

# Pfluger Elementary Parent Handbook

## 2020-2021

Modifications to this handbook were made due to COVID 19. Those modifications are highlighted in red.

Welcome to Pfluger Elementary for the 2020-2021 school year! We are so excited to start this new year. This handbook was put together to help answer commonly asked questions as well as a way to clarify policies and procedures for the school. While this handbook is comprehensive, it is not exhaustive for all issues. Please contact the school if you have any questions or needs not addressed in this handbook.

### Arrival/Dismissal

Walkers and bike riders are encouraged to not arrive until 7:20.

Due to COVID 19, parents can not walk their children to class or into the building. Students will walk directly to their teacher's classroom to be supervised by their teacher unless they need breakfast.

Due to COVID 19, students dropped off at the school prior to the doors opening are required to remain in their car.

Dismissal times will be staggered to avoid large groupings of students. There will not be parent walk-ups this year. All parents must wait in their car for the staff to load students into their car.

### Attendance

Attendance Matters! Positive attendance habits can dramatically impact a child's academic growth. Research indicates healthy attendance habits are set in elementary.

For in person students, in order for a student to be considered present for the day, they must be present by 10:20. Any student arriving after 10:20 will be counted absent for the day. The Compulsory Attendance Law of Texas requires that school-age children attend school every day unless they have an

acceptable excuse. Excused absences include sickness or a death in the family. Vacations and family trips are **NOT** excused.

Students attending school virtually are also subject to mandatory attendance laws. They must participate in class activities in order to be considered present.

- Completing a task in Schoology,
- Turning in assignments or participating in a discussion on Schoology
- Taking the morning SEL/Attendance survey allows the district to count a child present

If a child is attending virtually and goes to a doctor or can complete any task listed above they can be considered present. So even if your child is slightly ill, your child can get credit for being present for the day.

If your child is attending in person and is absent from school, please send a doctor's note or a parent note explaining the reason for their absence within 3 days. For your convenience, you can email documentation to [PES.attendance@hayscisd.net](mailto:PES.attendance@hayscisd.net). You can also send a note with your child. If you have any questions, please do not hesitate to contact us at 512-268-8510.

## Tardies

Arriving early and on time to school helps students set their day up for success. Students need to be in their designated location by the 7:30 bell.

If persistent absences or tardies occur, we will reach out to you to support your family with ways to avoid attendance and tardy situations. Please call the school counselor if you need assistance.

## Attendance, Citizenship and Academic Progress Assemblies

These in-person celebrations have been canceled due to COVID. In class recognitions will still occur.

## Birthdays

Due to COVID 19, no visitors can come to campus to celebrate birthdays. No outside food, invitations, or goodie bags can be brought to school or delivered to the office to distribute. At this time students are not allowed to share food.

## Communication

Communication between parents and teachers is essential to the success of a child's education. We encourage written correspondence, email, **Schoology**, phone calls, **virtual** conferences between you and your child's teacher. Please reach out whenever you have a concern or question. The sooner we have the information, we can address the matter immediately.

As a courtesy to our teachers and to protect instructional time, if you have questions or concerns, please contact the teacher to set up a conference. Pfluger staff will respond within **24 hours** unless a teacher is absent.

All of your concerns related to issues with your child should start with the classroom teacher. If you continue to have concerns after meeting with the teacher, our school counselor is available to help. If these avenues have been exhausted, feel free to schedule a **virtual** conference with the administration to discuss ways to resolve them.

## Classroom visits

Classroom visits have been canceled at this time due to COVID 19.

## Cell phone policy

Children are permitted to have a cell phone on campus. Phones should be stored in a child's backpack until there is an instructional reason to use the device. Teachers will notify students when they can use their personal cell phones. Students are not allowed to take their cell phones to recess, lunch, bathrooms, special areas, or use before and after school. Each classroom has a school phone for students to use if they need to reach a parent.

If a phone is used inappropriately, the teacher will contact the parent to discuss the situation. Additional information about the district's cell phone policy can be found on the Hays district website.

## Campus safety

No visitors are permitted on campus to COVID 19.

