day of the absence prior to 10:00 am and request work from the teachers. The teachers will send down the work to the

office for the parent to pick up at the end of the second day.

## **RECESS**

Recess is a daily event for all students, and is set at a scheduled time pertaining to that grade level. The classroom teachers supervise recess, and the children are allowed to play for 20 minutes each day. We allow 5 minutes travel time before and after recess. Playground procedures/rules are discussed with students in homerooms and health fitness to ensure safety for all. Alternative activities (e.g., board games) occur in the homerooms in case of inclement weather. Please help your child dress appropriately for the possible weather changes.

## **REPRESENTING THE SCHOOL**

Students who are involved in extracurricular or co-curricular activities are not only representing themselves, but also the other members of this school. For this reason, conduct must be satisfactory, or students will be deprived of participating with their group. Prior to an event (choir trip, 5<sup>th</sup> grade track meet...) the sponsor will check the child's report card to ensure that there is not an "N" for the most recent 9 week period and/or been suspended from school.

## **SAFETY**

Your child's safety is important to us. At no time should there be an adult or non-elementary student on the RCE campus without having signed in at the office **and** having an identification badge. Entrance to school is only through the front doors facing Brittmoore. Please sign in and out at the front office before going **anywhere** on the RCE campus. During academic school hours (7:55am-3:00pm) there are to be only students and teachers in the academic areas unless you are volunteering in a classroom or have a scheduled conference with a teacher. All visitors to the campus must enter through the front door and immediately proceed into the front office to **show picture ID and register using our V-soft system (Raptor)**. Visitor stickers must be worn by all non-SBISD adults while at Rummel Creek, including family members of faculty and staff of RCE.

All faculty and staff members and any SBISD employee on the school campus will wear an identification badge at all times. We are a strong school community, and if you see someone on campus without a badge or sticker, please feel free to ask them who they are and if they have registered as a visitor to our campus.

## **SAFETY DRILLS**

FIRE DRILLS are held once monthly. When the alarm sounds, students stand and move in a single file line, remaining QUIET at all times until back in the classroom so that they will hear any additional instructions. Everyone walks out of the building to a designated location and stands quietly until roll call is complete, all children are accounted for, and they are given the signal to return to the building. BAD WEATHER DRILLS are held at least once each semester. They are announced on the intercom. Everyone assumes a tuck/cover position near the pink tornado drill signs located in designated areas. LOCK DOWN DRILLS also occur at least once each semester and are announced over the intercom. The doors are locked, everyone sits on the floor, and the lights and air are turned off. Additional drills outlined in our campus EOP plan will be conducted as SBISD deems necessary. Parents and other visitors to our campus are to follow the same procedures as our staff and students to ensure the highest level of safety. EVERYONE is to evacuate the building and follow procedures during a drill, and there are no exceptions.

## **SAFETY PATROLS**

Our school guidance counselor manages the RCE safety patrol system. 5<sup>th</sup> graders are encouraged to apply to be a safety patrol. When selected, they must abide by the Safety Patrol

Constitution. Once on duty, they help the school in many ways. Your compliments to them for their efforts are always welcomed and appreciated. If at any time a patrol's behavior is below standard or their grades fall below expectations, they will be suspended and possibly dismissed from their position. This allows for the safety patrols to serve as role models for good behavior for the entire school.

### **SPECIAL INSTRUCTIONAL PROGRAMS**

RCE has special instructional programs on the campus, such as: Special Education LIFE Skills, Special Education APPLE, Special Education Resource, Speech and Language Therapy, Dyslexia Support, English Speakers of Other Languages (ESOL), Reading Intervention, Gifted and Talented Education (and PGP), Music, Art, and Health Fitness. For more information on any of our wonderful special programs or classes, please refer to the following directory:

Special Education: Kristi Cormier, Diag.	<a href="mailto:kristine.cormier@springbranchisd.com">kristine.cormier@springbranchisd.com</a>
Speech & Language: Courtney Yancy	<a href="mailto:cyancyfsp@gmail.com">cyancyfsp@gmail.com</a>
Dyslexia: Jenyfer Egger	<a href="mailto:jenyfer.egger@springbranchisd.com">jenyfer.egger@springbranchisd.com</a>
Intervention: Mary Kerr	<a href="mailto:mary.kerr@springbranchisd.com">mary.kerr@springbranchisd.com</a>
Intervention: Helen Ann Brasher	<a href="mailto:helen.brasher@springbranchisd.com">helen.brasher@springbranchisd.com</a>
Intervention: Dinah Meischen	<a href="mailto:Dinah.meishchen@springbranchisd.com">Dinah.meishchen@springbranchisd.com</a>
G/T: Jennifer Buchert, Counselor	<a href="mailto:jennifer.buchert@sprinbranchisd.com">jennifer.buchert@sprinbranchisd.com</a>
PGP: Karen Harrell, Librarian	<a href="mailto:karen.harrell@springbranchisd.com">karen.harrell@springbranchisd.com</a>
Art: Carole Pena	<a href="mailto:carole.pena@springbranchisd.com">carole.pena@springbranchisd.com</a>
Health Fitness: Debbie Moore	<a href="mailto:deborah.moore@springbranchisd.com">deborah.moore@springbranchisd.com</a>
Music: Kathleen Aldrup	<a href="mailto:Kathleen.aldrup@springbranchisd.com">Kathleen.aldrup@springbranchisd.com</a>
Music: Sarah Stagg	<a href="mailto:sarah.stagg@springbranchisd.com">sarah.stagg@springbranchisd.com</a>

