

# Scanlan Oaks Elementary

## Student – Parent Handbook

Supplement to the 2024-2025 FBISD STUDENT HANDBOOK



Principal, Lori Craig  
Assistant Principal, Gwendolen Chenier

Scanlan Oaks Elementary  
Front Office: 281-634-3950  
Fax Number: 281-634-3915  
Office Hours: 7:30 a.m. – 4:00 p.m.  
School Hours: 8:05 a.m. – 3:25 p.m.

Executive Assistant	Alice Crottie	281-634-3911
Counselor	Vanessa Irick	281-634-3921
Campus Compliance Coordinator	Roxie Vaughn	281-634-9356
ADA Clerk	Kelley Dotson	281-634-3912
Nurse	Jeny George	281-634-3917
Cafeteria	Yadira Lara	281-634-3928
Extended Day	Malissa Eden	281-634-3930

Welcome to Scanlan Oaks Elementary, SOE. We hope that this will be a great year for you and your child as well. This handbook is designed to help you understand the policies, procedures, and practices of Scanlan Oaks Elementary School.

## GENERAL INFORMATION - THINGS TO KNOW FROM A TO Z

### **After School Dismissal Plan**

Students will be dismissed following the plan on file for each student. Parents must submit to each homeroom teacher the way that their child should go home daily. A “Rainy/Stormy Day” plan is also required of each student. Parents can complete the form at Meet & Greet or after the first day of school. If you need to change your child’s dismissal procedure, please contact the teacher via email OR send in a note. After 2:00pm, parents are encouraged to contact the front desk with dismissal changes as teachers may not read the email in time.

### **Arrival at School**

Students will report to their designated areas upon arrival. Please make every effort to have your child at school by 7:50 a.m. so they may settle in for the day. Students will enter their classrooms at 7:55 a.m. and begin their morning routine. Students may not be dropped off prior to 7:30 a.m. since there are no teachers on duty at that time. Breakfast will be served from 7:30 a.m.-8:00 a.m. Students must be seated at their desks at 8:05 a.m.; otherwise, they will be counted as tardy. Students are not allowed to be dropped off unescorted by a parent after the 8:05 a.m. bell. **A parent must come into the front office and sign their child in if they are not in the building by 8:05 a.m.** This is for your child’s safety.

### **Attendance**

Attendance is taken at 10:00 a.m. each day. In accordance with the state law, a student is either present or absent for the entire day at the 10:00 a.m. attendance bell. Senate Bill 1 allows students to be counted present if they are with a health care professional at 10:00 a.m. and return to school later that day with a note from the doctor. When a student is absent, he/she must bring a written excuse within 5 days of the absence. An absence will be unexcused if a note is not brought to school within these 5 days. The letter should include the full name of the student, date(s) of absence, reason for absence, teacher’s name, grade level, and parent signature. Notes may be sent to the classroom teacher, given to the front office, or emailed directly to the attendance clerk at **attendanceSOE@fortbendisd.com**. After 5 unexcused absences, parents will be contacted. Excessive absences could result in retention.

For clarification, excused absences include illness, death in the family, approved religious holidays, and verified court appearances. Students are allowed to make up work for these absences; students have a number of days to make up work equal to the number of excused absence days.

### **Birthdays**

Students may bring party invitations for parties to be held off campus but must invite everyone in the class or all boys/girls as appropriate. **Invitations will only be accepted by the teacher on Mondays to be sent home in the Tuesday Folder.** Your child’s birthday is acknowledged during our morning news broadcast, and teachers will acknowledge your child’s birthday in class. Students will be allowed to celebrate their birthday at the end of the school day, by providing **store-bought cookies, donuts or cupcakes, only. No nuts please, due to allergies.** A parent or guardian must bring them into the building and complete the appropriate paperwork. Please provide napkins. **We respectfully request no cakes, drinks, balloons, flowers, stuffed animals, or goody bags.** Cookie cakes are appropriate if a nutritional label is provided and it is precut before arriving at school.

## **Blackboard – Parent Notification System**

Blackboard provides an easy to use communication tool for administrators to send parents information via the telephone, email and text messaging. Parents may choose to receive messages in English or Spanish. Parents may also receive notifications via email if an email address is provided to the school.