## Chromebooks and/or iPads

If a child has a Chromebook or iPad checked out, it is considered District property. If the device is damaged or lost, the parents will incur the cost of replacement (\$220) All in person learners will have access to a device so home devices will not be needed.

## Daily Screening

Prior to your child coming to school each day, you are required to screen your child for COVID 19 symptoms. Symptoms to screen for are

- Temperature of 100 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- Loss of smell or taste
- New onset of severe headache, especially with a fever.
- Has a confirmed case of COVID-19 or has been in close contact with their physician.
- Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.

## Discipline

Due to COVID 19, if a child intentionally coughs or spits on another child disciplinary action will be taken immediately.

Children are expected to wear masks on the bus and at school at all times. If a child refuses to wear a mask or regularly attends school without a mask, parents will be notified. If problems persist, disciplinary action could be taken.

Per district policy for the “Standards for Student Conduct”, each student is to

- Demonstrate courtesy, even when others do not
- Behavior in a responsible manner, always exercising self-discipline
- Attend all classes, regularly and on time
- Prepare for each class
- Meet district and campus standards for grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of students, teachers and other district staff and volunteers
- Respect the property of others including district property and facilities

- Cooperage with and assist the school staff in maintain safety, order and discipline

If a student fails to comply with public health orders, the student will no longer be eligible for in person learning.

## Electronic devices (not cell phones)

Students should not bring electronic devices to school for any reason.

## Field Trips

All field trips have been canceled for the fall due to COVID 19.

## Hays Hopeline

<https://www.hayscisd.net/hopeline>

Hays HopeLine is a convenient and confidential way for students and parents to report bullying, harassment, school safety concerns, or any other personal crisis. We encourage you to contact the school first with your concerns.

## Grading Policy

The current district grading policy remains in effect during COVID 19.

Pfluger follows the district grading guidelines.

- Teachers are required to record a minimum of **one daily grade** per week and a minimum of **three major grades** per grading period for **each content area**.
- Daily grades will count for 75% and major grades will count for 25% of the overall grade for a grading period.
- Teacher discretion may be used to determine what assignments constitute a daily or major grade, except for
- District-required Curriculum Based Assessments, which are to be recorded as a daily grade and eligible for reassessment.
- Students may not receive grades for participation without demonstrating mastery of the objective standard and district curriculum or as documented in their IEP.
- Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do the daily grade assignments.
- Students may re-submit daily grade assignments and re-test only one time per assignment.

- Students may receive a maximum grade of 70 on all re-submitted daily grade assignments and tests or whichever grade is the highest.
- If a student scores a grade of 70-100; a grade of 70 should be entered in the grade book.
- If a student scores a grade of 0-69; the higher of the two scores (original grade or retest) should be entered in the grade book.
- Major grades are not eligible for re-do.
- Assessments given within the last week of the grading period will be recorded on the following grading period.
- Any assignments not completed and submitted may be given a grade of zero.
- Progress reports will be sent to parents during the 5th week of the nine-week grading period. These dates are on the google master calendar.
- Kindergarten and first-grade report card grades will be denoted with a performance scale using 1, 2, 3, or 4
- For Grades 2-5, report card grades will be denoted with numerical grades.

## Lunch Visits

Due to COVID 19, lunch visitors can not come to school this year.

## Dress Code

Required this year, students need to bring an extra set of clothes and an extra mask in their backpacks for a back up if needed.

In order to ensure clothing and other items are not distracting to the educational environment, we want to review the dress code expectations. Baseball caps, short shorts, and spaghetti strap shirts should not be worn. As much as possible for shorts, please use the fingertip rule to determine if they are long enough. Appropriate shoes should be worn for PE class which is twice a week. Open toe shoes and heels do not allow for active participation in PE. The tennis shoes “heelines” are dangerous and have lead to accidents in the halls and playground and should not be worn at school.

## Lost and Found

Jackets, lunch boxes, and backpacks can get expensive when they have to be replaced. Please take a minute to label your child’s belongings with their name so they can be returned when they are found. We do have a very active lost and found which is a good place to check for lost items.

