

# Lagos Elementary School



## Parent and Student Handbook

**2020-2021**

**Lagos Elementary**  
11817 Murchison St.  
Manor, Texas 78653  
Telephone: (512)278-4360 Fax: (512)278-4361  
<http://les.manorisd.net/>

#### **Office Hours**

7:00 a.m. – 3:45 p.m.

#### **Student Hours**

**6:45 a.m.** – LES doors open. Car riders are not to be dropped off before 6:45 a.m.

**7:00 a.m. – 7:30 a.m.** – Breakfast is served. Staff members will ensure that students arriving on late buses eat breakfast. Students proceed to their designated spot after eating breakfast where they will be supervised by campus personnel. Students may visit quietly with a classmate while waiting in the designated area. To ease congestion, note the following supervised waiting areas:

- Kindergarten, First, Second, Third, Fourth and Fifth Grade students wait in the gym after eating breakfast and are dismissed at 7:20 a.m.

**7:30 a.m.** – First Bell – Students proceed to their classrooms to prepare for their day.

**7:40 a.m.** – Tardy Bell – Announcements are made over the public address system. Any student arriving after 7:40 a.m. should receive a tardy slip in the main office before entering the classroom.

**2:50 p.m.** – Dismissal, Car riders will be lined up under the awning at the front of the building. After school program students will go to the cafeteria, bus riders will be released to the buses through the gym.

**3:00 p.m.** – All buses should depart by this time each day.

### **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.

### **SCHOOL SUPPLIES**

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

### **COMMUNICATION**

Each Tuesday, 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. The take-home folders may also contain important information and up and coming events. Manor Express will be distributed monthly to keep parents informed of information and upcoming events. The marquee at the entrance will also post important dates.

### **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

## 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.

## 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 also enables you to schedule the visit 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. You are always welcome to visit the cafeteria and eat lunch with your child as frequently as you desire. 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 – STUDENTS

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

## 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 to advise the LES 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

## 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!

## ADMISSIONS

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.

## 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. Book fines must be paid and/or books returned before the student's records will be cleared.

## 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 will be referred to an administrator and 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 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 with his/her parent or guardian, or have a written note explaining the tardiness. Office personnel will give the tardy student a permit to enter class. Late students should walk to their classrooms without their parents 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. 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.

## ARRIVAL

Due to the size of our school population, we encourage students to ride the bus whenever possible. Students arriving at school prior to 7:30 a.m. should report to their assigned waiting area after breakfast for supervision. 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. Please pull around to the front of the drive as a courtesy to others dropping off their children.

**For maximum safety, please give right away to parents/students walking from the parking lot. When dropping off students, please pull up all the way in the drop off lane.** A staff member will be on duty each day to supervise car riders. To avoid any frustration of other drivers and to alleviate potential accidents, should your child need extra time in getting out of the car, please park in the available spaces in the front of the school and walk your child into the building. We request that you do not walk your children to the school entrance while parked in the drop-off zone. Feel free to park elsewhere and walk your child to breakfast or their waiting area. (Please realize that parents may walk their students to the classroom, but should not conference with the teacher during arrival. Teachers need to supervise all students and be ready to commence with instruction as soon as possible.)

## BREAKFAST

Breakfast time is 7:00-7:30 a.m. All students will receive FREE breakfast every day. Adults who desire to purchase a breakfast may do so for \$1.50. Students who plan to eat breakfast at school must report to the cafeteria immediately upon arrival to the school. Late arrivals (other than those arriving late on school buses) will not be accommodated. Students will start being dismissed to class at 7:30 a.m. by the staff members 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 7:35 a.m. so they are not tardy. . \* A state mandated change in meal prices for the 2018-19 school year is pending. Please check back before the start of school for price increases.

## 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 Lagos **Elementary School**. Please write the child's name and teacher's name on the memo portion of the check. You can also add money to your child's account online (MISD Website). **Current meal prices: \$2.35 for a regular lunch, \$0.40 for reduced lunch, \$0.50 for an extra milk, and \$3.00 for an adult lunch** Children may bring lunches from home and eat with their class. We request that you send juice or money for milk with lunches

Returning a completed free or reduced meal application each year is necessary if you want your child to participate in the free or reduced price meal program. Parents who do not return the application or leave out required information on the application will have to pay full price for 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. 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 milk. Children need to be seated in their classroom by 7:40 a.m. 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.

## 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 at 2:00 p.m. Additionally, any reward parties (pizza, popcorn, ice cream, etc. which meet state approval) must be held in the LES 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](mailto:squaremeals@agar.state.tx.us) or call 512-463-2076.

**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 handbook. Should you have any questions or concerns, please contact the principal.