## **Cafeteria**

In the cafeteria, students use their school issued badge or 6-digit ID number to access their lunch account. Prepayment for multiple meals is encouraged. You may pay online at <https://www.schoolcafe.com/fbisd>, or pay by check, money order or cash. Yellow envelopes are available for you to complete and place in one of the conveniently located locked boxes throughout the school. There are boxes on each grade level hallway as well as one located near the front door. Our cafeteria manager checks the boxes every morning.

### **School lunch prices for this year will be:**

Breakfast	\$2.00
Lunch	\$2.75

Parents are welcome to eat lunch with their child (**only their child**) beginning August 21. Visitors must check in at the front desk before proceeding to the cafeteria. Parents, please assist us with creating independent and responsible behavior in our students by encouraging them to try to open packages before asking for help and to clean up their own area when they are finished eating. The students may not take food from the cafeteria back to the classrooms. When lunchtime is over, we ask that parents exit the cafeteria to the front office. The students will return to the classroom with their teacher.

Students that bring lunch from home must also bring their own utensils. The lunch line is not able to sell individual utensil sets.

\*Please be mindful when taking pictures of your child in the cafeteria. Some parents may not want their child's picture taken by another adult and/or posted on social media.

## **Class Parties**

According to District policy, two class parties may be held each year. One is to be held before the Winter Break and the other on/around Valentine's Day. Please be aware, SOE siblings will not be allowed to attend these classroom parties due to limited space and supplies. If parents choose to come to their child's party, they must make other arrangements for any younger siblings as they are not allowed in the classroom. These parties are held during the last 45 minutes of the school day. The PTO Room Parent Coordinators will coordinate activities with the team leaders and individual room parents. There is no party at Halloween, nor are staff members or students allowed to "dress up" on this day.

\*Please be mindful when taking pictures of your child in the classroom. Some parents may not want their child's picture taken by another adult and/or posted on social media.

## **Communication During The School Day**

Each classroom has a telephone to allow you the opportunity to call the teacher directly and leave a voicemail message. The phone will not ring during school hours (8:05 a.m. – 3:25 p.m.). If there is an urgent message for the teacher or your child, please call the front office before 2:45 p.m. so we can pass it along, as teachers do not have opportunities to check voicemail

during instructional time. Daily information comes home in the students' agenda/folder or will be sent via email. Please be sure we have a good email address on file for your family. Each classroom teacher will send out information, important notes, and classroom work in the Tuesday Folder each week and via email as needed. Make sure you sign your name or initial the daily folder or agenda as well as the Tuesday Folder each week.

### **Dismissal/Checkout Policy During School Hours**

All students leaving school early must be signed out in the office by a parent, guardian, or an adult listed as an emergency contact who must show a picture ID (driver's license). Only names listed on the child's registration form and Emergency Health Card will be allowed to pick up your child. No child will be released without proper identification of the individual picking up the child. Please be advised that this procedure is for the safety of your child and will be strictly enforced. Sometimes it is necessary for a child to be picked up by a different individual or go home a different way on a specific day. Any changes in your child's daily dismissal routine should be addressed in writing with a signature and sent to school with your child. In emergency situations, please contact the registrar for assistance at 281-634-3912.

Students **will not** be dismissed from class after **3:00 p.m.** Note: Taking a student out of school before the end of the school day without a valid excuse may count against the student's conduct grade. Early pickups will count the same as tardies due to missed instruction time.

Students **will not** be permitted back into the building after **4:00pm.** If an item is forgotten in the classroom, please contact the classroom teacher to ensure it is placed to the side for pick up the following day.

### **District Code of Conduct**

The District Code of Conduct is a district-wide discipline management plan adopted by the Board of Trustees. All students, teachers, and parents are expected to comply. The Code of Conduct will be available to parents as part of the FBISD Parent/Student Handbook in paper form or on the FBISD Web Page.

### **Dress Code**

This is from the district's handbook:

Shirts, Blouses, Sweatshirts, Sweaters, Vests

- Shirts, blouses, sweatshirts, sweaters, vests that expose undergarments and/or midriff are prohibited;
- Shirts, blouses, sweatshirts, sweaters, vests must not depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or inference with, normal school operations.

