

Oak Meadows Elementary



Parent/Student Handbook

2023-2024

INTRODUCTION

Campus rules of conduct and discipline, maintained in the campus student handbook, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. All teachers, administrators, and other district personnel are expected to respect the rights and privileges of students.

Campus handbooks are intended to augment the District Student Handbook and District Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail. District handbooks can be found on the district's website at www.manorisd.net and shall be provided in hard copy upon request. This document is fluid and can be updated at any time.

Oak Meadows Elementary 2023-2024

OFFICE HOURS

7:00am-3:30 p.m.

DAILY SCHEDULE

6:45 a.m. – doors and office open.
6:45 a.m. – 7:30 a.m. – Breakfast is served.
7:30 a.m. – Tardy Bell
3:00 p.m. – Students are dismissed.
3:30 p.m. – OME office closes.

Teachers escort students to the buses, car rider area, and after-school programs (when available). Car riders are picked up at the front of the school. After-school program students meet in the cafeteria. Walkers will be supervised to the corner and across the street by appropriate personnel.

ADMISSIONS

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

If your child does not ride the bus in the morning, please drop off your child at the front of the school building in the drive by the doors – not the street. School doors open at 6:45am. Please do not drop off your child sooner than 6:45. We do not have staff to supervise your child.

(The street should never be used as a drop off. It's unsafe and in the past when parents ignored this request, children were endangered.) **For maximum safety, do not pass a car unloading students. In order to ensure the safety of our increased car riding population in the morning, cones have been placed at the beginning of the drop-off area to gently remind us all that the traffic is one lane only for student drop-off in the morning. Please drive carefully and stay in a single line so students can safely exit from both sides of any vehicle.** A staff member will be on duty each day to supervise walkers and car riders who enter the building through the front doors.

Late arriving students are directed to the office for a tardy slip. Please encourage your child to be ready for the day to minimize classroom disruptions. Parents dropping off students after 7:35am must come in the building to sign in your student(s).

ATTENDANCE – COMPULSORY ATTENDANCE

Refer to the Manor ISD Student Handbook for detailed information regarding compulsory attendance. It should be stressed that any student **enrolled** in kindergarten falls under compulsory attendance guidelines. All enrolled students must attend at least 90 percent of the days school is in session in order to receive credit. This means if a student is absent 18 or more days (excused or unexcused) he/she may not be promoted to the next grade level. Excessive absences or tardies will be referred to the assistant principal/truancy officer.

ATTENDANCE - ABSENCES

Regular school attendance is vital to educational development. Appointments should be scheduled, if possible, at times when the student will not miss instructional time. Whenever a child is absent, parents must submit a note to their child's teacher providing information regarding the absence. 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 consecutive 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. Students should submit any absence notes to his/her classroom teacher for office submission with the written daily classroom attendance report. Please note, **parents must submit any absence notes within five days of the absence.** Upon receipt in the office, absence notes will be time/date stamped and processed. Parents should refer to the Manor ISD Student Handbook for a listing of excused absences. Should parents need clarification regarding if an absence will be coded excused or unexcused, they should contact the school's assistant principal or principal.

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, he/she should report to the office. Office personnel will give the tardy student a permit to enter class. Late students should walk to their classrooms as the instructional day has already begun. The student will be counted tardy unless it was the result of school transportation problems or excused by the office due to extreme inclement weather, road construction near the campus, etc. 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.

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 will be sent to the school administrators for appropriate disciplinary action. Oak Meadows Elementary will follow the Manor ISD 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).**

It should be also noted that students who have frequent classroom behavior violations (as documented in student agendas, notes home, conferences, and/or behavior charts) and/or an office referral, will not be permitted to attend the next field trip or classroom celebration. Additionally, students who have missing library books, missing textbooks, and/or lunch balances will not be permitted to participate in the above activities until their obligations are met.

