

Decker Elementary

A "RECOGNIZED" Campus



Where You Belong
2009-2010

Student & Parent
Quick Reference
Campus Guidelines

Decker Elementary
8500 Decker Lane
Austin, TX 78724
Telephone: (512) 278-4150

Office Hours
7:00 a.m. – 3:30 p.m.
Instruction
7:40 a.m. -2:40 p.m.

Please request the Manor ISD Student Handbook and the Manor ISD Code of Conduct for more general information and guidelines.

ARRIVAL & DISMISSAL

6:45 a.m. – DES doors open.

All K-5 students report to DES Cafeteria daily. Pre-K report to Gym.

6:50 a.m. – 7:30 a.m. – Breakfast is served. After eating, students sit with their class line in the cafeteria until assembly ends.

7:40 a.m. – Instruction Begins. Students who arrive after 7:40 are tardy.

2:40 -- Dismissal

AFTER-SCHOOL CARE

Manor ISD will offer fee-based after-school care to Decker students this year until 5:00 p.m. including transportation home. Please check the office for applications and scholarship forms for those who cannot afford the fee.

AFTER-SCHOOL TUTORIALS

Decker students who are in need of extra help will be offered after tutorials beyond the regular school day. Parents will be notified and must complete a permission form with contact information in order for a student to participate.

ATTENDANCE – (see page 13-15, District Handbook)

BEHAVIOR EXPECTATIONS

A major goal of our staff is to establish a safe and positive atmosphere throughout the school in which children will feel safe and happy and will have a maximum opportunity to learn. All students have a right to learn; therefore, no child will be permitted to disrupt the learning environment.

Behavior expectations will be posted in all classrooms and communicated to students and parents at the beginning of the school year. For serious disciplinary offenses, Decker Elementary will follow the Manor ISD District Student Code of Conduct, which is available for all parents in Spanish and English in the office by request.

We are committed to communicating with parents to celebrate good behavior as well as to improve behavior.

BIRTHDAYS

Birthday parties are not allowed at school. However, families may provide a special snack for the class on birthdays to be eaten after lunch in the classroom or outside.

BREAKFAST

Breakfast will be served free each morning to all DES students from 6:50-7:30.

Once a child has been placed on a bus, they are not to be taken off the bus by anyone other than an administrator or school personnel supervising bus dismissal. To avoid confusion, parents/guardians should not arrive at school during dismissal or call the school during dismissal to remove a child from the bus. If you must pick up your child, please go to the office rather than to bus so that safety procedures can be followed.

CELEBRATIONS

Decker Elementary will have three classroom parties this year: Winter Holiday Celebration, Valentine's Day Celebration and End of Year Celebration. Should you prefer that your child not participate in a scheduled activity or celebration, please provide a written note to your child's teacher. Students who aren't participating for religious, safety, or other reasons will be supervised in another classroom and/or provided with an appropriate alternative activity.

CHANGE OF CLOTHES

Parents of pre-kindergarten and kindergarten students are urged to send a change of clothes in a labeled bag. This should include a shirt, a pair of shorts or pants, a pair of socks, and clean underwear. These items will remain in student backpacks or at school.

COMMUNICATION

Each Tuesday, parents should expect to receive take-home folders containing your child's graded papers and other important information. Please check your child's backpack for the folder.

CONFERENCES

Teachers are always willing to discuss your child's progress with you. Teachers cannot answer telephones during instruction, but they will check messages daily. Please call the school, write a note, or e-mail the teacher in advance when you desire a conference so a mutually convenient time can be arranged during a teacher's planning/conference period or after school. Teachers are only allowed to conference with the legal parent/guardian of a child. Be sure to first meet with a teacher regarding any concerns before scheduling appointments with administration.

CUSTODY

School personnel cannot and will not be placed in the midst of a custody battle. Ensure that any pertinent court orders are on file in the office.

DRESS CODE

Decker students will dress in a way that does not distract others from learning. Extremely baggy clothing, large earrings, flip-flops, spaghetti straps tops and short shorts or skirts are not allowed. Tattoos (even temporary) and unnatural hair colors are not allowed.

EMERGENCY INFORMATION

Please notify the school immediately, in writing, if there are any changes in your address, phone number (home and work), diagnosed allergies/other health conditions, or with your emergency contact person(s). In the event of an emergency, the school can only contact those persons listed on the emergency form. Current and complete information is vital for your child's safety and well being. These cards are designed for medical situations that have been deemed emergencies by school personnel. Emergency contact persons do not have the authority to pick up your child from school in any other situation unless written permission has been provided prior to the pick-up.

