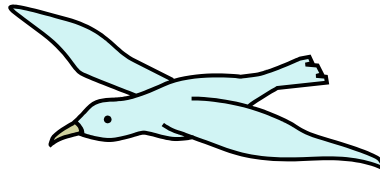


Welcome to Stewart



Where Seagulls Soar High

We are happy to have your child at Stewart. Starting a new school is exciting! We also know that it is a time of transition, and that you will have several questions. We hope this helps you get to know more about our school. Thank you for sharing your child with us. We look forward to a year filled with learning and new experiences.

How can I contact the school?

You can contact the school by phone, fax or email.

281-284-4700 (phone) 281-284-4706 (fax)

stewart@ccisd.net (email)

What are the school hours?

Students may arrive at 7:30am. They report to class at 8:00am, and students are dismissed at 3:15pm. The front office closes at 3:45pm.

What school supplies will my child need?

Our school supply lists are located on our school webpage at

<http://www.ccisd.net/schools/elementary-schools/stewart/parent-information>.

A paper copy is also available from our front office.

What are the transportation options for my child?

The transportation options are as follows: bus service, car rider, daycare and walker. A map of the arrival and dismissal locations is included at the end of the packet.

Bus service: If you would like to locate your child's bus route drop off and pick up locations and times, you can visit www.ccisd.net to access the Transfinder program or click the direct link <http://www.infofinderi.com/tfi/address.aspx?cid=CCI53WAGWNL>

Please contact transportation any time you have questions about CCISD bus services. Their phone number is (281) 284-0600. Keep in mind that the bus routes pick up and drop off times may be delayed at the start of the year.

Car rider: Morning arrival begins at 7:30am and class begins at 8:00am. Students are considered tardy after 8:15am. Students cannot be dropped off before 7:30am as there is no one to monitor students before that time. Students are dropped off in front of the cafeteria from 7:30am until 8:00am. After 8:00am, students are dropped off in front of Stewart's main entrance. Students cannot be dropped off at the bus loading areas because it presents a safety problem. If you are entering the building with your child, you will enter the front doors and check in at the office. Remember that all visitors are required to have a government issued ID or passport to enter the campus.

Car riders are dismissed at 3:15pm. Please place a sign, provided by Stewart, which can be easily read with your child's name and grade level in your car window. Staff will direct cars around the driveway on the East side of the building.

Walkers: Walkers can begin arriving on campus at 7:30am. Students may enter through the back doors near the gym, or the front doors beginning at 7:30am. The back doors near the gym are locked at 8:00am. For your child's safety, please discuss using designated crosswalks and sidewalks routinely. If you want to enter the campus with your child, you can enter through the front doors and check in at the office. Remember that all visitors are required to have a government issued ID or passport to enter the campus.

Walkers are dismissed at 3:15pm. Staff members will walk with the students to the designated cross walks. West Walkers exit the building by the gym and continue beside the track to Birch Street. East Walkers exit the building near the 3rd and 4th grade hallways and continue to the intersection of Birch Street and Miller Street.

Daycare: If you would like to know the daycare facilities that pick up and drop off at Stewart, feel free to contact the front office.

How do I find out about breakfast and lunch information?

Students are assigned their own account and PIN number. At home, you can practice with your child to help them learn their PIN number. You can send money to keep in an account for your child in the cafeteria for meals. For more information, contact our CCISD Child Nutrition Department at 281-284-0700 or childnutrition@ccisd.net or visit <http://www.ccisd.net/departments/child-nutrition-services>.

Breakfast: Students can participate in our free breakfast program every morning from 7:30-8:00am. Family members are welcome to eat breakfast with their child. Be sure to sign in at the front office before going to the cafeteria. Remember that all guests are required to have a government issued ID or passport to enter the campus. It is important that we start school promptly, so please make sure your child finishes breakfast by 8:00am and arrives to class on time. Breakfast is free for all Stewart students, and breakfast costs \$1.75 for each adult and child guest.

Lunch: Family members are welcome to eat lunch with their child. Be sure to sign in at the front office and wait for your child in the cafeteria. Lunch costs \$2.15 for students and \$3.00 for each adult and child guest.

What types of communication are there between school and home?

Campus administration and staff make every attempt to communicate with the Stewart community on a regular basis. A school calendar and PTA newsletter will be sent home with students every other month. Important dates and other information will be included in this newsletter. You can also view our school calendar at www.ccisd.net/stewart. A call out system is also used for phone numbers and email addresses submitted during registration. These call outs are used to communicate upcoming school events. "Tuesday Folders" will be sent home every week. These folders include student work, activity schedules, and your child's individual conduct report. Teachers and administrators are available for scheduled appointments. Please do not hesitate to call your child's teacher, assistant principal, counselor, or principal if you have any questions or concerns.

