

Presidential Meadows Elementary

13252 George Bush St.

Manor, TX 78653

Telephone: (512) 278-4225 Fax: (512) 278-4231

Office Hours

6:45 a.m. – 3:30 p.m.

Student Hours

6:45 a.m. – PME doors open.

6:45 a.m. – 7:30 a.m. – Breakfast is served. Students proceed to their designated hallway after eating breakfast.

7:30 a.m. – First Bell – Students proceed to their classrooms.

7:40 a.m. – Tardy Bell – Announcements are made over the public address system-Instruction begins.

11:00 a.m. – Morning PreK ends.

11:40 a.m. – Afternoon PreK begins.

2:40 p.m. – Car riders, LEAP students, walkers, and grades PK-K bus riders are dismissed.

2:43 p.m. – Grade 1 bus riders are dismissed.

2:45 p.m. – Grades 2-5 bus riders are dismissed.

2:50 p.m. – All buses should depart by this time each day.

Car riders and walkers are not permitted on school property before 6:45 a.m. Car riders should be picked up between 2:40-2:50 p.m.

Any student arriving after 7:40 a.m. must be signed in by a parent in the main office before entering the classroom.

On early release days, morning PreKindergarten students will be released at 11:30 a.m. with all other students. PreKindergarten car riders may be picked up by the awning in front of the school. PreKindergarten bus riders will ride the same bus as all other grade levels on early dismissal days.

ADMISSIONS

Manor ISD provides a pre-kindergarten program for three year olds who qualify and for all four year olds in the district. The morning session begins at 7:40 a.m. Morning PK students eat breakfast with the entire school from 6:45-7:30 a.m. *Morning PK students will NOT eat lunch prior to boarding buses by 11:00 a.m. (2009-2010 Manor ISD change). **The afternoon PK session begins at 11:40 a.m., which is also the earliest they can be dropped off.** Students arriving after 11:50 will be tardy and must be signed in the front office upon arrival. Afternoon PK students are served lunch at 11:40 a.m. Afternoon PK students arriving after 12:30 p.m. will be counted absent and also must be signed in the front office upon arrival. Afternoon PK students are dismissed with all other students at the end of the school day. Manor ISD provides a full day kindergarten program to all children who are five years old on or before September 1, according to state law.

At the time a student is registered in the district, the following items will be copied from documents submitted by the parent/guardian: legal birth certificate of child, social security card of child, immunization record of child, proof of residence (typically a lease or utility bill), and photo identification of parent/guardian. The proof of residence must have the parent/guardian's name and physical address on it. Post office boxes will not be accepted.

ARRIVAL

Due to the size of our school population, we encourage students to ride the bus whenever possible. All students arriving at school prior to 7:30 a.m. should report to the cafeteria area for breakfast; those students choosing not to eat breakfast should report to their designated hallway.

If your child does not ride the bus in the morning, please drop off your child(ren) at the front of the school building. A staff member will be on duty each day to supervise walkers and car riders who enter the building through the front doors. For maximum safety, all children exiting cars should do so from the right side of your car. Parents wishing to walk their child(ren) into school should use the left entrance lane and park in designated parking areas. Please drive respectfully and carefully through the drop off zones. For safety reasons, student drop-off is not permitted in the back of the school or George Bush Street. Feel free to park elsewhere and walk your child to the cafeteria area. (Please realize that parents should not follow children to the classroom after breakfast, as instruction should immediately commence.) Parent and visitor parking is limited to the front parking lot. Be mindful of reserved parking.

For safety reasons, student drop-off is not permitted in the back of the school. Even late arrivals should enter through the front doors. Late arriving students are directed to the office for a tardy slip. Children need to be seated in their classroom by 7:40 a.m. ***Students arriving after 7:40 must be signed in the front office upon arrival.** Please encourage your child to be ready for the day to minimize classroom disruptions.

ATTENDANCE – Compulsory Attendance/Attendance for Credit

Refer to the Manor ISD Student Handbook for detailed information regarding compulsory attendance. ***Important - All students enrolled in pre-kindergarten or kindergarten are required to attend school under attendance laws.** To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Excessive absences will be referred to the assistant principal/truancy officer and a complaint against the parent may be filed in court.