Dresses, Jumpers, Skirts, Shorts, Skorts, Pants, and Jeans

- Dresses, jumpers, skirts, and skorts may be worn at a length that is slightly above mid-thigh;
- Shorts, jeans, and all pants shall be worn at the hip or higher and must cover undergarments;
- Shorts may be worn at a length that is slightly above mid-thigh;
- Athletic wear, which may include yoga pants, stretch leggings and fitness tights, are permissible as long as they do not reveal undergarments, do not have sections of see-

through material, or are worn with a shirt that covers the posterior, or are not disruptive to the school environment.

- Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.

#### Shoes

- Shoes shall be worn, and if designed to be tied shall be properly tied;
- Elementary students shall not wear flip-flops or shoes with no back/heel strap;
- Unsafe footwear is not permitted (i.e., house shoes, slippers);
- Appropriate shoes must be worn during PE/athletics classes, as well as during lab activities in science, CTE, etc.

#### Hair

- All hair, including facial hair, shall be neat, clean, and well groomed, and worn in a style that is not distractive;
- Mustaches, beards, or goatees shall be neat, clean, and well groomed, and worn in a style that does not display derogatory remarks, symbols, or statements that disrupts the learning environment. Hair markings must not depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, violence, vulgar or obscene language, or images that substantially disrupt or interfere with normal school operations. Drawings, icons, and/or other markings cut into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted.

#### Miscellaneous

- Proper undergarments shall be worn at all times;
- Revealing clothing of any type may not be worn;
- No clothing that has been ripped, torn, or cut in a way as to reveal undergarments, or midriff, chest or posterior;
- Clothing, including face coverings, with profanity, obscene patches, reference to alcohol, drugs, weapons or tobacco, or anything that may be construed as violent, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations;
- Any attire, tattoo, icons, or markings on body, e.g., bandanas, shoelaces, chains, t-shirts, etc., that is distractive, causes a disturbance, or identifies a student as part of an unauthorized group, gang, or society are not permitted that includes but is not limited to virtual background choices. No pajama wear of any type except on-campus designated days;
- No pajama wear of any type except on-campus designated days;
- Body piercings that are distractive or that pose a safety concern are not permitted;
- No hats, caps, doo-rags, wave caps, bandanas or hoods worn indoors, except on campus designated days, or during designated times permitted by the campus; and
- No sunglasses may be worn inside the building unless there is a medical note on file.

### **Email Notifications**

In an effort to conserve paper in an increasingly digital world, our school relies on email communication to provide you with important and timely information about school events, activities and news. You will be asked to provide an email address to receive these messages. Please be sure to let us know if your primary email account changes so we can update our records. Alternative distribution arrangements will be made for those without internet access.

### **Emailing Teachers**

Please be sure to notify your teacher of a correct and accurate email address for your family at the beginning of the year. Our teachers will be sending weekly information and newsletters to you to keep you informed about classroom activities and academics. If you email a teacher, please know they will provide a response within 24 hours, if not sooner. While teachers are not allowed to check email during instructional time, communication is key to maintaining an excellent relationship with the teacher for your child's education.

Note: All emails to FBISD employees **must** contain a subject. If the email does not have a subject, the system will classify it as "junk mail" and the recipient will not receive your message.

### **Emergency Contacts**

Parents must provide and keep current all phone numbers where they or designated adults may be reached in the event of a child's illness or injury. If phone numbers and/or contacts change during the year, please notify the office and your child's teacher(s) immediately. If your child needs emergency care and no one can be reached, we will call EMS. Parents are responsible for any medical charges for EMS or the hospital.

### **Field Trips**

Each grade level will participate in a field trip with an educational purpose or value.

- Parents serving as chaperones must provide their own transportation and must have a Criminal History Form filled out and approved by the district for **each school year**. To access the form online <https://www.fortbendisd.com/Page/133013> :
  - go to [www.fortbendisd.com](http://www.fortbendisd.com)
  - click on the Parents & Students tab
  - click on Criminal Background Check (under Be A Volunteer)
  - click on Volunteer Criminal History Application (right side)
- Parents must sign and return their child's permission form before that student can participate.
- Only teachers will be allowed to administer medication while on the field trip.
- Siblings of students will not be allowed on field trips.
- Students with disciplinary concerns will be handled on an individual basis and may require a parent chaperone.

