

## Canyon Creek Elementary Student Handbook

### Welcome

Welcome to Canyon Creek Elementary School! We are looking forward to an exciting and successful school year. We have prepared this handbook to provide a better understanding between school, parents and students. We ask for your cooperation so that we may provide your children with a rewarding and enriching educational experience.

### Mission Statement

Canyon Creek Elementary will be a positive, supportive environment where learning is maximized by high expectations, accountability, and the collaborative efforts of faculty, students, and community working together.

**School Colors** - Silver and dark blue

**School Mascot** - Comet

### Office Hours

7:30 a.m. – 4:30 p.m.

### School Hours

7:45 a.m. – 2:45 p.m.

### Canyon Creek Elementary PTA

PTA is an essential partner in carrying out the educational goals of our school. Please join PTA. An active, strong group of parents working for the benefit of the school is crucial to the success of Canyon Creek.

2009-2010 PTA President: Kelly Clark, 336-3880,  
mama4clark@sbcglobal.net

### Arrival at School

Doors open at 7:20 am. Students arriving prior to 7:30 may sit outside their classroom door. Teachers will welcome students into their classrooms to begin the day at 7:30 am. Students are counted tardy after 7:45. Learning begins when students enter the classroom, please schedule parent conferences for other times.

### Dismissal

All students are dismissed at 2:45. Due to RRISD in-service training and/or parent conferences, there will be occasional Early Release Days scheduled during the school year. Students will be released at 12:45 on these days.

### Arriving Late or Leaving Early

Students arriving after 7:45 go to their classroom and their teacher will mark them tardy. After 8:00 a.m. parents must sign students in at the office and students must obtain a tardy slip for admittance. Students who are tardy three times or more within a three-week period will receive a letter from the school. Students who are tardy do not meet the criteria for perfect attendance. **During the school day all students must be signed in and out through the office.** The school is not to release a child to anyone without the consent of the parent who has legal custody.

### Absence

A child not in class at 9:00 will be marked absent for the day. PLEASE CALL THE OFFICE EACH DAY YOUR CHILD IS ABSENT. **A written note from the parents is required when the student returns to school.** If an absence or tardy due to a doctor's appointment is unavoidable, it is important that parents notify the office that their child will be arriving late or leaving early due to an appointment with a health care professional. **Please request a note from the doctor's office for the child to bring to the attendance registrar.** Students will be counted present if they begin classes or return to school on the same day of the appointment. State law requires a minimum of 161 days of attendance as a condition for promotion to the next grade.

### Classroom Deliveries

ALL STUDENT/PARENT DELIVERIES MUST BE BROUGHT TO THE OFFICE. Please do not take forgotten items directly to the classrooms. Write the child's name and teacher on the item and leave it in the office. Items will be delivered by the staff or be picked up by the student.

### Classroom Visits

Classroom visits in your child's classroom are welcome at Canyon Creek Elementary School. In order to assure parents of the continuous quality of education for all children, we are asking that parents observe the following guidelines:

- Please make an appointment with your child's teacher. This courtesy enables you to schedule the visit for maximum benefit.
- Sign in at the school office before going to the classroom.
- All visits are limited to approximately 30 minutes to limit classroom distractions. You are welcome to return for additional visits of 30 minutes throughout the year.
- Teacher-student interactions must not be interrupted at any time. You are asked to observe quietly in a location designated by the teacher.
- Younger children may not attend classroom observation time as per district policy.
- If you wish to discuss your visit or any other aspect of the school, please set up a conference with the teacher at a mutually convenient time.

### Student Registration Requirements

1. Proof of residence (mortgage, house title, lease agreement or RRISD tax statement)
2. Birth certificate - Kindergarten students must be five years of age on or before September 1. First grade students must be six years of age on or before September 1.
3. Immunization record from a physician or clinic
4. Social Security number is requested (please bring the card)
5. Records from previous school

### Volunteers

RRISD requires any person volunteering (i.e., field trips, classroom, cafeteria, library, WatchDog Dads, etc.) to submit a Name Based Criminal History Check each school year. An online application is available at <https://hrsapp.roundrockisd.org/appentry/>

### **Lunch Program**

Student lunch - \$2.05, including milk  
Milk - \$.50  
Juice - \$.50 (provided for students with milk allergy)  
Adult lunch - \$2.75

Lunch accounts may be funded on the **first day of each week**. Checks are payable to Round Rock ISD. The correct amount for the account should be put in an envelope with the child's name, student account number and teacher's name on the front. Online purchases may be made at <http://www.pamslunchroom.com>. Lunches may not be charged. A sandwich and milk will be provided if a child has forgotten money.