Since water bottles are required this year, please **label** your child's name (first and last) on the bottle so it can be easily returned.

## Nurse

Due to COVID 19, unless the nurse has contacted you to pick up your child, please call the nurse if you have any questions versus coming directly to the office.

Please take care of basic wound care at home so avoid visits to the nurse's office. We are trying to limit the number of students in the office at any one time.

All prescribed medications sent to school must come with a physician and parent approval, be in its original container and labeled with the student's name. A registered nurse is available for preventative health care, screening, first aid minor illness, and emergencies. Please explore the nurse page on the Pfluger website under "school nurse", any medication forms can be found there.

Pfluger is a "peanut aware" school. Within many classrooms, we have children who are allergic to nuts. We appreciate any support you can provide these rooms by sending snacks that do not have peanut products in them or bring peanut-free food for parties.

Please call the nurse, Traci Brown, if you have any questions 512-268-8510.

## Meals

Breakfast and lunch are served daily. If you feel you meet the criteria for free or reduced lunch, contact the school office to request a form or you may apply online. All inquiries and applications are confidential.

### **Prices for the 2020-2021 school year:**

Breakfast cost: \$1.25

Lunch cost: \$2.70

Reduced breakfast cost: \$0.30

Reduced lunch cost \$ .40

**Modified meals are served after a student's unpaid balance reaches \$10.00.**

## Parent Portal

Parents have 24-hour access to your child's grades. This is an excellent method to monitor progress and verify assignments have been turned in. It

allows for “no surprises” for the end of the 9 weeks grading period. Teachers are happy to answer any questions you might have about grades or assignments.

## Retention/Promotion

For grades K-2, decisions shall be based on satisfactory performance in language arts and mathematics. Other factors can be taken into consideration when making promotion decisions.

In grades 3-5, promotion to the next grade level is based on an overall average of 70 on a scale of 100 based on grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

## Schoology

The district will be using a new learning management system this year to support smoother communication with parents about class assignments and ways to get messages to teachers called Schoology. You will receive a Schoology login at the beginning of the year to start using this system as well as additional information about its benefits.

## Student Pick Up/Bus Change

Due to COVID 19, using district transportation is highly discouraged. Masks must be worn on the bus at all times.

Hays CISD requires, if you need to make a change for how your child will get home, you must contact the front office before 1:00 pm. After 1:00 pm, no changes can be made to after school plans.

No parent pick ups can occur after 2:00.

**Please do not contact teachers directly regarding changes in plans as a teacher may be absent and not receive the information in time.** Since teachers are teaching up until the school bell rings, they do not always have time to check voicemail or emails prior to dismissal. All changes in pick up plans must go through the office. The office will communicate that change to the teacher.

## Visitors

Due to COVID 19, visitors are not allowed on campus past the reception area and foyer. Class parties, assemblies, birthday celebrations, school-wide events have been canceled at this time.

## Toys

During school, we want children focused on their learning. Please ensure that toys are **not** brought to school. Toys include but are not limited to fidget spinners, squishies, dolls, stuffed animals, figurines, and Pokemon cards are not permitted on campus. Slime is **not** permitted on campus. Teachers will pick the items up for safekeeping. This includes party days.

### School Hours:

7:30 am - 3:16 pm  
Tardy Bell 7:30 am

### Office Hours:

7:10 am - 3:55 pm  
Doors open at 7:00 am

### Important Phone Numbers

Child Nutrition: 512-268-1336  
Transportation: 512-268-8476

Kathy Noack, Principal  
Emily Marshall, Assistant Principal  
Shanda Ince, Counselor

[kathy.noack@hayscisd.net](mailto:kathy.noack@hayscisd.net)  
[emily.marshall@hayscisd.net](mailto:emily.marshall@hayscisd.net)  
[shanda.ince@hayscisd.net](mailto:shanda.ince@hayscisd.net)

## Ralph Pfluger Elementary

4951 Marsh Lane, Buda, Texas 78610 Main Line: 512-268-8510 Fax:  
512-295-6826