ATTENDANCE - ABSENCES

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. When a student must be absent from school, the student—upon returning to school—must bring a note within 5 days, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Notes should include: the full name of the student, the date or dates the student was absent, the reason for the absence(s), and the signature of the parent or guardian. Should a student be absent three or more days in duration, a signed note from the doctor should be submitted indicating the date of treatment and the date the student may return to school. Should parents need clarification regarding if an absence will be coded excused or unexcused, they should contact the school's assistant principal or principal. Students who reach their 3rd unexcused absence and/or their 3rd tardy may be assigned after school detention. After school detention for absences and tardies will be served on Tuesdays and Thursdays from 2:45-3:45. No transportation will be provided by the school for after school detention. Parents will be notified by a letter from PME.

ATTENDANCE – TARDIES

We encourage parents to see that children are at school on time each day. Tardy students miss out on a vital portion of our day. Additionally, tardy students disrupt the classroom when entering late. **If a student arrives late to school (after 7:40 a.m.), he/she must report to the office with his/her parent or guardian to be signed in.** Office personnel will give the tardy student a permit to enter class. (One copy will be given to the teacher and one copy will be kept in the office.) After signing in at the office, late students should walk to their classrooms without their parents as the instructional day has already begun. Students with more than 7 tardies in a nine week period will not be eligible for Perfect Attendance awards. The student will be counted tardy unless it was the result of school transportation problems or excused by the office. If the student has a morning doctor's appointment, it is important that he/she bring a note from the doctor when returning to school that day. This allows us to count the student present for the day. Excessive tardies will be referred to the assistant principal/truancy officer and a complaint against the parent may be filed in court.

BEHAVIOR EXPECTATIONS

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, 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. Students who choose to disrupt the learning process for themselves or others will be sent to the school administrators for appropriate disciplinary action. Presidential Meadows Elementary will follow the Manor ISD District Student Code of Conduct. Behavior intervention decisions will be determined by reviewing: the seriousness of the offense/offenses, the student's age and grade, the frequency of the misconduct, the student's attitude, the potential effect of the misconduct, and the interference of current behaviors with the student's ability to learn. Parents will be notified of any action taken. Please note that parents or volunteers are not allowed to reprimand or question children (other than their own children).

BIRTHDAYS

Parents are welcome to provide treats (even homemade ones) for their child's birthday. Snacks (brownies, cupcakes, pre-cut cake) can be brought to the classroom with all necessary paper goods/utensils at the beginning of the day for the teacher and child to distribute at 2:15 p.m. in the cafeteria. (PreK-AM students may eat birthday snacks during recess.) Due to state guidelines, no treats (birthday, reward, etc.) may be distributed during the course of the instructional day when meals are served. Please notify your child's teacher of this event prior to delivery so precautions/preparations can be made for classmates with medical issues such as food allergies. No gifts, flowers, or balloons are allowed for delivery to students at school. These items should be taken care of after school hours. Additionally, should parents desire to distribute party invitations during the course of the school day, it is imperative that an invitation be given to every child in the class or minimally to all students of the same sex (should a sleepover be involved). Should parents desire to exclude any classmate, all invitations should be distributed outside of school and not on buses, the classroom, or on any part of the school's property. Staff members are not permitted to release home addresses.

BREAKFAST

Breakfast will be served free each morning to all PME students. Students who plan on eating breakfast at school must report to the cafeteria immediately upon arrival to the school. Breakfast time is 6:45-7:30 a.m. Breakfast lines close promptly at 7:30 a.m. Late arrivals will not be accommodated unless it was the result of school transportation problems or excused by the office. Students will be dismissed to class at 7:30 a.m. by the staff on duty. Parents eating with their children should be considerate of the time limit and encourage their children to join their class no later than 7:30 a.m. so they are not tardy. ***The cost of an adult/visitor breakfast is \$1.50.**

BUS BEHAVIOR EXPECTATIONS

Riding the school bus is a privilege. This privilege may be temporarily or permanently denied if a student's misconduct jeopardizes bus safety. Bus safety includes the safety of all riders including the students misbehaving, bus driver, bus monitor, pedestrians, and other motorists on the road.

While on the bus, students will:

- Follow the driver's directions at all times.
- Not eat or drink while riding the bus.
- Sit in their assigned seat or sit as directed by the bus driver.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving. Students are not allowed to stand up or change seats once they are seated.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

BUS BEHAVIOR CONSEQUENCES

The following consequence levels shall be typically followed. The administrator (typically from the Transportation Department) will also keep in mind the following information to determine if a more severe consequence should be employed: the seriousness of the offense/offenses, the student's age and grade (Often, pre-kindergarten through second grade students will receive two verbal and written warnings before a bus suspension is given. The older students have more experience riding the bus and should be role models for the younger students.), the frequency of the misconduct, the student's attitude, and the potential effect of the misconduct. Parents will be notified of any action taken by Transportation. Additionally, campus administrators will be notified by the Transportation Department via e-mail of any bus suspensions. **Parents and district staff members should report any bus concerns to the Transportation Department at 512-278-4085.**

1st Offense – Verbal warning from bus driver.