### **Food/Healthy Snacks**

Many children are able to concentrate more effectively if allowed to "snack" while learning. Snacking replenishes physical energy and may provide relief for anxiety or nervousness.

We allow foods that are nutritional and not messy. If **sugar** (in any form, such as fructose or corn syrup) or **oil** is listed in the first three ingredients, then it is NOT an appropriate snack. (We do not allow candy, chips, cookies, pudding, etc.)

Further, because we have students at SOE with **life threatening food allergies to peanuts and nuts, we may not allow peanut or nut products in specific classrooms. This will be communicated to those classroom parents at the beginning of the year.** If your child has a food allergy, please alert the school nurse immediately and the classroom teacher so we can take appropriate precautions in the classroom to address the specific food allergy.

Please do NOT send foods that require eating utensils in the classroom. We encourage you to discuss the importance of eating a healthy breakfast each morning at home with your child. The snack does not take the place of breakfast or lunch.

Students may also bring a container with a pop-up top to fill with **WATER**. Only water will be allowed in the classroom.

Please know that snacks are not required. This is an option for students who respond well to snacking while learning. Because of food allergies and health reasons, students are NOT allowed to share snacks.

### **Free/Reduced Lunch Program**

Through a federal program students may qualify for a free or reduced-in-price lunch. The names of students who qualify are **confidential**. You will receive applications for free or reduced lunches from the school or you may complete one online; however, applications are handled through the Child Nutrition Department. Refer all questions to the front office.

### **Medication/Medical Concerns**

Parents of students with medical concerns should notify the nurse upon registering. Medical conditions will be noted in Skyward. The nurse will notify teachers of significant medical problems. Students who become ill during the school day shall be given a referral notice to the clinic. The clinic will treat students and determine if a student should go home. Teachers will be notified if a student is sent home. **Parents must bring all medications to school; students cannot take medicine to and from school.**

Only the clinic may administer medication. Any parent wishing to give their child medication at school must go to the clinic. Medication must be in the original container with the name of the student and directions for dispensing. A physician's note should accompany all medication. Children should not remain at school when they become ill or need medical attention. A student who has had a fever of 100 degrees or higher must be fever free for 24 hours before returning to school.

### **Observations in the Classroom**

Parents are welcome to schedule a 45-minute observation in the classroom during instructional hours. Please contact an administrator and your child's teacher at least one day in advance to request a day and time. Student/teacher interaction must not be interrupted at any time during the instructional day. You are asked to observe quietly and in a location designated by the teacher. Siblings should not accompany parents during your classroom visits and please refrain from interaction with your child or other students during your visit. If you wish to discuss your visit or any other aspect of your child's education, please contact the teacher during non-instructional hours to set up a conference.

### **Rainy/Stormy Day Procedures**

Each parent should make sure that his/her child knows the procedure he/she should follow when it is raining/storming at dismissal time.

- **Students are not allowed to come up to the front office to call home. This should have been worked out in advance.**
- At 3:00 p.m. a Blackboard email/call will be sent to parents informing them of Rainy/Stormy Day Dismissal.

***What does it mean when the school calls a “Rainy/Stormy Day Dismissal”?*** When there is a very heavy rain (think: down pour), strong winds, thunder, and/or lightening, we will call a “rainy/stormy day dismissal”. This means that walkers/bikers will either become car riders (if parent selects this option at the beginning of the year) OR the walkers/bikers will be held until the weather isn’t as severe (some parents select that their child will walk/bike home regardless of the weather). The decision is made around 3:00pm. This is 25 minutes before we dismiss, and we all know how quickly the weather can change. We want to provide adequate notification to parents in the event it changes a child’s way home.

\*It is not common that we make this call due to weather patterns changing quickly. We appreciate your patience and understanding when these decisions are made.

