

# FASKEN ELEMENTARY

## Standard Campus Policies and Procedures



### SCHOOL HOURS

- School hours are from **8:00AM** to **3:20PM**.

### DROP-OFF/PICK-UP:

- To ensure student safety and in an effort to comply with safety requirements, **ALL** vehicles are required to use the front lanes for dropping off and picking up students. Pre-K & Kindergarten students and their siblings will use the small circle drive located near the front west side of the building (left of visitor parking area). **The east entrance is strictly for staff and bus students only and is NOT designated as a parent drop-off/pick-up area. It is off limits for parents and visitors as doors remain locked.**
- During drop-off, make sure your child is prepared to exit your vehicle when it comes to a safe stop. Your child must exit on the passenger side to ensure safety. After your child has safely exited your vehicle, continue to pull through until you exit the traffic circle (turning right).
- If you need to park your car, please do so in the designated parking areas for parents and visitors and do not leave your vehicle unattended in the drop off/pick-up lanes.

### MORNING PROCEDURES

- The front doors will be open at 7:30 am. The back doors will remain locked and will only be accessible to our bus students. Students in grades Pre-K and Kindergarten will wait in their neighborhood until teachers take them to their classrooms at 7:50. 1<sup>st</sup> – 3<sup>rd</sup> gr. students will wait in the cafeteria and 4<sup>th</sup> – 6<sup>th</sup> gr. students will be in the gym, if dropped off before 7:50 AM.

### TARDY BELL

- The tardy bell rings at 8:00 am. If students arrive after 8:00 AM, parents must come into the building to sign students in. Students will be counted tardy and are required to pick up a tardy pass.

### VISITORS/PARENTS

- After 8:00 am, all visitors who are in or enter the building must check in at the office and present a drivers license. Every MISD campus uses the RAPTOR system which enhances school security by reading visitor drivers' licenses. The system tracks visitors and volunteers while keeping away people who present a danger to students and staff members. The primary purpose for using this system is for the safety of our students.

### ABSENCES

- When your child is ill or unable to attend school, please call the office at **(432) 240-8400** to report the absence. Failure to report an absence will result in an "unexcused absence." Any doctor's notes/excuses should be turned in to your child's teacher or the office within **3 school days**.

### DRESS CODE

- Be sure you refer to your **Student-Parent Handbook** for dress code policy. A reminder that spaghetti straps and halter-tops are **not** allowed for girls. Also, **shorts, dresses and skirts, when measured with student standing, may not be more than 3 inches from the kneecap.** Boys' undergarments (i.e. white T-shirts and

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tanks) may not be worn as outerwear. Pants are not to be worn around the hips or lower and baggy or oversized pants (sagging) are **not** allowed. Please do not send your child with a spiky Mohawk hairstyle or bright bold hair colors to school.

### CELL PHONES/ELECTRONIC DEVICES

- A student may possess personal mobile telephones; however, these devices must remain turned off and kept in their backpacks, lockers or checked in at the office during the instructional day, during all testing, and during passing periods, **unless they are being used for approved instructional purposes**. A student must have approval to possess other telecommunications devices such as laptops, tablets, or other portable computers for classroom use. The use of mobile telephones or any device used to capture images is strictly prohibited while at school or at a school-related or school-sponsored event. The district/campus will not be responsible for damaged, lost, or stolen telecommunication devices.

### SCHOOL MEALS

- Breakfast is served to all students in the classrooms every morning from 7:50 – 8:00
- Lunch prices are \$2.85 or \$.40 for those qualifying for reduced price. Meal applications can be accessed online on the main page of the MISD web site or picked up in the school office. Students from households with approved applications on file from last year may receive benefits the first 30 days of school. After the 30 days, the students will pay full price.
- Meal payments can be made on-line. There is a link on the MISD CNS web page for on line meal payments. There is also a link on the Fasken web page for on-line payments and daily lunch menus.
- Parents wishing to eat in the cafeteria may sit with their child at the designated parent tables. Keep in mind that **parents may only provide food for their child and are not permitted to bring food for other children unless prior arrangements have been made and approved with school administration.**
- Special diets are for students with life threatening illnesses, special education students or any student that has a 504 designation. Any student meeting these criteria must present a physician's statement with the diagnosis and the 504 approval form to the CNS office. ALLOW up to 2 weeks for processing and purchasing. Parents will need to prepare the student meals until the diet is in place at school.
- *Texas Public School Nutrition Policies* will be enforced. Foods of minimum nutritional value (FMNV) including carbonated beverages, water ices (example: popsicles), chewing gum, and certain candies cannot be served to children by the school or food service department. **Students and/or parents are not permitted to bring any foods for other children.** Exceptions: schools are allowed 3 events a year at which FMNV may be served during the school day (e.g. Valentine's Day classroom party)

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