BEHAVIOR EXPECTATIONS – CAFETERIA

Be Respectful

- Clean up your spot
- Voice level 1 or 2
- Use kind words and actions

Be Responsible

- Raise your hand if you need something
- Get what you need in line

Be Safe

- Stay seated until dismissed
- Enter in a line
- Sit in assigned space

BEHAVIOR EXPECTATIONS – HALLWAY

Be Safe

- Voice level 0 or 1
- Admire student work with eyes and not body
- Use positive language

Be Responsible

- Always use a pass if not with class
- Follow Adult directions
- Give personal space

Be Safe

- Walk on color tile pathway
- Stay to the right
- Hands and feet to self

BEHAVIOR EXPECTATIONS – PLAYGROUND/RECESS

Be Respectful

- Take turns and share
- Include others
- Use kind words and actions

Be Responsible

- Resolve conflicts peacefully
- Seek adult help if needed
- Take responsibility for actions

Be Safe

- Stay in play area
- Line up when called
- Hands and feet to self

BEHAVIOR EXPECTATIONS – RESTROOM

Be Respectful

- Give privacy
- Keep it clean
- Use kind words or actions

Be Responsible

- Go

- Flush
- Wash

Be Safe

- Use a pass if not with class
- Return directly to class
- Hands and feet to self

BEHAVIOR EXPECTATIONS- LIBRARY

Be Respectful

- Whisper voices
- Use books and technology appropriately

Be Responsible

- Check out books and return them on time

Be Safe

- Stay with the class
- Walk calmly while browsing

BEHAVIOR EXPECTATIONS- BUS

Be Respectful

- Follow the driver and helper's directions
- Use kind words and actions

Be Responsible

- Take care of yourself and others
- Keep the bus clean
- Save snacks and drinks for home

Be Safe

- Keep hands and head inside of bus
- Sit on seat and stay in seat
- Hands and feet to self
- Get off at your stop only

BEHAVIOR EXPECTATIONS-DISMISSAL

Be Respectful

- Follow adult's directions
- Use kind words and action

Be Responsible

- Get your belongings quickly and quietly
- **Be on time**

Be Safe

- Walk to bus or parent pick up
- Hands and feet to self
- Stay with your group

**BEHAVIOR EXPECTATIONS – MANOR ISD LEVEL ONE RULE VIOLATIONS
(Behaviors that only impact the student.)**

Level One Violations are handled in the classroom by the teacher. Repeated Level One Violations result in the parent being contacted (via note, phone, e-mail, or conference). Persistent Level One Violations result in referral to an administrator. **Level One Violations Include:**

- Arguing with a teacher/talking back
- Out of seat
- Breaking pencils/destroying their own material

- Not following directions/not paying attention in class
- Playing in his/her desk
- Name calling
- Refusing to work
- Not in line/running in the hall
- Sleeping
- Talking in class
- Mimicking others
- Not listening
- Leaning in a chair
- Crawling on the floor
- Not taking responsibility for actions
- Yelling
- Dress code violations
- Not reporting to assigned area in a timely fashion

BEHAVIOR EXPECTATIONS – MANOR ISD LEVEL TWO RULE VIOLATIONS
(Behaviors that interfere with the learning of others.)

Level Two Violations are handled in the classroom by the teacher with a mandatory parent contact (via note, phone, e-mail, or conference). Repeat of Level Two Violations should result in a referral to an administrator. **Level Two Violations Include:**

- Throwing materials
- Unruly/disruptive play
- Continued use of inappropriate language or gestures
- Tantrums
- Forgery
- Bathroom misconduct
- Minor physical contact
- Leaving the assigned area without permission
- Possession/use of distracting items
- Continued Level One Violations

BEHAVIOR EXPECTATIONS – MANOR ISD LEVEL THREE RULE VIOLATIONS
(Harmful/Illegal Behaviors.)

Level Three Violations are handled by an administrator. Disciplinary action shall draw on the professional judgment of administrators and shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline may include but are not limited to (in addition to parent conferencing): the restriction or revocation of a student's transportation privileges, in school suspension (ISS), out of school suspension (OSS), stay away contracts, etc. Refer to district handbooks (available at www.manorisd.net) for additional information. **Level Three Violations Include:**

- Continued Level Two Violations
- Use of Electronic Devices
- Unauthorized Sale/Distribution of Items
- Cheating
- Stealing
- Defacing/Destroying Property
- Possession of a Lighter or Matches
- Use of a Lighter or Matches
- Possession of Fireworks/Smoke Bomb
- Profanity/Racial Slurs
- Spitting on Others
- Sexual Harassment
- Threatening Another Student
- Bullying
- Instigating a Fight
- Participating in a Fight

- Possession of a Toy Weapon
- Possession of a Knife That is Not an Illegal Weapon
- Possession of a substance, including electronic cigarettes (vapes).