2nd Offense – Incident report and administrator and parents notified.

3rd Offense – Bus suspension for 1-3 days.

4th Offense – Bus suspension for 5 days.

5th Offense – Bus suspension for 10 days.

6th Offense – Bus suspension for the remainder of the semester or school year and not less than thirty days.

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 Transportation office. The Transportation office can be reached at 278-4085. Please note that due to our growing student population, space availability is limited for temporary bus changes. Be sure to include parent contact numbers on written requests. Should space not be available, school personnel will be able to inform parents. Approved written requests will be signed-off by a campus administrator and given to the child to hand to the bus driver.

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.

CAFETERIA EXPECTATIONS, CONSEQUENCES, AND INCENTIVES

Cafeteria Expectations

- Follow the adults' instructions.
- Walk quietly in line without cutting.
- Hold tray with both hands.
- Use utensils to eat.
- Keep all food to self without sharing and on tray.
- Talk quietly at your table ONLY.
- Use polite manners.
- Sit on bottom with feet under table.
- Leave your area clean.

Cafeteria Consequences

- 1st Offense – A verbal warning will be given.
- 2nd Offense – The student will finish lunch at a time-out table. The teacher will follow-up and utilize classroom discipline procedures.
- Project Wisdom write-up

Cafeteria Incentives

- Students will be given Eagle Bucks
- Class graph incentive
- Verbal, positive praise

CAMPUS ADVISORY TEAM

The advisory team consists of various campus and district based personnel as well as parents, community leaders, and business representatives. The team works together monthly to advise the PME administration on a variety of issues that fall typically in the categories of budget, school communication/organization, curriculum/instruction, and staff development. Team members promote communication and understanding between the community and the school. The team focuses on student learning and the improvement of student performance. Should you have an interest in serving on the team, please contact the campus principal for more information.

CELEBRATIONS

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. Class parties will be held prior to Winter break, Valentine's Day, and at the end of the year. On these three school-wide celebration days, foods that do not meet state snack standards may be brought and shared at anytime other than lunchtime. Students are not permitted to wear costumes to school during the instructional day when school falls on Halloween. No classroom celebrations will occur on Halloween. Please note there are no student gift exchanges held during school celebrations or other events.

CELL PHONES - Telecommunications Devices

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.] **Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunications devices.**

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. Any disciplinary action will be in accordance with the ***Student Code of Conduct***. The district will not be responsible for any damaged, lost, or stolen electronic device.

CHANGE OF CLOTHES

Parents of pre-kindergarten and kindergarten students must 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.

CHAPERONES

Chaperones will be selected as needed on the date that permission slips are due. School requested chaperones may ride the bus to assist in the supervision of students if requested by the teacher. If the venue permits, non-chaperoning parents may drive their own car, pay separately, and attend the trip. The provided field trip form should be returned by the due date for parents to be considered as chaperones. **In addition, a background verification form must be completed at least 1 week before the date of the field trip.** A copy of the form can be picked up and returned to the front office. A new background verification form must be completed each school year. Please remember that once an adult in a child's family has chaperoned on a field trip, preference will be given the remainder of the school year to students whose parents have not had an opportunity to be an adult chaperone. Classroom teachers will notify all parents who submitted a chaperoning interest if they will be chaperoning on the specified trip. Younger or older siblings should not accompany chaperones on the trip.

COMMUNICATION

Each Tuesday, parents should expect to receive take-home folders containing your child's graded papers for each subject and important campus related notes. These papers are for parents to review so parents are informed about how their child is doing in school. The Eagles' Echo (the monthly campus newsletter) will be distributed on Tuesdays to keep parents informed of information and upcoming events. Also, the Eagle Express will be distributed each nine weeks with report cards.

CONFERENCES

Teachers are always willing to discuss your child's progress with you. Often teachers plan together during their planning/conference periods or have meetings to attend after school. Please call the school office, write the teacher 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.

DISMISSAL

In the afternoon, car riders may be picked up under the awning in front of the school. Parents should be mindful of the one-way/two lane traffic flow for afternoon pick-up. For safety purposes children being picked up will be placed in cars from the right side. Parents who wish to enter the building should use the left lane and park in the visitor parking lot. It should be noted that the driveway going behind Presidential Meadows is reserved for bus loading.