### **Food Guidelines**

The Texas Department of Agriculture has mandated that parents may continue to bring food products from outside sources to their own child. On occasion parents may provide food for other students' consumption provided it meets the Dept. of Agriculture guidelines. Under the guidelines, class pizza/ice cream parties are no longer permissible during school hours unless purchased through RRISD Food Services. RRISD designated party days are Dec. 18, Feb. 12 and May 28. Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during lunchtime) under the teacher's guidance. The guidelines also specify portion sizes and fat content. More complete details are at [www.squaremeals.com](http://www.squaremeals.com). Canyon Creek is a nut-free school. We do not serve any food containing nuts in our cafeteria or classrooms, as we have numerous students who are highly allergic.

### **Birthday Celebrations**

Please do not pass out party invitations at school, as this often results in hurt feelings. As per the Texas Department of Agriculture, parents may continue to bring food products from outside sources to their own child. For nutritious snack ideas, see TDA's listing of "Suggestions for Nutritious Snacks," available on request and at [www.squaremeals.com](http://www.squaremeals.com). Ice cream can be purchased through the school cafeteria and some children have enjoyed donating a book to the library in celebration of this event.

### **Lost and Found**

Please label your child's belongings! The school cannot assume responsibility for your losses, however, if you report them immediately, every effort will be made to help. A Lost and Found box will be maintained for lost items. Items will be kept until claimed by their owner or until the end of the year. All unclaimed clothing will be donated to the Round Rock Clothes Closet at the Winter Holiday break and the end of the school year.

### **Lost or Damaged Textbooks, Library Books and Student IDs**

Students must pay for lost and damaged books. A receipt will be issued for lost books. Fines for lost library books and student ID cards are collected in the library. Fines for textbooks are collected in the office.

### **Medication**

Schools do not provide medicines for students. Parents must send any medicine that is necessary during school hours or to be kept for emergency use. When medicine must be given at school, Texas law requires that it be furnished in its ORIGINAL LABELED CONTAINER and with the parent's signed WRITTEN REQUEST and DIRECTIONS. The container and your notes must include: student's name, name of the medicine, purpose of medicine, dose, time of day or when it is needed and how the medicine is taken. Include telephone numbers where you can be called if there are concerns. THE SCHOOL REQUIRES THAT ALL MEDICINE BE CHECKED INTO THE OFFICE. Medication forms are available in the nurse's office and the school office.

### **Website**

Round Rock ISD Board Policy Book can be accessed through the Round Rock ISD Web Page at:

[www.roundrockisd.org](http://www.roundrockisd.org)

Canyon Creek Elementary information can be accessed at:

<http://schools.roundrockisd.org/canyoncreek>

RRISD e-news subscription information can found at:

<http://www.roundrockisd.org/home>

### **Parent/Teacher Communications**

**Folders** – Folders containing class work, tests and school memos are sent home weekly for parent review. Folders should be emptied, signed by the parent and returned the next day.

**Progress Reports** – Progress reports are sent home to parents of students whose grades are borderline or failing each three weeks through the nine-week grading period.

**Parent/Teacher Conferences** – Conferences may be requested by parents or teachers. Teachers are available for telephone conferences during their conference time or after school. Conference days are provided in the calendar.

**Report Cards** – Report cards are issued every nine weeks. The district copy must be signed and returned. Any numerical grade below 70 is failing (grades 3-5). Grades K-2 have a developmental report card describing learning progress.

**Telephone** - Every classroom is equipped with a telephone and each teacher has voice mail. Messages may be left during instruction times and when the teacher is unavailable.

### **Homework Assignments**

When parents call in their child's absence, they may request that books and assignments be sent to the office or make alternate arrangements for getting the work. Generally, the work will not be available until after 3:00. Class assignments should be requested before noon.

### **Emergency Contact**

Parents must provide telephone numbers where they (or adult designees) may be reached in the event of a child's illness or injury during the school day. Please send written notice. If your child needs emergency care and we cannot reach you or others you have named, we will call EMS. Parents are responsible for paying any medical bills for EMS and the hospital they use.