BEHAVIOR EXPECTATIONS – MANOR ISD MANDATORY PLACEMENTS (Harmful/Illegal Behaviors.)

Students are usually placed at the Manor Alternative Program for a specified period of time. Mandatory Placement Violations Include:

- Possession of an Illegal Weapon
- Possession of a Controlled Substance
- Under the Influence of a Controlled Substance
- Initiation a False Alarm or Bomb Threat
- Threatening a Teacher or School Personnel
- Striking a Teacher or School Personnel

BIRTHDAYS

Parents are welcome to provide store bought treats for their child's birthday. Snacks (brownies, cupcakes, pre-cut cake) can be brought 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. Due to guidelines from the state, no treats (birthday, reward, etc.) may be distributed during the course of the instructional day when meals are served. **Parents should notify their child's teacher of this event a minimum of 24 hours 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 at home 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 is free to all students in Manor ISD. Adults who desire to purchase a breakfast may do so for a small fee. The breakfast line closes at 7:30 a.m. Late arrivals (other than those arriving late on school buses) will be accommodated until 7:45am with a snack. If a family member is having breakfast with a scholar and the school bell rings, we ask that all adults please leave. Staff will help escort your child to their class after they finish breakfast.

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 student misbehaving, the bus driver, the bus monitor, pedestrians, and other motorists on the road. Be seated while the vehicle is moving.

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. 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.

Kinder children are too young to wait at a bus stop safely unsupervised. Parents or other responsible adults should accompany Kinder students to the bus stop and wait for pick-up and delivery. If an adult is not at the bus stop for drop-off, the Kinder student will be returned to his or her home campus.

BUS CONCERNS

Parents and district staff members should report any bus concerns to the Transportation Department at 278-4085. Student safety is the primary goal and any matter of importance to staff or the general public is of concern to the Transportation Department.

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 OME 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 which do not meet state snack standards may be brought and shared at any time other than lunch time. Students are not permitted to wear costumes to school during the instructional day when school falls on Halloween. Please note there are no student gift exchanges held during school celebrations or other events.

CELL PHONES/PORTABLE ELECTRONIC DEVICES

When in possession of a cell phone at school, it must be turned off and placed in a backpack. Additionally, the use of cell phones or any device capable of capturing images is strictly prohibited at any time in restrooms even at school-related or school-sponsored events. Students who violate this policy will receive appropriate disciplinary action including the confiscation of the device.

First violation: the cell phone is taken up by the teacher. The teacher will call home to inform parent of the incident. The phone is returned to the student at the end of the day.

Second violation: phone is taken to the office. Teacher will call the parent to notify them of the violation. Phone will be given back at the end of the day.

Third violation: Phone is taken up, office staff will call the parent and the parent will have to come to the office to pick up the cell phone.

Confiscated cell phones will be labeled and stored until a parent or guardian personally arrives to pick it up. It should be further noted that other portable electronic devices such as (but not limited to) iPods, iPads, MP3 players, etc. should not be brought to school. Again, these devices will be confiscated and stored until a parent or guardian personally arrives to pick it up during normal office hours. **The district is not responsible for any damaged, lost, or stolen electronic device.**

CHANGE OF CLOTHES

Parents of kindergarten and first grade 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.

CHAPERONES

Chaperones will be selected by random drawing on the date that permission slips are due. School requested chaperones should ride the bus to assist in the supervision of students. If the venue permits, non-chaperoning parents may drive their own car, pay separately, and attend the trip. Chaperones must complete the online Volunteer Application at least 7 days before the field trip. 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. Younger or older siblings should not accompany chaperones on the trip. Non-OME students may not ride OME buses on field trips.

COMMUNICATION

Each week, parents should expect to receive take-home folders containing your child's graded papers for each subject. These papers are for parents to review so parents are informed about how their child is doing in school. Please visit our website for campus information such as upcoming events. Events are always posted on the marquee located at the front of the school. In addition, Talking Points, a two-way messaging system app will be used by staff to communicate important information and reminders. Please be mindful that staff duty time is 3:40pm. Any communication after 3:40pm will be answered the following school day.

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. The front office will review the most current court orders that have been submitted to the school to grant requests from parents or guardians, if permissible.