FIELD TRIPS (see page 41, District Handbook)

GRADING SYSTEM

All students in first-fifth grades will have grades reported on a numerical scale.

- A = 90-100
- B = 80-89
- C = 75-79
- F = Below 70

Grades in pre-kindergarten and kindergarten are reported using checklists with letter grades as indicated below:

- P = Proficient – Meets age appropriate expectations consistently.
- S = Satisfactory – Usually meets age appropriate expectations.
- N = Needs Improvement – Frequently needs support to meet age appropriate expectations.
- U = Unsatisfactory – Rarely meets age appropriate expectations.
- Blank = Not assessed this grading period.

Conduct grades for all students are as follows:

- P = Proficient – Meets classroom expectations consistently.
- S = Satisfactory – Usually meets classroom expectations with occasional need for redirection.
- N = Needs Improvement – Frequent need for redirection.
- U = Unsatisfactory – Very frequent need for redirection.

Report cards are distributed at the conclusion of each nine weeks period on dates specified on the district calendar. Report cards do not need to be signed and returned to the campus. In addition to report cards, all students in kindergarten-fifth grade will receive a progress report mid-way through each grading period to update parents on the progress of their children.

GIFTED & TALENTED ADVANCED LEARNERS PROGRAM – GTAL (page 39, District Handbook)

HEALTH SERVICES INFORMATION (see page 28 and 29, District Handbook)

LUNCH

Children may bring lunch or purchase lunch at school. A computerized meal accounting system is in use at our school. This system has been specially designed to allow parents to purchase lunch (full price or reduced) for their children on a weekly, bi-weekly or monthly basis. The child's account is charged when the child eats a meal. If a child is absent or brings lunch from home, the account balance remains the same. If you wish to participate, personal checks are accepted. Please make checks payable to **Decker Elementary School Cafeteria**. Please write the child's name and teacher's name on the memo portion of the check. Payments are posted in the computer. **Current meal prices are: \$2.25 for a regular lunch, \$0.40 for reduced lunch, \$0.50 for an extra milk, and \$3.50 for an adult lunch.**

An application for free or reduced price lunch is sent home the first day of school with all students. Returning the completed application is necessary if you want your child to participate in the free or reduced price meal program. Students who do not return properly filled out applications will have to pay full price for meals.

MESSAGES TO STUDENTS

Please do not call the school to give your child a message unless it is an emergency. We discourage interrupting the instructional process to deliver messages, and we do not have the necessary staff to handle non-emergency messages. Likewise, we discourage the students from using the phone unless it is an emergency.

MONEY

Children are urged to bring money to school only when it is needed for lunch, supplies or other routine requirements. The school cannot accept responsibility for money brought to school by students. Any money (check or cash) should be placed in a sealed envelope labeled with the child's name, the teacher's name, and the reason the money was sent. Please be aware that post-dated checks should not be submitted for any fundraisers or payments. Check writers assume liability for any fees incurred for returned checks.

SCHOOL PROPERTY

Children who willfully destroy school property (textbooks, equipment, desks, windows, etc.) will be fined according to the damage done. State law mandates that it is the student's responsibility to keep his/her books covered at all times to protect them from damage.

SCHOOL SUPPLIES

Students are expected to have the necessary supplies for school each day. Supply lists are available from the main office and the district's web site. Be sure to check periodically for supplies that need to be replenished or notes from teachers requesting additional supplies.

SECURITY

For the safety of our staff and students, all non-staff members should enter and exit the school only through the front door and then proceed to the office to register. Students will only be released to adults listed in the registration packet or to legal guardians.

SPECIAL EDUCATION PROGRAMS (see page 39 of District Handbook)

TEXTBOOKS (see page 40 of District Handbook)

TOYS/PERSONAL ITEMS

Unless they are part of the instructional program and pre-approved by the classroom teacher, toys are not permitted on school grounds. Students should not bring anything of value (radios, expensive jewelry, compact disc players, video games, trading cards, etc.) to school. If these items are brought to school, they will be confiscated. A parent must personally come to school to retrieve the item(s).

TRANSPORTATION

BUS BEHAVIOR EXPECTATIONS (see page 41, District Handbook)

The Transportation Department will provide information to parents regarding bus expectations and behavior on the bus. The parent and campus assistant principal will receive a copy of any bus referrals.

BUS CHANGES/DISMISSAL FROM BUSES

Students are not allowed to change buses or bus stops unless prior approval has been granted by the principal and the Transportation Office. The Transportation Office can be reached at 278-4085.