Parents who arrive after dismissal and wish to take their child from their designated bus line are required to sign out the student in the front office. To alleviate transportation confusion/mistakes, parents are highly encouraged to make transportation changes no later than **2:00 p.m.** This practice helps us track how students go home and allows office staff and teachers to maintain communication should a child be dismissed in a way other than his/her normal routine.

DISMISSAL CHANGES

At the beginning of the year, parents and guardians complete an After-School Action Plan so teachers are apprised of how students would routinely get home. To ensure your child's safety, **you must submit a written request if your child's afternoon arrangements are different from the regular routine. These requests should be delivered immediately to the classroom teacher upon the student's arrival.** Parents needing to pick up students for medical appointments or other reasons must report to the school office to sign out their children. **(Students will not be released to a parent/guardian from the classroom at any time.)** Keep in mind that if parents/guardians send another person to pick up a child, the person must already be listed on the emergency form on file in the office. Anyone picking up a child will be required to show valid identification. **If at all possible, try to schedule appointments during the time your child is not in school to maximize his/her instructional time and not interrupt the educational process of your child's classmates.**

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- **Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.** The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.
- **The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene OR advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.**
- **The District prohibits improperly fitting clothing; baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts.**
- **The District prohibits tops that are strapless or backless, that have spaghetti straps, or low cut necklines.**
- **The District prohibits shorts and skirts that do not extend beyond the fingertips when arms are extended at one's side.**
- **The District prohibits any gang-associated clothing or colors (solid).**
- **The District prohibits hats, caps, bandanas, and do-rags except for religious or medical purposes.**
- **The District prohibits flip-flops at the elementary and middle school level.**

***Please note tennis shoes must be worn or brought to school on days students are scheduled to attend P.E. Failure to do so will affect the students' participation grade.**

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 TRIP DISCLOSURE STATEMENT

Field trips are subject to last-minute cancellation by Manor ISD for various reasons related to student safety or other concerns in light of local or national concerns. Manor ISD, its agents, and employees, will NOT be responsible for any non-refundable monies paid by students, parents, or guardians in the event trips are canceled. While the school is willing to help students with the logistics of the trip, the school assumes no financial responsibility in the event the trip must be canceled. The world situation today makes us cautious in planning events months ahead. You need to be aware of the personal and financial risks and responsibilities that you are undertaking if any monies are paid for any trip. Please know that Presidential Meadows Elementary will do its best to reschedule any canceled field trips. If a canceled trip cannot be rescheduled, Presidential Meadows Elementary will refund any fees that did not have to be paid in advance. Additionally, should any child or guardian not be able to attend a trip due to illness, there will be no refunds for field trip fees the school must pay in advance.

FIELD TRIPS

Each grade may take school-sponsored field trips during the year as approved by the administration. All field trips should align with the specific grade level's essential knowledge and skills. Students must have permission slips signed by the parent/guardian in order to participate. We are unable to grant telephone permission; therefore, it is very important that each student return the signed permission slip. Some field trips may require a fee. Parents/guardians should let teachers know if the fee is a hardship. Teachers are responsible for distributing field trip information.

Each student on the field trip is a representative of the entire school. The rules of conduct appropriate to school are appropriate on a field trip. The whole school will be judged by those on the field trip, and the very best behavior is demanded.

Any parent/guardian who desires their child return from a scheduled field trip by means other than transportation provided by the school will be required to submit a written note to the teacher.

School requested chaperones should ride the bus to assist in the supervision of students. Siblings are not allowed to attend field trips. **All chaperones must complete a background verification form at least 72 hours before the date of the field trip.** A copy of the form can be picked up and returned to the front office. A new background verification form must be completed each school year.

***Students must have NO referrals in the 9 week period that the field trip is scheduled for.**

FOODS WITH MINIMAL NUTRITIONAL VALUE/STATE FOOD COMPETITION RULINGS

Students may celebrate birthdays with snacks, but the snacks may not be served or consumed during meal periods. Birthday snacks may be eaten in the PME cafeteria at 2:15 p.m. PreK-AM students may eat birthday snacks during recess. Additionally, any reward parties (pizza, popcorn, ice cream, etc. which meet state approval) must be held in the PME cafeteria at the times mentioned for birthday parties to avoid conflict with the state's recent food competition rulings. If you have any questions or comments, e-mail squaremeals@agar.state.tx.us or call 1-877-839-6325.

FOODS WITH MINIMAL NUTRITIONAL VALUE/STATE FOOD COMPETITION RULINGS CONT'D

The state legislature has also mandated that certain items not be brought to school and shared. This means that parents cannot bring sodas and candy to share at lunch with the friends of their children. The only exceptions to the FMNV ruling are the three school-wide party celebration days, which the state allows anything to be served (outside of the meal period). Please read the information found at the end of the PME Parent/Student Handbook.

