

## SCHOOL HOURS

Grades KG – 5<sup>th</sup>: 8:10 a.m. – 3:10 p.m.

AM PPCD & Pre-K: 8:10 - 11:10 a.m.

PM PPCD & Pre-K: 12:10 – 3:10 p.m.

7:45 a.m. – Students may enter building

**Students who arrive after 8:10 a.m. will be counted tardy. Afternoon Pre-K/PPCD who arrive after 12:40 p.m. will be counted tardy.**



## REED ELEMENTARY

8700 Tami Renee, Houston, TX 77040

Phone: 713-896-5035 Fax: 713-896-5051

Principal: Kandy Bond

Visit our website: [www.cfid.net](http://www.cfid.net)



School Mascot:

**Roadrunner**

School Colors:

**Blue and Green**

Please keep this information page where you can use it all year.

### WHO CAN HELP

**The homeroom teacher is always the best first contact.**

Counselors – Liz Salazar & Charlie Ramirez

Nurse-Allison Dean

Assistant Principals – Linda Montemayor & Rebecca James

Principal – Kandy Bond

Behavior Interventionist – Janet Croy

Instructional Specialist – Emilie Redd –Reading/LA/SS

Instructional Specialist – Jennifer Soto – Math/Science

Diagnostician – Melissa Tysdal

Cafeteria Manager – Blanca Gonzales

Attendance Secretary – Tami Brooks

Principal's Secretary – Emma McLachlan

AP's Secretary – Barbara Vandever



### CHANGE OF ADDRESS OR TELEPHONE NUMBER

All changes must be reported in writing to the front office. In case of emergency, it is vital that we are able to contact you.

**ATTENDANCE:** It is very important for each child to be in attendance at school every day for the entire day.

- Attendance is taken daily at 9:15 a.m.
- Absences will be excused (with note) for illness, death in family or weather/road conditions making travel dangerous.
- Students must bring a note signed by a parent with the reason for each absence. A doctor's note is necessary for more than 5 days of absences.
- After a student is absent 3 days, parents may make arrangements with the teacher for make-up work.

**TARDIES:** Students arriving to school after 8:10 a.m. must report to the front office with their parent to be signed in.

**ADDRESS AND TELEPHONE CHANGES:** Address and telephone information must be up-to-date. Please send a note to the front office with any changes.

### SCHOOL VISITATIONS

We welcome your visits to Reed. For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned and you will be given a personalized name tag for your visit.

**Cafeteria Visits:** Lunch visitors must sign in at the front desk and visibly wear the visitor's sticker to the cafeteria. Upon leaving school, the visitor will sign out at the front desk.

**Classroom Visits:** Please make appointments with the teacher and limit visits to 20-30 minutes. Only parents or legal guardians may observe in the classroom. The principal must approve any other persons observing.

**Parties:** Younger siblings may attend parties, but must be closely monitored. Food and materials provided for the parties are limited to Reed students. Reed students will not be allowed to attend activities of other siblings held during the school day. If a Reed student is checked out or absent from school, they may not return to campus for any school event.



### ARRIVALS AND DEPARTURES

**ARRIVAL:** *Safety is our top priority.* Therefore, children will not be allowed to arrive at Reed before 7:45 a.m. Staff are not on duty to supervise until 7:45 a.m. Students eating breakfast may enter the cafeteria at 7:45 a.m. All other students may enter the building and report to their classroom at 7:50 a.m.

**DEPARTURE:** Any changes in your child's after-school transportation must be received in writing before 2:30 p.m. to avoid the end of the day rush, students leaving early must be picked up prior to 3:00 p.m. or go home their normal route.

**EARLY DEPARTURE:** If a student must leave early, please send a note in the morning stating the time, name of the person picking the student up, and the parent's phone number. We will make every effort to have the child in the office at the designated time. The person picking the child up must show their identification and be listed on the child's Emergency Card.

**BUS RIDERS:** Riding the bus to and from school is the safest and most convenient mode of transportation. A student may not ride a bus other than the assigned bus except in emergency situations. A request to ride a different bus must be made in writing by the parent, brought to the office, and approved by the principal. Reasons for bus change DO NOT INCLUDE scouts, sports activities, visiting a friend or anything for which it is the parent's responsibility to provide transportation. It is the practice of CFISD that no Pre-K student will be dropped off at a bus stop unless a responsible caregiver is there to receive that student. When there is not a caregiver available, the child will be brought back to the school and the parent will be called to pick up the child from school.

**PARENT DROP-OFF:** Parents should stay in your car and go through the designated area by the front door. If a parent needs to come into the building, they are expected to park in a designated parking place and check in at the front office.