DISMISSAL

In the afternoon, car riders are picked up at the front of the school. **At this time, we ask parents to stay in their vehicle and display their car rider sign on the right, front window of vehicles. We will not release students to parents who park and walk up.** Parents should be mindful of the one-way/one lane traffic flow for afternoon pick-up. Unsafe situations have come up when adults have passed other vehicles in the pick-up area or have driven the wrong way in the posted one-way lane

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. This needs to occur by 1:30pm.** Parents needing to pick up students for medical appointments or other reasons must report to the school office to sign out their children. Keep in mind that if parents/guardians send another person to pick up a child, the parent must send a written note to the office indicating the need for another individual to pick up their child on that specific day and time. Anyone picking up a child may 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 CODE

Please review the MISD dress code. The Manor ISD Elementary Standard Mode of Dress was developed with feedback from parents, MISD staff and students. The dress code is mandatory. Students who need support with acquiring a uniform for their child must contact the school office so they can be referred to the parent liaison. The parent liaison will work toward providing support. **Should a student come to school without a uniform, a temporary one will be provided.**

The following Standard Mode of Dress must be adhered to by all OME students and scholars:

- Shirts – Short or long-sleeved polo-style (collared) shirts.
 - OME permits the following collared shirt colors: Black, White, Gray, Navy, Green, and Yellow, Pink, and Ocean Blue
- Pants – Plain khaki, navy or black pants, shorts, blue or black jeans and skorts must be worn on the student’s natural waist at all times. Shorts and skorts must be an approved length, which is no shorter than the tips of the fingers when the arms are extended by the sides of the body.
 - Blue or black jeans, pants, shorts, and skorts must be free of rips, tears, embellishments, and/or holes.
- Fridays are Spirit Days and Students/Scholars will be allowed to wear spirit-shirts

1. Pants, shorts, and skorts may be khaki, black, or navy and must be worn on the student’s natural waist at all times. Shorts and skorts must be an approved length, which is no shorter than the tips of the fingers when the arms are extended by the sides of the body. a. Blue or black jeans, pants, shorts, and skorts must be free of rips, tears, embellishments, and/or holes.

2. Girls may wear skirts or dresses with tights underneath

3. All clothing must be free of intentional/fashionable holes.

4. Students must wear solid black or brown belts if pants have belt loops.

5. Elementary students may wear their shirts untucked.

6. Elementary students may wear cargo pants

7. Spirit shirts may be worn on Fridays

8. Closed-toe shoes appropriate for gym and recess must be worn every day. No flip flops, or house shoes.

9. Students in 2nd grade and below are not required to wear a belt.

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. 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 the campus will do its best to

reschedule any canceled field trips. If a canceled trip cannot be rescheduled, OME 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.

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 OME cafeteria at 2:15 p.m.

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 designated school-wide party celebration days in which the state allows anything to be served (outside of the meal period). Should you have any questions or concerns, please contact the principal.

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 POLICY

Class Work (participation, daily pop quizzes, independent class work, group work) – 75% of grade: OME has been recognized for holding students to high academic expectations in all grade levels. State and district curricular standards are extremely rigorous. It is paramount that students take personal responsibility and are attentive in class...always putting forth their best efforts. Students will not be given the opportunity to redo classwork. The earned grade will not be altered. **A minimum of two grade per content area per week will be recorded.**

Elementary Schools Grades 1st-6th	
Category/Description	Percentage Weight
Classwork	75%
Homework	10%
Assessments	15%

Total	100%
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Homework – 10% of grade: 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 promote 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. Please note that it is the student’s responsibility to return homework when due.

Children failing to meet their responsibilities will be held accountable and as such will be offered the opportunity to gain responsibility. Ten points will be deducted for each day the assignment is late. A failing grade will be received on the third day. Additionally, every night students should orally practice their reading for 20 minutes as well as practice their math facts for a minimum of 10 minutes. Meaningful homework will also be assigned with the following time parameters:

- Kindergarten: 10 minutes
- First Grade: 15 minutes
- Second Grade: 20 minutes
- Third Grade: 30 minutes
- Fourth Grade: 40 minutes
- Fifth Grade: 50 minutes

Assessments (tests, projects) – 15% of grade: Students who score a 69 or below on an assessment will be provided the opportunity to retest with an alternative assessment over the same essential knowledge and skills. The highest grade a student can receive on a retest is 70. Please note that only one retest will be allowed per failed assessment. If the student’s second attempt is lower than the initial grade, then the higher grade will be recorded.