How will I know what events are scheduled?

School events and activities will be communicated on our campus calendar which is sent home every other month. You can also view school events on our Stewart webpage www.ccisd.net/stewart. Teachers will send home flyers announcing the events in the Tuesday folder and in their class newsletter. A call out system is also used to communicate information by phone and email. Be sure and sign up for the call outs in the front office if you are not receiving them. If you have any questions about upcoming events, please call our front office.

What is the best way to contact my child's teacher?

Teachers can be contacted by email or by calling the office at 281-284-4700. Scheduling an appointment with your child's teacher will allow time for them to share information in a confidential setting. After 7:45am, teachers are busy preparing for the day and welcoming students into their classroom.

If I need to contact my child, what should I do?

Parents are asked to make every effort to attend to personal planning before the student comes to school in the morning. Please remember to discuss afternoon transportation arrangements with your child. If a change in transportation is needed, a note must be sent to your child's teacher or be made in writing prior to 2:30pm. The office staff will ensure that your child receives any urgent messages without disrupting their learning.

What safety measures are in place at Stewart?

The safety of your child is our first concern. We have a secured entrance to ensure the safety of our children. All doors except the front doors will remain locked during the school day. When visitors arrive, they are required to have a government issued ID or passport to enter the campus or check out a student from school. Visitors are issued a sticker badge, which is worn the entire time they are in the building. Any campus volunteer must register online with CCISD at <https://www.ccisd.net/online-forms/volunteerregistration> , which includes a background check. The campus staff receive annual safety training and response procedures are in place. The campus also conducts various practice drills throughout the year. These drills include, but are not limited to, fire drills and lock down drills. If you have any questions about the safety of your child, please feel free to contact the campus administrator.

If I want to visit Stewart, what do I need to do?

The safety of your child is our first concern. We have a secured entrance to ensure the safety of our children. All doors except the front doors will remain locked during the school day. All school visitors must check in at the front office and present a government issued ID or passport to enter the campus. You will be given a visitor's sticker that will allow you access to your destination. You may visit your child during breakfast, lunch or any specified school/class activities. If you are bringing items such as lunch, homework, money, etc. we will see that they are delivered to your child.

If I want to volunteer at Stewart what do I need to do?

We appreciate volunteers! To become a volunteer in CCISD and at Stewart, you will complete a volunteer application electronically on the CCISD website at <https://www.ccisd.net/online-forms/volunteerregistration> . You will be notified by email after your volunteer application has been processed. Also, if you want to attend any fieldtrips with your child as a volunteer, this application must be completed at least 2 weeks prior to the field trip.

How will I be able to monitor my child's progress?

You deserve to know about your child's performance on an ongoing basis. Please contact your child's teacher any time you have questions about your child's progress. Report cards and progress reporting dates are listed on the district and campus calendar. Another great way to monitor your child's progress and school information is to register at CCISD4me on the CCISD website at

<http://www.ccisd.net/departments/communications/ccisd4me-instructions-login>. CCISD4me is designed to give you information regarding your child's grades, attendance, library account details, meal account details and school events. If you have questions on how to register for CCISD4me, please contact our front office.

If my child is absent, what is required when they return?

Attendance to school is critical. If your child must be absent, a written excuse signed and dated by the parent/guardian is required upon your child's return. (Include your child's legal name, date(s) and reasons of absence.) If your child had a doctor or dental appointment, please provide a note from the doctor. All excuse notes are used to document absences and become part of the child's attendance record. If your child misses more than 18 days for any reason, it is possible that your child will not be promoted to the next grade.

If I have to check my child out early, what do I need to do?

When you arrive on campus, we will request for your child to be sent from their classroom. A government issued ID or passport will be required to check out your child from school. After 2:45pm, no students will be checked out.

If I need to make a transportation change for my child, what do I do?

It is very important that our teachers know how each student is getting home. We encourage parents to make any necessary transportation changes prior to the start of the school day. A note should be sent to your child's teacher. All transportation changes must be made before 2:30pm. Transportation changes must be in writing and not by email or telephone.

Is there a dress code at Stewart?

Yes, at Stewart we follow the Clear Creek ISD dress code. Also, remember that on scheduled PE days, your child will need to wear tennis shoes. The CCISD dress code is as follows:

The Clear Creek ISD Dress Code is established to teach grooming, hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards, teach respect for authority, and prepare our students for the future. Students whose religious beliefs require exemptions from the District's Dress Code in any way may be granted an exemption, provided the student presents a written statement, expressing a religious objection to the Dress Code that the District determines is bona fide.