FORGOTTEN WORK/MATERIALS

Students and parents entering classrooms after dismissal have inadvertently interrupted conferences with other parents and/or staff members. Students and parents should not return to classrooms after school to retrieve previously forgotten work, materials, etc. Students and parents should not ask custodians to unlock classroom doors.

FUNDRAISING

Fundraising projects are to be kept to a minimum. Under no circumstances are groups or sponsors to plan or implement fundraising drives without the permission of the principal. Students are not to sell anything to benefit personal needs or non-school related organizations.

GRADING SYSTEM

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.

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

- A = 90-100
- B = 80-89
- C = 75-79
- D = 70 to 74
- F = Below 70

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 9 weeks period on dates specified on the district calendar. Report cards do not need to be signed and returned to the campus. Copies are made and retained prior to distribution. Should a student's report card note unsatisfactory progress; the report card will state a need for a conference. 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. Additionally, progress reports will be issued at any time the student encounters difficulty with school assignments or has unsatisfactory progress.

The district shall not grant social promotions. Students shall be promoted only on the basis of academic achievement. To be promoted from one grade level to the next, a student shall demonstrate adequate comprehension and application of subject matter which would constitute attaining an overall average of 70 in 4 of the 5 following academics: math, language arts, reading, science/health, and social studies. A minimum of six grades (any combination from the below sources) will be recorded for each subject area per grading period. Please note the weight assigned to the types of assignments collected from students on elementary campuses.

- Class Work (Participation, Daily/Pop Quizzes, Independent Class Work, Group Work) – 40%
- Homework – 10%
- Tests (Tests, Projects) – 50%

GRADING SYSTEM CONT'D

Additionally, for students to be promoted, students must be in attendance at least 90% of the school year. Tutorials and/or special summer programs may be provided for those students who encounter difficulty or did not meet attendance requirements. We strongly encourage summer school attendance if it is recommended. In some cases, attendance in summer school may be required.

Gifted and Talented Advanced Learners Program – GTAL

Program Design

The Manor ISD GTAL program emphasizes the identification of gifted and talented students beginning in kindergarten. The program offers instructional services in core academic areas for all grades through the use of differentiated curriculum within the instructional classroom. Instructional strategies promote critical thinking and reasoning abilities, problem solving skills, independent studies, and creative product development. Students identified as GTAL are served by classroom instructors who are GT qualified through 30 or more hours in Gifted and Talented professional development, and remain current in their qualification by engaging in 6 additional GT professional development hours each year.

The district creates opportunities for students to work with their academic peers, their intellectual peers, and their social peers through the use of flexible grouping. GTAL students receive pullout enrichment opportunities, which engage students in project based learning through MINDSPILL, an independent study of choice.

The district encourages all GTAL students to participate in University Interscholastic League academic events and school enrichment opportunities such as MINDSPILL, book clubs, Project Mustang, and campus organizations. Grades six through twelve are encouraged to engage in rigorous courses within their areas of strength, participate in Pre-AP and Advanced Placement Courses, dual credit college courses, project based learning activities, and electives, which provide students with growth opportunities in art, creativity, and leadership.

Identification and Assessment

Students may be nominated for GTAL qualification by parents, relatives, teachers, community members, peers, or themselves. Nominations may occur throughout the year. Any individual nominating a student is encouraged to attend an awareness session presented by the District Advanced Academics Coordinator. Sessions will be scheduled throughout the year. Information regarding the nomination process is available on each campus by contacting the Gifted and Talented Coordinator listed in this handbook. Kindergarten students will talent pool in Fall and experience formal assessment administration in January. Specific services for GTAL identified kindergarten students begin no later than March 1. Formal assessments will be scheduled on campuses in both Fall and Spring for students in grades 1-12.

Students are assessed through a matrix including both quantitative and qualitative measures. All indicators are reviewed by the campus GTAL committee, which is comprised of instructors and administrators current in GT training in the Nature and Needs of Gifted Students. Parents are notified in writing of results and encouraged to conference with the campus GTAL Coordinator.

Transfers

Students who were GT identified in a previous district will be reviewed upon enrollment into Manor ISD for local GTAL qualification. Students' records should include specific information regarding the measures and instruments used for prior qualification. Within 30 days, the campus GTAL committee determines if placement in the MISD GTAL program is appropriate. Current classroom teacher observation reports and student and parent interviews are included in the review process. Any GT identified students enrolling in MISD who do not have specific information regarding the measures and instruments used for prior qualification will be offered assessment through the existing district quantitative and qualitative measures.