Grades Per Category Per 9 Week Grading period (Minimum)

- A minimum of three (3) 15% assessment category
- A minimum of ten (10) 75% classwork category
- A minimum of five (5) 10% homework category

Make-Up Work/Advance Work Requests: 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 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. Students will be given a day to complete work for every day he or she is absent.

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. This will encourage students to take personal responsibility for their materials and learning.

Modified Work: Modified work will be provided only to students who are identified dyslexia, 504, and/or special education students as specified in their individual plans. Accommodations (such as shortened assignments, extra time, etc.) will be provided for those listed above in addition to those going through the response to intervention process and / or who are limited English proficient as documentation in individualized plans.

Music Performance Grades: A portion of your child’s music grade is based on his or her participation in his or her grade level’s performance. (Each grade level performs at least once a year at 6:30 p.m.) Performance dates will be published in the school calendar and are available on the school’s website. Reminders will be sent in the weekly campus newsletter as well as flyers from the music

teacher. We understand that unforeseen circumstances might arise. Contact the music teacher prior to the performance so your child's grade will not be impacted.

HEALTH SERVICES INFORMATION - GENERAL

- School health records are a part of your child's permanent record. Parents are asked to complete a Health History form 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, 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.
- 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.
- 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 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.
- 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.
- Over the counter medications (OTC) 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 a parent or guardian at the end of the school year. No medications will be stored in the nurse's office over the summer.
- 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. You may contact the Campus Nurse for more information.

HEALTH SERVICES INFORMATION – LICE (LIVE)

- All students identified with live lice will be sent home at the end of the school day after the Campus Nurse contacts the parent/guardian by phone. They should not be excluded from school.
- Parents/Guardians will be advised to treat their child for head lice. The name of the treatment product must be provided by the parent/guardian on the treatment letter. Educational materials about treatment and prevention will be given and explained to parent/guardian.
- After treatment has been completed, the student can return to school.
- Based on the American Academy of Pediatrics (AAP), 2010 recommendations, alert letters will only be sent home in the event of a high percentage of students infested in a classroom.

HEALTH SERVICES INFORMATION – LICE (NITS)

- Students identified with nits only will have their parent/guardian contacted to see if treatment has taken place within the last seven days. The name of the treatment product must be provided by the parent/guardian on the treatment letter.
- If treatment has occurred within the last week, the student may stay in school. Educational material about nit removal and prevention of lice should be provided to parent/guardian.
- If treatment has not occurred in the last seven days, the student should be sent home at the end of the day for treatment and removal of lice. Educational materials about treatment and prevention of lice will be provided and explained to the parent/guardian. Once treatment has been completed, the student can return to school.

HEALTH SERVICES INFORMATION – LICE (REQUIREMENTS FOR READMISSION TO SCHOOL)

- Students must bring proof of treatment or a statement verifying treatment signed by parent/guardian.
- If the student has been treated and provides treatment, the student may be readmitted to school.
- If live lice are found at re-check, the nurse should be contacted to assess the adequacy of treatment and counsel the family before sending the student home.
- The student may remain in school unless otherwise recommended by the health team.

HEALTH SERVICES INFORMATION – LICE (TREATMENT FAILURES AND FREQUENT RE-INFESTATIONS)

- If live lice are found following treatment, the Nurse should be notified. The Nurse will investigate and make further recommendations to the family.

HONORS ASSEMBLIES

Honors assemblies are held at the end of each grading period for Kindergarten-sixth grade students. Students in grades 2-6 have the opportunity to earn honor roll status. Honor roll status can be reached if a child makes all 80's-100's on his/her report card.

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 APPLICATIONS

Each year, parents must apply for free and reduced lunches for their children, even if they received free or reduced meals in the past. Parents who do not submit a completed application will have

to pay full price meals until the application has been submitted correctly and approved. Please note this process can take up to two weeks at the beginning of the school year as approval is determined by household income. Feel free to stop by school to utilize a computer for the application process. At home, go to the MISD website at www.manorisd.net. Click on the "Parents & Students" tab and scroll down to "Meal App" to apply.