Accordingly, the following shall apply:

- No visible body piercing other than a student's ears will be allowed (e.g., no tongue piercing).
- No visible tattoos will be allowed.
- Appropriate clothing and shoes in good repair are required.
- Shower shoes and house slippers are not permitted.
- No heeled (roller shoes).
- Inappropriate clothing includes, but is not limited to, cut-offs, halters, strapless garments, spaghetti straps, open underarm shirts, tank tops, pajamas, boxer shorts, and clothes that expose the midriff or the underarm.
- Any garment, regardless of what it is called, must be worn no shorter than mid-thigh.
- Skirts and dresses must come to at least mid-thigh when the student is seated.
- Pants or shorts shall be appropriately sized and worn at the natural waistline.
- Shirts may be required to be tucked in unless they are designed to be worn over the waistline and do not exceed four inches below the waistline.
- Clothes, jewelry, and other accessories that contain suggestive, inappropriate, or vulgar slogans or images, or advertise illegal products, alcohol and/or tobacco, are prohibited.
- Spiked and/or leather accessories and/or wallet chains are not permitted.
- Any type of garment that can be interpreted as gang related is not allowed on campus during school hours or at any school related activity.
- Hats, caps, headbands, or any other types of head covering garments are not allowed on campus during school hours.
- Sunglasses may not be worn in the building.
- Clothing/hair styles, which in the judgment of the building administrators, pose a health or safety hazard and/or disrupt the educational process are not permitted.

Failure to comply will result in the student being required to change clothes. All class time missed is considered an unexcused absence. The building administrators determine whether a student's dress

is appropriate. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

For more information on district procedures, you can access the CCISD Student Handbook at <http://www.ccisd.net/departments/policy-legal-affairs/important-documents-links> or a copy is available at the front office.

Where can I find out district information?

Our district website is a wonderful resource for information. Visit www.ccisd.net for calendars, updates, events, celebrations and more.

Birch Street / 6th Street

3:15pm
West Walker
Dismissal

AM & PM
Bus Loading Area

11:00am PK Car
Rider Dismissal

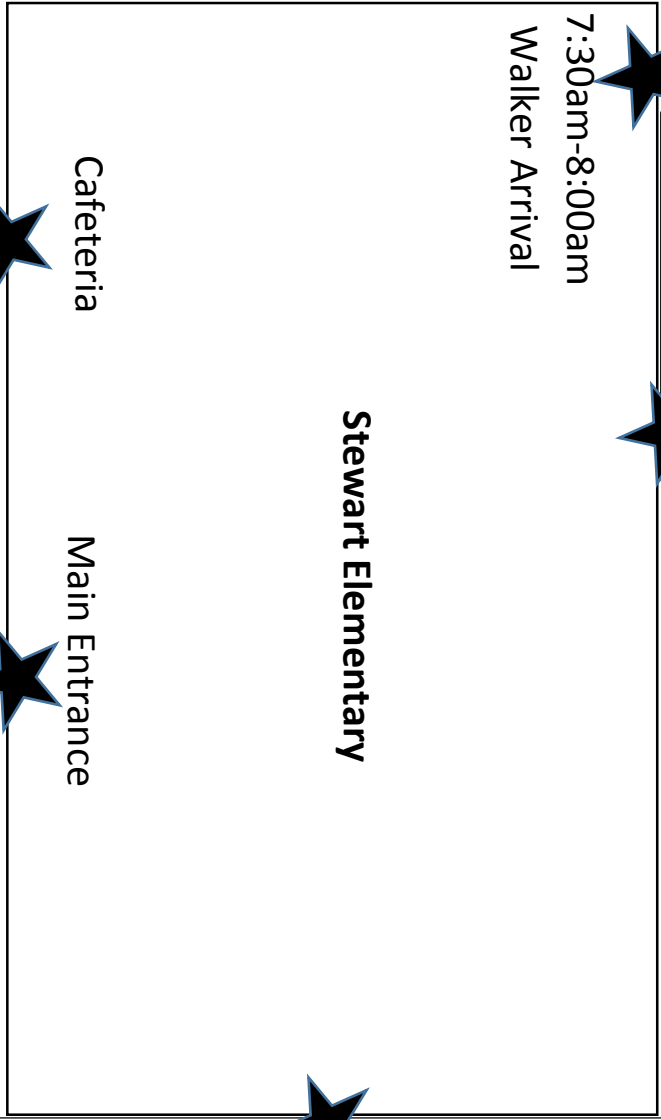
3:15pm
East Walker
Dismissal

7:30am-8:00am
Walker Arrival

7:30-8:00am
Car Rider Arrival

7:45-8:15am
Car Rider Arrival

3:15pm
Car Rider Dismissal



Stewart Elementary

Cafeteria

Main Entrance

Miller Street