



# Jowell Elementary Quick Reference Guide

August 2018

6355 Greenhouse Rd. Katy, TX 77449 - <http://jowell.cfid.net/en/>  
 Telephone: 281-463-5966 • Fax: 281-345-3628

[www.facebook.com/CFISDJowell/](http://www.facebook.com/CFISDJowell/)

@CFISDJowell #TeamJowell

## WELCOME TO JOWELL ELEMENTARY SCHOOL!

We are so excited to begin the school year. Our goal is to make learning fun and exciting for every student. This guide has been prepared to provide you with important information about our school and procedures. We look forward to building a partnership with you so that we can make this a wonderful year for your child!

## ATTENDANCE INFORMATION

**Tardies:** School starts promptly at 8:35 a.m. Students who arrive between 8:40 and 9:59 a.m. will be issued a tardy slip. Starting at 8:40 a.m. tardy students must be signed in by an adult.

**Absences:** Attendance is taken at 10:00 a.m. Students who leave school prior to the 10:00 a.m. or arrive after 10:00 a.m. are marked absent for the entire day, with the exception of a student arriving or returning to school with a doctor's note. If your child is absent, please send a signed note within 3 days for the absence to be excused. A phone call does not excuse the absence(s).

## EARLY DEPARTURE

If you need to pick up your child prior to dismissal time, please send a note in the morning written and signed by the parent/guardian stating the time the child will be picked up. We will make every effort to have your child in the front office at the requested time. If a person other than the parent/guardian is picking up the child, please include their name on the note. A photo ID must be presented at the office. A written notice must be received no later than 2:30 p.m. If an early departure note is not sent, please anticipate delays. Students leaving early must be picked up by 3:00 p.m.

## INCLEMENT WEATHER

Rainy day dismissal due to inclement weather (heavy rain, lightning) will be determined at 3:30 p.m. Please ensure your child's rainy day transportation designation is on file with the front office.

## WHO CAN HELP?

Name	Position	Phone
Colleen Layton	Counselor	281-856-5291
Michelle Evans	Counselor	281-463-5972
Denita Glogowski	Nurse	281-463-5976
Virginia Martinez	Attendance Secretary	281-463-5970
Martha Hines	Diagnostician	281-856-1572
Lisa Jandal	Behavior Interventionist	281-463-5998
Alpha Cruz-Lopez	Librarian	281-463-5969
Cafeteria	Cafeteria	281-463-5967
Virginia Stout	Assistant Principal	281-856-1571
Suzanne Nicks	Assistant Principal	281-463-5974
Dorinda Tuggle	Principal's Secretary	281-463-5964
Kimberley Criswell	Principal	281-463-5973

## SCHOOL COLORS SCHOOL MASCOT

Red and Blue Jaguars

## SCHOOL HOURS

8:35 a.m. - 3:50 p.m.

## CAFETERIA SERVICES

When your child's lunch account becomes low, you will be notified by the Food Services automated phone system of the need to replenish the account at [www.parentonline.net](http://www.parentonline.net) or by sending payment with your child. In addition, your child will receive a reminder to bring home. Forms for free and reduced meals are available through the cafeteria, front office or online. Lunch applications must be completed annually. Only one per family.

## ADDRESS/PHONE CHANGES

Changes in address/phone number should be communicated to the front office immediately as well as to your child's teachers. Changes can be made in the front office or by sending a note with your child.

## SNACKS

Snacks may be brought to class at the teacher's discretion. Students may bring a water bottle to school to drink in the classroom. No other drink is permissible.

## LUNCH SCHEDULE

3 <sup>rd</sup> Red Lunch - Dunn, G. Gonzales, Holmes, Romero	10:45-11:15
3 <sup>rd</sup> Blue Lunch - Gamble, N. Gonzalez, Graves, Nagel, Ruthenbeck, Underwood	11:15-11:45
4 <sup>th</sup> Red Lunch - Atkins, Matulla, Mauerman, Silva, Sisk, Valles	11:45-12:15
4 <sup>th</sup> Blue Lunch - Douglas, Gilmore, Harding, Oldner, Renaud, Wells	12:45-1:15
5 <sup>th</sup> Red Lunch - Counce, Francis, Nolan, Williams	12:15-12:45
5 <sup>th</sup> Blue Lunch - Kellgren, Monreal, Pratt, Priputen	1:15-1:45
5 <sup>th</sup> White - Benjamin, Caruana, Hill, Marshall	1:30-2:00



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## BREAKFAST

All students will be served breakfast from 8:15 to 8:40 a.m. Staff members will be in the hallways and cafeteria to assist students as they purchase their meals and monitor arrival.