### **Safety Drills / Evacuation of Building**

Fire/Emergency drills are required monthly by law and are an important safety precaution. It is essential that when the first signal is given, everyone clears the building or goes to the designated area by the prescribed route as quickly as possible. Students should refrain from noise and remain outside until a signal is given. Fire, severe weather, and lockdown drill instructions are posted in each room of the building. Each drill shall be treated as if it were an actual emergency situation, which potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability for all students to follow directions and evacuate in an orderly manner. If parents are in the building, they are expected to also follow these procedures. You must be a role model for your child and show them the importance of safety procedures.

Classes in the temporary buildings have specific instructions for each drill to ensure the safety of all children.

### **Siblings**

Please be respectful of the learning environment at Scanlan Oaks Elementary. Siblings should be monitored at all times while on campus and at dismissal. Siblings enrolled at SOE will not be permitted to attend the awards ceremony or programs for other grades – we will not pull them from their class.

### **Student Deliveries**

Birthday treats such as balloons, flowers, and other celebration items are not allowed in the classroom during instructional time.

### **Tardies**

All students are counted tardy if not in class and seated by the 8:05 a.m. bell. To be prepared for a productive day we encourage students to arrive by 7:50 a.m. Students with 5 or more tardies in a nine-week period will be referred to the Attendance Committee.

When a student is late, he/she will follow the procedures listed below:

1. Students are tardy if they are not in their classroom and seated at 8:05 a.m.
2. Parents must come into the front office and sign their child in if they are tardy. Students are not allowed to be dropped off unescorted by a parent after the 8:05 a.m. bell. This is for your child’s safety.
3. If a student does not have a tardy slip with them when they enter class they will be sent back to the office.
4. The student delivers the tardy slip to the classroom teacher.
5. All tardy slips will be kept by the teacher and reported weekly on the Tuesday Folders.



6. Five or more tardies within a nine week period will result in an “N” under “Follows School Rules” on the report card.

### **Teacher’s Lounge/Front Office Area**

The teachers’ lounge and front office area are reserved for faculty and staff only. Students, parents and younger siblings are not permitted in either area without permission from an administrator.

### **Tuesday Folders**

In order to inform parents on a weekly basis about office information, school news, and student progress, teachers will send a special folder home with each student every Tuesday. This procedure will be used in grades K-5. All student work for which a grade has been recorded from the previous week will be included in the folder. Parents are requested to review the contents within two days, then sign and return the folder on Wednesday or Thursday.

### **Visitors**

Parents are always welcome at school. All visitors must present ID and will be signed-in through the Raptor system at the front office. You will be given a lanyard with a badge noting the area you will be visiting (i.e. cafeteria, classroom, meeting, etc.). Should you need to go to two different places, please check back in with the office so that our records are accurate. Please sign out when your business at school is completed.

### **Volunteers**

- Parents serving as volunteers and chaperones must have a Criminal History Form filled out and be approved by the district for **each school year**. Parents must complete the form online and submit it to Human Resources via e-mail. To access the form online:
  - <https://www.fortbendisd.com/Page/133013>
  - go to [www.fortbendisd.com](http://www.fortbendisd.com)
  - click on the Parents & Students tab
  - click on Criminal Background Check (under Be A Volunteer)
  - click on Volunteer Criminal History Application (right side)

**Acknowledgment Form**  
**Scanlan Oaks Elementary**  
**Student – Parent Handbook 2024-2025**  
**Supplement to the FBISD Student Handbook**

My child and I have received and read a copy of the Scanlan Oaks Elementary Student/Parent Handbook. I understand that the handbook contains information that my child and I may need during the school year and that all students and parents will be held accountable for this information. If I have questions, I will contact the school to receive clarification.

I understand that it is the purpose of the school to educate my child. However, I know I play an integral role in ensuring the success of my child by supporting my child at home, promoting good attendance, and keeping open communication with the school.

*Please sign and return to your child's homeroom teacher by Friday, September 13, 2025.*

**I have read and understand the Scanlan Oaks 2024-2025 Student/Parent Handbook and will adhere with SOE policies.**

**Please print:**

Homeroom Teacher's Name: \_\_\_\_\_

\_\_\_\_\_  
Child's Name

Grade Level: K 1 2 3 4 5

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

☐

I would like a hard copy of the handbook sent home with my child.