## 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 day 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.

## DISMISSAL

In the afternoon, car riders may be picked up by the awning at the front of the school. Parents should be mindful of the one-way/one lane traffic flow for afternoon pick-up. Please pull all the way up in the pick-up lane to avoid congestion in the parking lot. Should a parent want to take their child as the teacher walks the line from the classroom to the bus area, parents are required to sign the "Sign-Out/Sign-In" sheet in the office. This requirement includes our many "regulars" who wait inside the building rather than pick up their children. This practice helps us track how students went home. Many times, we receive telephone calls from one parent unaware that the other parent already picked up the child from school.

## 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 with parent contact information such as a phone number 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 and communicated with the front office staff prior to noon of the date of change.**

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 dated 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 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.**

## 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 LES zone.

## 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.

## BUS CONCERNS

Parents and district staff members should report any bus concerns to the Transportation Department at (512) 278-4085. Student safety is the primary goal and any matter of importance to staff or the public is of concern to the Transportation Department.

## 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.

First grade students are provided reading assistance on comprehension tests during the first semester. Starting the second semester, students will not have any reading tests or quizzes read to them. Students are expected to read the assessments independently at this time. Reading assessments test whether or not the student has the skills necessary to read and comprehend first grade reading material. Assessments are on

grade level from the state adopted textbook series. Assessments in math, social studies, and science will be read to students (as necessary) as they are assessing content knowledge, not reading capabilities.

Please note that a portion of your child's music grade is based on their participation in their grade level's performance. (Each grade level performs 1-2 times a year at 6:30 p.m.) Performance dates will be published in the school calendar and are available year-round on the school's website. Reminders will be sent home 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.

Report cards are distributed at the conclusion of each nine weeks period on dates specified on the district calendar. 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. Parent conferences are held during the first nine weeks in order for the first report card to be delivered to all parents. 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. Again, copies are made and retained prior to distribution. Additionally, progress reports will be issued at any time the student encounters difficulty with school assignments or has unsatisfactory progress. Report cards and progress reports need to be signed and returned to the campus.

The district shall not grant social promotions. Students shall be promoted only based on academic achievement. To be promoted from one grade level to the next, a student shall demonstrate adequate comprehension and application of subject matter that would constitute attaining an overall average of 70 in 4 of the five following academics: math, language arts, reading, science/health, and social studies.

A minimum of fifteen grades (any combination from the below sources) will be recorded for each subject area per grading period. Teachers will record the actual grades on the computerized district grade book. 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%

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.

### **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 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. Every night students should orally practice their reading and math facts for a minimum of 20 minutes. In addition, meaningful homework will 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

### **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.

### **LATE WORK/REDONE WORK/RETESTS**

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 a 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 one day has passed, the teacher will record a "0" in the grade book.

## **MAKE-UP OR 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 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. **Students are allowed one day for each day absent.**

## **HONORS ASSEMBLIES**

Honors assemblies are held in the cafeteria at the end of each grading period for all students. Students in grades 1<sup>st</sup> -5<sup>th</sup> have the opportunity to earn honor roll status. Principal's Honors is reserved for students who make ALL 90's-100's on his/her report card. A or A/B Honor roll status can be reached if a child makes all 80's-100's on his/her report card. Students receiving any type of honor roll will receive an award for the specific accomplishment. 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. Students who receive ALL P's or S's on their Report Card in each grade level, exhibiting exemplary participation/behavior will receive the Citizenship Award. Students earning Perfect Attendance or a Citizenship Award will receive appropriate certificates.

## **CHANGE OF CLOTHES FOR KINDERGARTEN STUDENTS**

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

## **SPECIAL PROGRAMS**

### **GIFTED & 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 with 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 six 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 with flexible grouping. GTAL students receive pullout enrichment opportunities that 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 that 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. 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).

## **SPECIAL EDUCATION PROGRAMS**

**Resource:** The resource program at Lagos Elementary School is available to those children who have been identified as eligible for special education services. The resource classroom is a small group setting in which individual needs are met with prescriptive instruction. Students typically remain in the resource classroom for the duration of their language arts and/or mathematics block. Students return to their classrooms for the remainder of the instructional day.

## **SPECIAL EDUCATION PROGRAMS CONTINUED**

**Inclusion:** The inclusion classroom is one in which the special education teacher or aide acts as a support system for the classroom teacher. Both work collaboratively to ensure that the needs of special education students are met, as well as adapting the material to mirror their learning style.

**Speech and Language:** Speech and language services are available to children who have been identified as eligible for services with articulation, language, fluency, and voice disorders. Services are provided mainly in small pull-out groups.

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) requires that the Manor Independent School District not discriminate on the basis of disability in any District program or activity. The district will identify, evaluate, and provide an appropriate public education to students who are disabled under Section 504, including homeless children.

## **BILINGUAL EDUCATION SERVICES**

The Manor ISD Department of Bilingual & ESL Education will meet the cognitive, affective, and linguistic needs of English language learners within a culturally supportive environment in order to promote student achievement.