## MEDICATION

If it is necessary for medication to be administered to your child at school, the medication must be brought in person to the school nurse by the parent/guardian. In addition, parents must transport the medication home. Students are not permitted to transport or be in possession of any medication (over-the-counter or prescription). All medications must be in original containers.

## CONDUCT

Student Code of Conduct is available online at [www.cfid.net](http://www.cfid.net). Student conduct is communicated through Friday Folders, phone calls, conferences, office referrals, progress reports, and/or report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. Students are expected to demonstrate respect for themselves, their peers, and adults in the building at all times.

## HOUSE INFORMATION

At Jowell, students and staff are divided into four House Teams. New students at Jowell draw a token to determine their House Team. The teams are Uamuzzi/Determination (green), Alegria/Joy (orange), Valor/Courage (Carolina blue) and Spero/Hope (purple). All teams are represented by a color and we wear house colors on Tuesdays to show our House Team spirit. Once a month, we have meetings to build spirit and recognize students. Every nine weeks, there are several opportunities for students to earn points for their House Team.

## EMERGENCY CARD CONTACTS

It is important that parents complete and return the school emergency card. Changes should be updated in the front office. Person(s) who are listed on the emergency card are called only in an "EMERGENCY" when parents cannot be reached. They will not have access to your child without written parent permission. This includes siblings, grandparents, aunts, uncles, etc. It is important to notify the school and teacher each time a cell phone number or home number is changed for each emergency contact.

## PBIS

One of our goals at Jowell Elementary is to create a positive and engaging learning environment. We will teach student P.A.W.S. schoolwide expectations. The purpose is for students to achieve social and learning goals. Jaguar Bucks (incentive tickets) as well as other incentives will be distributed to students who follow the P.A.W.S. matrices. Students will exchange their bucks for a variety of rewards.



## BACKPACKS AND PERSONAL ITEMS

We request that each student bring a backpack to school every day. This teaches responsibility for their belongings, and it provides a convenient means of transporting items between school and home. Please remember to label all personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. This will assist us in identifying lost or misplaced items. Students should not bring anything other than those listed on the school supply list (toys, sports equipment, etc.). We do not want these to become distractions in the school environment.

## JOWELL ACTIVITIES

Many opportunities will exist for parents, students, and teachers to build a partnership during the school year. Check your child's folder regularly for information about Parent Nights, Curriculum Nights, Celebrations, Conferences, Festivals and Family Nights. Information will also be posted on Jowell's website, Facebook, Twitter, and sent via our Jaguar Express newsletter.






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## TRANSPORTATION & DISMISSAL INFORMATION

The modes of dismissal at Jowell are bus, car, walkers, day care van, or Club Rewind program.

### BUS

- School bus transportation is available to every Jowell student; therefore, we encourage all students to ride the bus. At the beginning of the year, it takes a couple of weeks for bus drivers and students to become familiar with routes and establish routines. The bus may be later than normal during these first weeks, and we appreciate your patience as we go through this process.
- Bus riders will be sent to their scheduled bus each day, unless written request is received (by 3:00 P.M.) to authorize another means of transportation. Students are not allowed to board another bus without written permission signed by the principal or assistant principal.
- We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions and will not be tolerated. Students must exhibit respect to the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus rules will result in parent notification through a bus report. Repeated bus reports will result in the removal of the student from the bus.
- Information concerning student conduct on buses is outlined in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct* found on [www.cfid.net](http://www.cfid.net).

### CAR

- Pick up and Drop off: If you decide to provide car transportation for your child, we ask that you drive through the single car rider line in the front parking lot. Jowell staff members will assist your child in getting to his/her car.
- Students who are eating breakfast may be dropped off beginning at 8:15 a.m. Students should NOT be dropped off before 8:15 a.m. as staff members will not be on duty to supervise them.
- When picking up your child we ask that you wait patiently in your car until he/she is released. For the safety of our students, please do not park to come inside to pick up your child. There will be delays.

### CLUB REWIND

- Students who participate in the afternoon Club Rewind program will be released to Club Rewind staff. Please let us know if there are changes.

### WALKERS

- Walkers may begin arriving to school at 8:15 a.m. A staff member will be at the back of the school to greet them at this time. Please do not send walkers earlier since no one will be available to supervise.
- Walkers will be dismissed through the door by the bike rack. Please make sure the teacher and front office are aware of transportation changes in case of severe weather.