Furloughs

Students who are unable to maintain satisfactory performance in the program shall be placed on furlough by the GTAL campus committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals. A furlough, or leave, may be requested by the student or parents/guardians as well. A student may be furloughed for a period of time deemed appropriate by the campus committee. At the end of the furlough, the student's progress shall be reassessed and the student may reenter the program, be removed from the program, or be placed on another furlough.

Exit Provisions

Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests in writing removal from the program, the selection committee shall meet with the parent and student before honoring the request.

Appeals

Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the campus GTAL committee. Any subsequent appeals shall be made in accordance with FNG (Local).

HEALTH SERVICES INFORMATION

- School health records are a part of your child's permanent record. Parents are asked to complete a Health History for their child at the beginning of each school year, and update it as necessary. Parents are further asked to keep Emergency contact information current.
- The Health History form is very important to the school nurse and the staff who are involved in your child's education. Please document any allergies, medical conditions and health concerns your child may have.
- Students with a temperature of 100.4 degrees will be sent home. They will not be allowed to return until they have been without fever for 24 hours.
- Students who are suffering with a fever, nausea, vomiting, a rash, head lice, or a communicable disease should not come to school.
- Students who become ill at school will be kept in the clinic until a parent can be contacted. Any child who is sent home with a fever, or a potentially contagious disease (pink eye, chicken pox, suspicious rash, etc), will not be allowed to return to school for 24 hours. A doctor's note may be required when the child returns to school.
- Students, who come to the office with lice, will be sent home. They may return to school the next day, if they have been treated with lice shampoo, and if they are examined by the nurse prior to going to class.
- Medications may be given at school. Only those medications necessary for a student's medical care, and must be given during school hours, will be administered at school. Parents must provide all medications. Parents must also deliver the medications to the school. Students may not bring medications to school. A permission form must be signed by the parent for each medication to be given. This includes prescription medications and over-the-counter medications.
- All medications must be in the original container, with a proper label, including the student's name, name of the medication, directions and date.
- Only medications ordered by a physician licensed to practice medicine in the US will be given.
- Medications that are needed to care for emergencies, (seizures, asthma, anaphylaxis, diabetes), will be given, but must be accompanied by an Action Plan that is signed by the physician and the parent. The Action Plan is essential to the care of children with asthma, diabetes, seizures, and anaphylaxis. Without out the plan and the necessary medications, your child may be restricted from participation in field trips and other off-campus opportunities. Our main concern is the health and safety of the children. Please discuss this with the nurse on your campus.
- If your child has a food allergy, such as peanuts, it is imperative that you let the staff know. A physician's order is required to make the necessary accommodations in the cafeteria. We will take every precaution to assure that your child is not exposed. Please inform the staff of all health concerns.

HEALTH SERVICES INFORMATION CONTINUED

- Over the counter medications may be given at school with a parent note. If the OTC medication is needed for more than two weeks, a doctor's order will be required.
- All medications must be picked up by parent at the end of the school year. No medications will be stored in the Nurse's office over the summer.
- Vision and Hearing screening are done every year at the elementary school. We are required to screen all PreK, K, 1st, 3rd, and 5th graders. But, of course we will screen any student in any grade. If there is a concern, please speak to the campus nurse about screening your child.
- If your child is hospitalized, has surgery, or has been absent for more than three days for an illness, a medical clearance will be required when returning to school. This must include the child's name, dates he/she was under a doctor's care, date of release/clearance, and any activity restrictions or limitations.
- To be in compliance with state law, and district policy, every child's immunization record must be current. Please verify your child's immunization record at the beginning of the school year. Manor ISD provides free immunizations, as a provider for the "Vaccines for Children Program". You may contact the District Nurse for more information.

HOMEWORK

Homework provides an opportunity for students to extend their understanding of a concept or lesson that has been presented in the classroom. Another goal is to provide independent learning. Students developing responsibility for their own learning require self discipline and practice. Assignments will be designed so that students can successfully complete them independently given reasonable effort. Every night students should orally practice their reading and math facts for a minimum of 20 minutes.

HONORS ASSEMBLIES

Honors assemblies are held in the cafeteria on report card Fridays at the end of each grading period for all students. Students in grades 1-5 have the opportunity to earn honor roll status. "A" Honor Roll is reserved for students who make all 90's-100 on his/her report card. "A/B" Honor Roll status can be reached if a child makes all 80's-100 on his/her report card. Students in grades pre-kindergarten through fifth grade (who have no tardies and no absences for a grading period) will be recognized for perfect attendance.