**PARENT PICK-UP:** Parents should stay in the car and go through the designated area by the front door. Parents will be given a sign to place in the car window for identification purposes.

**WALKERS AND BIKERS:** Walkers will enter through the front door. Walkers are not to cross through the parking lots or the parent drop-off area. Bike riders must walk their bikes on the school sidewalks to the bike rack. It is a good idea for students to have a lock for their bicycle.

### CLINIC PROCEDURES

**MEDICATION:** Medication must be brought in by the parent in the original container properly labeled with the child's name and directions for the time and dosage. A written request to administer drugs must be on file. No medication can be sent home with students.

**ILLNESS AT SCHOOL:** If your child becomes ill during the day the nurse will call the parent to come pick-up the student. If the parent/guardian cannot be reached, the persons listed on the emergency form will be called.

### CAFETERIA PROCEDURES

Please deposit money in your child's cafeteria account for emergencies. Contact the cafeteria manager if you want the account to only purchase meals and no extras (desserts, etc.) Parent may also use a PAY/PAM account to deposit money through the web.

Cafeteria Meal Prices:

Student Breakfast \$1.00/Lunch \$2.00  
Adult: Breakfast \$1.50/Lunch \$3.00

Students may also bring their own lunch.

Monthly Menus can be found at

<http://www.cfid.net/dept2/food/html/menus.html>

### PEAM/LUNCH/RECESS SCHEDULE






GRADE	PEAM	LUNCH	RECESS
KG	12:20 – 1:15	10:20 – 10:50	10:50 – 11:20
1st	1:15 – 2:10	10:50 – 11:20	11:20 – 11:50
2 <sup>nd</sup>	10:55 – 11:50	11:50 – 12:20	12:20 – 12:50
3 <sup>rd</sup>	8:10 – 9:05	11:20 – 11:50	11:50 – 12:20
4 <sup>th</sup>	9:05 – 10:00	12:20 – 12:50	12:50 – 1:20
5 <sup>th</sup>	10:00 – 10:55	12:50 – 1:20	1:20 – 1:50

PEAM – PE/Art/Music

### TESTING DAYS

There are days during the school year that we do not allow any visitors regardless of grade level. Please refer to the school calendar on the website for more information.

### BIRTHDAYS

-  Student's birthdays are acknowledged during the morning announcements. The student will also receive a card from the principal and a coupon for a free ice cream at lunch.
-  Due to FMNV regulations, cakes, cupcakes, favors, etc. are not permitted.
-  Due to the Privacy Act, homeroom lists may not be provided to individuals.
-  Students will not be allowed to distribute invitations to personal parties.
-  Deliveries of flowers, balloon, etc. will not be accepted at the front desk.

### STAY CONNECTED






Our monthly communication the "Roadrunner Review" is published on the last Thursday of each month.

You may receive the newsletter through your oldest child's Thursday folder or by email.

The newsletters as well as other helpful information are posted on our website found at <http://schools.cfid.net/reed/index.stm>

The website is an excellent way for keeping up with our campus. Not only are newsletters posted in English and Spanish but you will also find a school calendar, school supply list, fundraiser information, forms, etc.

### LET'S WORK TOGETHER

-  Read notices and newsletters from our school.
-  Limit TV and encourage reading.
-  Help your child with homework.
-  Please, set a regular bedtime (before 9:00 p.m.)
-  Make sure your child has a lunch or lunch money.

### PTO/VOLUNTEERS

Please join the Reed PTO. You may volunteer in many ways to assure the success of our children.

### TEXTBOOKS/LIBRARY BOOKS

Students are responsible for library and textbooks issued to them. Books that are lost or damaged during the year must be paid for before other books can be issued.

### LOST AND FOUND





Articles are placed in a box in the hallway outside of the Art Room. Be sure to label the student's name on all jackets, sweaters, lunch kits, etc. Unclaimed items are donated to a charitable organization.

### SCHOOL SUPPLIES

Students are responsible for having necessary supplies each day for his/her classes. Students are not asked to loan supplies to other students or to bring more supplies than requested on the supply list.

### DISTRICT STUDENT HANDBOOK AND CODE OF CONDUCT

Refer to the handbook for District Policies:

-  District Dress Code
-  Bus Conduct
-  Discipline Policies
-  Attendance/Admissions

Become familiar with the handbook and keep it for reference as questions arise. Make note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks and Dress Code. It is available at [www.cfid.net](http://www.cfid.net).

### EMERGENCY SCHOOL CLOSINGS

Listen to TV Channels 2, 11, 13 or 26  
FM Radio Stations 97.9, 95.7, 100.3, 93.0, 102.9, 99.1, 107.9  
AM Radio Stations 1010, 740, 940  
[www.cfid.net](http://www.cfid.net)