STUDENT LUNCH ACCOUNTS

Upon enrollment, all students are assigned an ID number. The ID number will remain the same as long as they are enrolled in Manor ISD.

Depositing Funds

[Linq Connect](#) is a program that allows parents to access their child's cafeteria account via the internet. To create an account, click on the Linq Connect link and follow the instructions. You will need an email address. Linq Connect gives parents/guardians the ability to:

Check account history
View balance
Make a payment
Transfer balances between titan accounts
Create low balance email alerts
There is a \$2.60 convenience fee per transaction.

Cash or Check Payments

Cash: Insert in a sealed envelope with your student's full name and ID number.

Checks: Make checks payable to Manor Food and Nutrition Services; Write student name and ID number in Memo Line

These forms of payment may be sent to your student's cafeteria.

Refund Request

If you want a refund of your child's meal account, you must call the Food & Nutrition Services office at 512-278-4080. We cannot give refunds from the school cafeteria cash register. Please allow 2 weeks or longer to process the refund request from the Business Office.

Medicine at School

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

District employees will not give a student prescription medications, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions: Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

MESSAGES TO STUDENTS

Please refrain from calling 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 OME; however, please be aware that our bank charges a service fee 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.

Also, please note that cash may not be submitted to teachers for classroom book orders. Checks or money orders should be made out to the name of the book company. Or, parents may order on-line. See your child's teacher for details.

PARENT/TEACHER Association (PTA)

Our school has an active PTA 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. Please get involved!

PHYSICAL EDUCATION CLASS & RECESS

Children should wear closed toe tennis shoes and comfortable clothing each day to allow them to safely participate in physical education class as well as recess. Girls should wear shorts or leggings under dresses or skirts.

PLAYGROUND SAFETY

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

SAFETY DRILLS/EVACUATIONS

Regular fire, tornado, stranger alert, and bus drills are required in every public school. Monthly fire drills will be conducted while tornado, stranger alert, and bus drills will occur periodically during the school year. We ask that all visitors exit the building along with the students and staff during all drills. 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 OME 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. 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 website. Be sure to check periodically for supplies that need to be replenished.

TEACHER QUALIFICATION REQUEST

Parents can request the professional qualifications of their child's classroom teacher. Requests can be made directly to the campus principal who will contact Human Capital.

TEXTBOOKS

Teachers employ a system to record the number of all books issued to children. Textbook checks are conducted each grading period. Should a book be lost, the teacher will send the appropriate student to the office. The assistant principal will charge the appropriate fine to replace the lost book, issue an appropriate letter to the parent, and track payment.

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, DVD players, video games, iPads, trading cards, etc.) to school. If these items are brought to school, they will be confiscated by the teacher and turned in to the campus principal where they will be 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.

TRAFFIC SAFETY (AT OME) & STATE LAWS

By Texas State Law ----

- **You must obey all posted traffic signs at all times.**
- **Speed Limits** – The speed limit is 20 MPH in all posted school zones.
- **Cell Phones** – Holding a cell phone while it is in use is illegal in a school zone.
- **Stop Signs** – It is illegal to run a stop sign, even in the OME driveway.
- **Buses** – You cannot pass a bus when red lights are flashing.

OME Traffic Safety Policies----

- **General Information**
 - No parking is allowed, at any time, in the front of the school – it is a loading zone.
 - All campus driveways are one-way only.
- **Dropping off students in the mornings – OME front driveway only**
 - All students must be dropped off in the OME front driveway. Students are not to be dropped off on the street.
 - Do not leave your vehicle.
 - Do not go around or pass vehicles in front of you.
 - Students must be ready to unload as soon as your car is at a complete stop.
 - Do not wait until your car is at the front door to unload students.
 - Do not stop in the crosswalk.

- o Obey all staff member directions.
- **Student car pick ups in the afternoons**
 - o Do not leave your vehicle.
 - o All vehicles must form a single line.
 - o Staff members will escort your child to your vehicle.
 - o Obey all staff member directions.
- **Parking**
 - o Enter the driveway entrance and park in a lined parking place (staff parking places on the side of the building can be used).
- **Crosswalks**
 - o Wait for staff member directions to safely cross.
 - o Obey all staff member directions.

Please help us prevent auto injuries at OME.

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 – TRANSFER STUDENTS

The district does not provide transportation for any transfer student – including those who have a babysitter, relative, or friend who lives in the OME zone.