## TRANSPORTATION CHANGES

Temporary changes in transportation must be kept to a minimum. To make a temporary change, please send a note to your child's homeroom teacher. It is a good idea to call the front office to make sure that the school received the change.

Note: All transportation changes must be received in writing by 2:30 p.m. Students leaving early must be picked up by 3:00 p.m.

## LUNCH VISITS

Parents are invited to occasionally have lunch with their child at Jowell. If you are planning to eat with your child, we ask that you follow a few guidelines:

- Check in at the front desk and get a visitor's name tag.
- Sit with your child at the designated tables during your child's lunch. Since teachers must monitor all students during lunch time, friends will NOT be able to join you and your child.
- Due to food allergies and FMNV (Foods of Minimal Nutritional Value) guidelines, food and snacks can only be brought for your child. Sharing food is not allowed.
- At the end of lunch, please return your name tag and exit the building through the doors at the front entrance.
- School aged children from other grade levels or schools are not allowed at lunches.

If your child forgets to bring his/her lunch to school, you may bring it during the school day (prior to his/her scheduled lunch time).


In an effort to ensure that our students establish successful lunch routines that will be maintained throughout the year, lunch visitors will be permitted beginning Tuesday, September 5th. Lunch visits will not be permitted the final week of school.



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## DRESS CODE

Please refer to the Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct for detailed information about the student dress code. The school may call you to bring school-appropriate clothing. Please ensure that appropriate clothing and shoes for PE and recess are worn daily (open-toe and flip flops are discouraged). Failure to do so could impact his/her conduct grade (prepared for class).

## HOUSE/SPIRIT DAY

**WEAR HOUSE COLORS ON TUESDAYS AND SPIRIT SHIRTS ON FRIDAYS**

## DEVICES

Students may have cell phones at school. The device must be off and may not be used to take pictures, make recordings or make calls/text messages. Device may be used for instructional purposes as directed by the teacher. Refer to the CFISD Student Code of Conduct.

## SCHOOL & DISTRICT CALENDAR

The Jowell online calendar contains updated information about what's happening at Jowell and is available by following the Online Calendar link on our school's website. The CFISD school district calendar for 2018-19 is available at <http://www.cfid.net/en/calendar/>.



## VISITATION PROCEDURES

Visitors are always welcome at Jowell. For the safety of our Jowell students, school personnel will request identification from any person on school property. All visitors are required to sign in and show ID at the front desk. Visitors will be asked to visibly wear a school-issued name tag. The name tag will include a designated location where the visitor will be permitted. This procedure helps ensure the safety of all our students. Visitors must return their name tag to the front office prior to leaving through the main doors. School aged children not enrolled at Jowell will not be allowed at any on-campus function during school hours, including lunch.

## CONFERENCES

Conferences are scheduled on Monday, October 8th for every student, and at other times when requested by either the teacher or the parents. Appointments can be made by phone, email request, or by sending a note to the teacher. Conferences are scheduled during the teacher's daily planning time. In some cases they may be scheduled before or after school.

## CONDUCT & WORK HABITS

All Jowell students are expected to follow the school, grade level, and classroom rules. We will also focus on the application of PBIS skills (Positive Behavior Intervention Systems) in different settings of the school. If a child does not meet the PAWS behavior expectations, the teacher will reteach the appropriate skill. Repeated infractions in any area over a nine-week period may result in an N on the report card. Should inappropriate behavior continue, parents will be contacted and an administrative intervention may occur. It is also our goal to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing classwork and homework). If a child is having difficulty with a particular work habit, the teacher will provide assistance so that the student can develop the appropriate skill. Repeated difficulty with a particular work habit over a nine-week period may result in an N on the report card.

## VISIT TO THE CLASSROOM

If you would like to visit your child's classroom, we request that you make an appointment in advance by contacting the classroom teacher. This enables the teacher to advise you of any schedule changes or instructional/testing times that might impact your visits. Visits to the classroom are limited to 20 minutes.

## BIRTHDAYS AT JOWELL

Student birthdays will be recognized during the morning announcements. No treats or birthday party invitations can be passed out during the day. If parents would like to do something special, they may purchase cookies for the class through the cafeteria. Please provide two weeks notice to the cafeteria. Parents may also choose to make a donation to purchase a library book in honor of their child's birthday. Contact the librarian for more information.