### Toys, etc.

As a general rule, unless it has been requested by the teacher, toys, skateboards, rollerblades, shoes with wheels, electronic games, walkman radios, trading cards etc. are not allowed at school.

Pocket knives are considered weapons and are not permitted on campus.

### Inclement Weather School Closing

- Parents should monitor the radio and television stations for early school closing bulletins.
- All school buses transport eligible riders to their designated bus stops.
- Walkers and bike riders need direction from their parents.
- Each child will be checked out through their classroom teacher's room if parents come to the school to check out their child. If you want someone else to pick up your child, please send a note giving permission for that individual to do so.

### Unwritten Rules

Occasions will arise during the year which may not be covered by written material here or in the Round Rock ISD Student Handbook. Behavior that is harmful to the student or others, either by word or deed, is not acceptable. The school will work with students, parents and teachers to enable students to achieve a positive self-image and caring attitude toward themselves and those around them. Our goal is to help our students be well-rounded, self-confident and comfortable meeting daily challenges.

### School Calendar

August 17-24	Staff Development/Preparation Days
August 25	First Day of School
September 7	Holiday – Labor Day
September 16	Elementary Early Release
October 12	Parent Conferences/Student Holiday
October 23	End of First Nine Weeks
November 11	Elementary Early Release
November 25-27	Thanksgiving Holidays
December 9	Elementary Early Release
December 18	End of Second Nine Weeks
December 21-January 1	Winter Break
January 4	Staff Development/Student Holiday
January 5	School Resumes
January 18	Martin Luther King Holiday
February 10	Elementary Early Release
February 15	Presidents Day/Staff Development
March 10	Elementary Early Release
March 15-19	Spring Break
March 5	End of Third Nine Weeks
April 2	Spring Holiday
May 5	Elementary Early Release
May 28	Last Day of School
May 31	Memorial Day Holiday/Bad Weather Day #2
June 1	Staff Preparation Day/Bad Weather Day #1

The Round Rock Independent School District is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, national origin, race, sex, color, religion, disability or against any other legally protected group. Complaints should be addressed to the district's Human Resources department.

### Canyon Creek Staff Phone Extension Position

Canyon Creek Staff	Phone Extension	Position
Eleece Moffatt	2800	Principal
Sarah Baker	2800	Asst. Principal
Jan McCall	2811	Counselor
Susie Olson	2803	Admin. Assoc.
Becky Klaus	2802	Student Records
Bonnie Becker	2805	Nurse, LVN
Cindy Monroe	2807	R.N.
Cheryl Garihan	2801	Office
Sharon Whisnand	2816	Library
Frank Tighe	2843	P.E./Wellness
Betsy Campbell	2844	P.E./Wellness
Sharon Preston	2828	Art
Debbie Martin	2831	Music
Marcia Bates	2822	Kindergarten
Shannon Benoit	2821	Kindergarten
Lisa Clarke	2824	Kindergarten
Cindy Huttenhower	2823	Kindergarten
Kim Flott	2839	Grade 1
Katrine Kohls	2838	Grade 1
Karen Ogle	2840	Grade 1
Jean Riggins	2841	Grade 1
Nancy Desjardins	2837	Grade 2
Pat Greiner	2827	Grade 2
Patty Palmer	2826	Grade 2
Sheri Pena	2836	Grade 2
Megan Christie	2857	Grade 3
Cheree Coughenour	2849	Grade 3
Arlene Jordan	2852	Grade 3
Laurie Neuman	2850	Grade 3
Marty Short	2858	Grade 3
Joni Biggers	2860	Grade 4
Cheri Hardison	2835	Grade 4
Sara Nelson	2847	Grade 4
Sheila Romanski	2848	Grade 4
Jessica Stafford	2834	Grade 4
Gina Chrane	2854	Grade 5
Mary Jo Terry	2856	Grade 5
Carol Montgomery	2855	Grade 5
Beth Walter	2853	Grade 5
Dusti Cerda	2873	TAG
Nicole Shannon	2872	TAG
Marie Deardorff	2812	Resource
Elaine Stalzer	2825	Resource
Kathy Sternad	2820	Intervention
Judy Elliott	2814	Speech Therapist
Katherine Gilligan	2845	Cafeteria Manager