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 – CLASSROOM OBSERVATIONS

Parents and other interested persons are encouraged to visit the school throughout the year. Making an appointment with the teacher at least three days in advance is not only a courtesy, but enables you to schedule the visit for the maximum benefit. **Teachers cannot stop teaching to visit with parents who “pop in.”** Parents are not allowed to walk students to class.

As visitors can impact the learning process for some students, we respectfully request that no more than two classroom visits/observations of 30 minutes maximum 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. Again, you are always welcome to visit the cafeteria and eat meals with your child as frequently as you desire.

Remember, all visitors must report to the main office, sign-in and obtain an appropriate identification, and state their purpose for being on campus. **Visitors must leave the campus after their volunteering, their child’s lunch time, or class visit is completed.** Our shared commitment is essential for the safety of our students and staff.

VISITORS - SECURITY

When entering the building, please register in the office by presenting your state issued identification so an identification badge can be generated by the RAPTOR System. Before leaving, please sign-out by returning your paper identification badge to the office so you can be logged out of the RAPTOR System. Please contact Marcelina Cobb, Principal, at 512-278-4180 should you have any questions or concerns.

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 and get a name tag. Please do not ask a staff member to let you in through a side door.

VISITORS – STUDENTS

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

VOLUNTEERS

Please consider being a campus volunteer. Whether you attend a field trip, supervise students at an annual dance, work a booth at Fall Festival, assist with Field Day activities, speak to students during Career Week, or lend a hand in the classroom...all adults must formally apply to be a volunteer. Simply go to the Manor ISD website at www.manorisd.net. Click on "Parents & Students" and then drop down and click on "Volunteers." To the right of the page you will find "Application." All adults who apply to be a volunteer will undergo a criminal background check at no cost to the applying adult. After your background check is successfully completed, you will receive an email approving you as a district volunteer. **Kindly remember that adults must reapply each year.**

Any classroom volunteer efforts are under the direction of classroom teachers and must be scheduled in advance. Please work with your child's teacher to arrange mutually convenient days and times.

When entering the building, please register in the office by presenting your state issued identification so an identification badge can be generated by the RAPTOR System. Before leaving, please sign-out by returning your paper identification badge to the office so you can be logged out of the RAPTOR System. Please contact Marcelina Cobb, Principal, at 512-278-4180 should you have any questions or concerns.

Withdrawing from School (All Grade Levels)

A student under age 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

OME - School Compact 2023-2024

Research shows that when parents are involved in schools, students achieve more, attendance is better, grades and test scores are higher, and graduation rates increase. Students are also more likely to reach his/her highest potential for intellectual, social, emotional, and physical growth. Family involvement in education is critical for the success of students. To accomplish this, parents, teachers, and students need to work together. We ask that you agree to do this by signing and returning this agreement.

Student Agreement

As a student, I understand that I need my education in order to become a productive citizen. I will be responsible for:

- ✓ Appropriately dressing and feeding myself
- ✓ Reading every day
- ✓ Attending school on time every day
- ✓ Being prepared each day with all materials and assignments
- ✓ Giving my parents/guardians my OME communication folder each Thursday and returning it each Friday
- ✓ Following the school rules and being responsible for my behavior
- ✓ Keeping a positive attitude
- ✓ Always doing my best

Date _____ Student Signature _____

Parent/Guardian Agreement

As a parent, I will help my child meet his/her responsibilities. I will be responsible for:

- ✓ Sending my child to school on time each and every day with a good night's sleep
- ✓ Sending my child to school prepared and ready to learn
- ✓ Reading to and with my child
- ✓ Establishing a time for homework and reviewing it daily
- ✓ Participating as appropriate in decisions related to my child's education and positively using extracurricular time
- ✓ Supporting the school in its effort to maintain proper discipline
- ✓ Communicating (via e-mail, phone calls, conferences, planners, notes) minimally at each reporting period with the teacher regarding academic and behavioral concerns
- ✓ Promptly attending scheduled parent/teacher conferences
- ✓ Providing updated contact information when changes occur
- ✓ Reviewing student folders and work each day and signing any applicable logs, charts, and/or agendas
- ✓ Supporting the school by volunteering for activities whenever possible

Date _____ Parent/Guardian Signature _____