### **SPIRIT RALLIES**

Throughout the school year, we will have spirit rallies for the entire student body to show our community spirit and celebrate our achievements, such as various awards, recognizing safety patrols and student council members, and performances from the Rockin' Roadrunners, RCE Fiddlers, and RCE Singers.

### **STAAR (State of Texas Assessments of Academic Readiness)**

STAAR represents a comprehensive assessment of the Texas Essential Knowledge and Skills (TEKS) delineated in the state-mandated curriculum. The STAAR focuses on higher-order thinking skills and problem solving. In preparation for student success on STAAR, accelerated instruction will be provided for students who fail to perform satisfactorily on the district benchmarks. Please refer to the district grading guidelines on the district website for more information.

### **STUDENT COUNCIL**

The Student Council helps promote a sense of RCE community by giving time and effort to make things better for others. Two representatives are chosen from each fourth and fifth grade homeroom. After the first few weeks of school students will have a class meeting with their teacher to discuss student council responsibilities and characteristics of a good student council representative. Each student in the homeroom may nominate 2 students to be the student council representatives. The teacher will make the final decision based on grade/conduct requirements and student input. Monthly meetings are held during the school day, usually lunch or recess time. The representatives share the results of these meetings with their homerooms. The Student Council decides on 2 or 3 service projects for the school year that they facilitate on a school-wide basis. At the end of the project they deliver the collected goods to a Houston Area agency and learn

about that agency. Please contact our librarian, Karen Harrell, for more information about Student Council.

## **TECHNOLOGY**

Students and volunteers must follow the "SBISD Student Acceptable Use Guidelines for Technology Resources" in SBISD Elementary Student/Parent Handbook to participate in technology at RCE. All students regularly use our computer labs, the lap top computers, and various other forms of technology in their classrooms throughout the year. Effort to integrate technology into curriculum and instruction is a priority at RCE. Classroom teachers are responsible for implementing the technology plan which provides the preparation and support for students to effectively integrate technology into learning in the content areas. Our iCoach and librarian will lend support in this area, as well.

## **TEXTBOOKS**

State adopted textbooks are provided by the district. Books that are damaged by a student and cannot be reissued must be paid for by the student.

## **TRANSPORTATION TO AND FROM SCHOOL**

The first day packet will contain a transportation form for you to complete detailing how your student will get to and from school each day. There will be no change to transportation unless the parent gives notice of this change in writing. If an emergency arises, please contact the school office immediately.

- No students should arrive at school or be dropped off before 7:30am as students are not supervised until 7:30am.
- There will be no changes in transportation after 1:00 in the afternoon.

## **BUS**

Bus service is provided to all students zoned to Rummel Creek Elementary. Bus routes are available on the district web site or in the front office. Please note that students are not permitted to ride home on a bus different from their assigned route. Route Maps will be posted in the front hallway at the beginning of school, and this will help determine the bus number for your child.

The phone number for SBISD transportation is 713- 251-1060. For questions about arrival/departure time of buses or about bus routes please call that number or check the SBISD website.

## **VOLUNTEERS**

The Rummel Creek community is a premier community and this shows in the volunteerism at the school. You help create the best experience possible for our children. There are many different ways to help out the children at Rummel Creek. One of the best ways is to be an active member in the PTA. A volunteer form is also sent home at the beginning of the year to make you aware of the needs of the school and your child's classroom. Your teacher is a great contact also as their needs will change from week to week. The only way you may work with any children at Rummel Creek is by first filling out a volunteer registration form. This registration activates a criminal background check so that we can know if the volunteer should be working with your children. The registration is on-line and can be found at:

<https://volunteer.springbranchisd.com/>

This volunteer registration must be filled out and approved before any contact with the children. This includes field trips and reading to the children.

## **YEARBOOK**

Yearbooks may be ordered during the fall. Watch the Roadrunner Express for information on the exact dates these will be for sale. Yearbooks are delivered at the end of the school year.