LATE WORK

It is the student's responsibility to return work in a timely manner. If a student submits late (or redone) work (unrelated to absences) as well as a retest due to failing grade on the first test administration, the highest grade a late assignment or test may receive upon submission is a "70." Teachers will accept late work (unrelated to absences) no more than 1 day late. After 1 day has passed, the teacher will record a "0" in the grade book.

LINE BASICS

- Students will face the front.
- Students will walk with hands behind their backs (Eagle wings).
- The class will walk in a single file line.
- There will be no talking.
- Students must walk.

LOST AND FOUND

Parents are urged to label all articles so that lost items can be quickly identified and returned to the owner. The teacher temporarily holds articles found in the classrooms until retrieved by the owner. After a reasonable time, these articles will be placed in the Lost and Found area in the cafeteria. Parents are welcome to come by and check for lost items. Items left after several months will be donated to charitable organizations and/or our school health suite.

LUNCH

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 system establishes an account for each student and relieves parents and school staff from daily payments and collections. 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 **Manor ISD Food Services**. Please write the child's name and teacher's name on the memo portion of the check. Payments are posted in the computer. Lunch account payments can also be made online through www.manorisd.net. **Current meal prices are: \$2.25 for a student lunch, \$0.40 for reduced lunch, \$0.50 for extra milk, and \$3.50 for a visitor 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.

Children may bring lunches from home and eat with their class. We request that you send juice or money for milk with lunches. If students do not bring lunch money, they are allowed to accrue two charges. If money still has not been sent for meals, students will receive a sandwich and white milk for two days. Should students still owe lunch money after they have received two days of sandwiches, they will receive a peanut butter and jelly sandwich and white milk until the meal debt has been paid.

MAKE-UP OR ADVANCE WORK REQUESTS

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).] A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

In the past, many parents have requested work for their children prior to family vacations that took place during the school year, or have asked teachers to send make-up work to the office (or with a sibling or friend) when their children were absent due to illness. This practice often caused the teachers to take instructional time away from the students who were present, and many times the

work was not completed by the absent students. All missed work will be made available upon a student's return to class. **No advance or make-up work will be provided early.**

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. Surplus money often causes problems. Since the school cannot accept responsibility for money brought to school by students, parents are urged to send exact change whenever possible. Checks are acceptable at PME; however, please be aware that our bank charges a service fee (\$28.00) when checks are returned to us. Any returned check fees are the check writer's responsibility. Any money (check or cash) should be placed in a sealed envelope. The envelope should be 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 should post-dated checks be sent to school.

PARENT/TEACHER Organization (PTO)

Our school has an active PTO that is dedicated to supporting our teachers and involving parents and the community in a wide variety of school functions while providing assistance in the educational process. Contact the office for more information.

PLAYGROUND SAFETY

Due to supervisory and safety concerns, only PME students should be on the playgrounds during school hours.

SAFETY DRILLS/EVACUATIONS

Regular fire, disaster, lock down, and bus drills are required in every public school. Monthly fire drills will be conducted while disaster, lock down, and bus drills will occur periodically during the school year. We ask that all visitors follow the proper safety procedures along with the students and staff during all drills. Parents/visitors will not be allowed to enter the campus during safety drills/evacuations. School evacuation diagrams are posted in each classroom. Should an emergency occur and we need to evacuate the campus, we will transport students and staff to the Performing Arts Center at Manor High School. Should parents/guardians desire to pick up children while we are at that location, they will need to sign the child out with a member of the PME staff at that site.

SCHOOL PROPERTY

Children who willfully destroy school property (textbooks, equipment, desks, windows, etc.) will be fined according to the damage done and disciplined according to the *Student Code of Conduct*. 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 school's web site. Be sure to check periodically for supplies that need to be replenished.

SECURITY

For the safety of our staff and students, all non-staff members must enter and exit the school only through the front door and then proceed to the office to register and get a nametag. Please do not ask a staff member to let you in through a side door.

SPECIAL EDUCATION SERVICES

Presidential Meadows Elementary offers special education programs including content mastery, inclusion and speech and language services. For additional information please contact the Director of Special Education Services, Karen Jackson, at 278-4000.