Bilingual & ESL students represent 30% of Manor ISD's overall student population. Spanish/English bilingual instruction and ESL are offered at all elementary campuses. At our middle schools and high schools, ESL students receive instruction from teams of teachers who receive special training in Sheltered Instruction to meet their academic and language needs. We also offer a Newcomer Program at our secondary campuses which provides intensive English language instruction to students who are new to US schools.

## **BEHAVIOR EXPECTATIONS, CELL PHONES AND DRESS CODE**

### **LINE BASICS**

- Students will face the front.
- Students will walk with hands by their side or clasped together in front of them.
- The class will walk in a single file line.
- There will be no talking.
- Students must not run.

## **CAFETERIA EXPECTATIONS, CONSEQUENCES, AND INCENTIVES**

### **Cafeteria Expectations**

- Students may talk to the students sitting near them in low, conversational tones.
- Students should use polite table manners while eating.
- If students need assistance, they must raise their hand and wait for an adult to help them.
- Students should remain seated until dismissed.
- Students may not trade or share food.
- Students may not play with food, tray, or trash.
- Students should clean up after eating and dispose of all trash upon dismissal.
- Students will use line basics when arriving to and departing from the cafeteria.

### **Cafeteria Consequences**

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

## **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. While on the bus, students must:

- 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 the 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. Additionally, campus administrators will be notified by the Transportation Department via e-mail of any bus suspensions. The number for transportation is (512) 278-4085.

1<sup>st</sup> Offense – Verbal and written warning.

2<sup>nd</sup> Offense – Incident report. Administrator and parent notified.

3<sup>rd</sup> Offense – Bus suspension for one-three days.

4<sup>th</sup> Offense – Bus suspension for five days.

5<sup>th</sup> Offense – Bus suspension for ten days.

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

## **BEHAVIOR EXPECTATIONS and BULLYING**

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. Lagos Elementary School 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, behavior charts and/or office referrals, may be excluded from attending upcoming field trips or classroom celebrations. Each case will be reviewed on an individual basis.

## **SAFETY DRILLS/EVACUATIONS/FIELD TRIPS**

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 MES staff at that site.

## **PLAYGROUND SAFETY**

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

## **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.

## **SECURITY**

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

## **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. 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 note that any parents who choose to volunteer in the classroom, chaperone on a field trip, supervise a station at field day, etc. must submit a criminal history background check form a week ahead of the event and be cleared prior to event. These required forms must be submitted each school year. Contact the campus principal for any questions or concerns.

## **FIELD TRIPS AND CHAPERONES**

For parents wishing to attend any MISD field trip, you will need to complete an online application located on the district's website at [www.manorisd.net](http://www.manorisd.net) under the community link. This applies to volunteering on an on-going basis, those who chaperone on field trips, and includes a background check at no cost to the volunteer. Parents who have not completed the online volunteer application will not be permitted to attend school-sponsored field trips. If you need to complete an online application and do not have access to a computer, please notify the school to make arrangements.

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 expected.

## **CHAPERONES**

Chaperones are encouraged to ride the bus on field trips, providing seat availability. 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. The provided field trip form and criminal history background check form (with an enlarged, legible copy of a state issued identification card/driver's license) should be returned by the due date for parents to be considered as chaperones. 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. Non-MES students may not ride MES buses on field trips.

## 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. Please know that the campus will do its best to reschedule any canceled field trips. If a canceled trip cannot be rescheduled, LES 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.

## HEALTH SERVICES INFORMATION

- 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, head lice, or a communicable disease should not come to school.
- Students who become ill at school will be kept in the nurse's office 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 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 parent at the end of the school year. No medications will be stored in the nurse's office over the summer.
- Vision and hearing screenings are done every year at the elementary school. We are required to screen all Pre-K, K, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> graders. 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.

### CELL PHONES

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones at any time while at school (including in restrooms) or at a school-related or school-sponsored event is strictly prohibited. Students who violate this policy will receive appropriate disciplinary action including the confiscation of the cell phone by campus administrators. Confiscated cell phones will be labeled and stored until a parent or guardian personally arrives to pick up the cell phone.

### DRESS CODE

In order to facilitate the administration in maintaining a safe and orderly campus, Manor ISD has implemented the following district-wide dress code restrictions.

- 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.
- The District prohibits any piercings in any place other than the ears.
- The District prohibits hats, caps, bandanas, and dew rags except for religious or medical purposes.
- The District prohibits flip-flops at the elementary and middle school level.

### 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. 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.

### 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.

## **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 LES; 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.

## **TEXTBOOKS**

Teachers employ a system to record the number of all books issued to children. Textbook checks are conducted each semester. Textbooks should be kept covered at all times per state law. Book covers are available from all teachers. 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, 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.

## **TRADING, BUYING, OR SELLING ITEMS**

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

## **Review of Acknowledgement**

### **Student Handbook Acknowledgment**

By signing below, I indicate that I have received and understand the policies and procedures outlined in the 2020-2021 Lagos School Elementary Student Handbook.

Grade level(s) of student(s) \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date