TEXTBOOKS/PLANNERS/PME FOLDERS

The student, parent, or guardian will be responsible for the proper use and care of textbooks. They are responsible for stolen, lost, or damaged textbooks and are required to pay the school for any replacements or fine. (Education Code 31.104) Teachers employ a system to record the number of all books issued to children. Textbook checks are conducted each grading period. Textbooks should be kept covered at all times per state law. Book covers are available from all teachers. In addition, all students are responsible for maintaining a PME Tuesday folder and grades 3-5 are responsible for maintaining a daily PME planner/agenda. Should a book, folder, or planner/agenda be lost or damaged, the teacher will send the appropriate student name to the office. The assistant principal will charge the appropriate fine, issue an appropriate letter to the parent, and track payment.

Fine of \$2.00/\$5.00 for damaged pages to include but not limited too: torn, soiled, written on, damage to binding, corner and edges.

Fine of \$10.00 for writing on the outer edge of book pages or damage to outer cover.

Full Price of book for water damage, excessive markings, missing pages, lost stolen broken binding, or any book deemed unusable by campus coordinator.

Full Price for defacing or removing the tracking number or barcode.

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed for the book.

Fine of \$1.00 to replace a PME folder.

Fine of \$5.00 to replace a PME planner/agenda.

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. These items tend to interfere with the instructional program. Additionally, 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 by the teacher, labeled, stored, and returned on the last day of school unless a parent personally comes to school to retrieve the item(s). Additionally, live animals should not be brought without special arrangements being made in advance with the classroom teacher. Live animals should never be carried on the school bus.

TRADING, BUYING, OR SELLING ITEMS

Students may not trade, buy, or sell lunches, snacks, or personal items at school or on the school bus.

TRANSPORTATION – PRE-K STUDENTS

PreK children are too young to wait at a bus stop safely unsupervised. Therefore, transportation for PreK children will not be provided unless a parent or responsible adult accompanies the student to the bus stop and waits for pick-up and delivery.

TRANSPORTATION-TRANSFER STUDENTS

Manor ISD does not provide transportation for any transfer student-including those who have a babysitter, relative, or friend who lives in the PME zone.

VISITORS – CLASSROOM OBSERVATIONS

Parents and other interested persons are encouraged to visit the school throughout the year. **Visitors must schedule an observation at least 24 hours in advance.** Making an appointment with the teacher at least 24 hours in advance enables you to schedule the observation for the maximum benefit. **Teachers cannot stop teaching to visit with parents who “pop in.”** (Should you walk your child to class, please realize you need to depart quickly. Students need to begin their daily routine and teachers are busy supervising students and are unable to visit with parents during this time.) As visitors can impact the learning process for some students, we respectfully request that no more than two classroom visits/observations of 30 minutes in duration be completed during each grading period. Younger children should not attend. Teachers will be happy to discuss what you observe during your visit during a mutually convenient time. All visitors must report to the main office, sign in and obtain a visitor identification badge. Our shared commitment is essential for the safety of our students and staff.

VISITORS – GENERAL INFORMATION

Campus administrators retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school. Photo identification may be required of any person on the property.

VISITORS – MORNING DROP OFF

Attending school enhances students' abilities to progress independently. Parents and/or other parties dropping off students in the morning are encouraged to drop students off at the designated car drop off area or at the front/entrance office. Parents will not be allowed to walk students to class daily and wait until the bell rings. Parents needing a parent conference, must contact their students teacher to schedule the conference. PME hallways are monitored daily by PME staff.

VISITORS – STUDENTS

Only students who are enrolled in the school are allowed to attend classes during the school day.

VOLUNTEERS

Volunteers are an essential component of the instructional program and your participation is encouraged. Please work with your child's teacher to arrange mutually convenient days and times. **All volunteers must complete a background verification form at least 72 hours before the date of being scheduled to volunteer.** A copy of the form can be picked up and returned to the front office. A new background verification form must be completed each school year.

When entering the building, please register in the volunteer book and obtain a volunteer/visitor identification badge in the main office. Before leaving, please sign-out, total the number of hours you worked and return the volunteer identification badge.

WISE CHOICE EVENT CELEBRATIONS

***To be eligible for Wise Choice Events students must have less than 25 marks, no unexcused absences, no more than 7 tardies per 9 weeks, and NO referrals per 9 weeks. In addition, students must have all applicable district and PME fines paid in full (cafeteria, textbook, library, office, etc.); AND all applicable district and PME registration documentation completed and filed with the front office.**

WITHDRAWAL FROM SCHOOL BY PARENT/GUARDIAN

When a student will be withdrawn during the course of the school year, please give 24 hours notice so that withdrawal records may be completed by the teacher and the office. Notify the school office by telephoning or sending a signed note. When the student is enrolled in a new school, his/her health and academic records will be sent to the receiving school upon request. Lunch and/or book fines must be paid and/or books returned before the student's records will be cleared.