

STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Please refer to the District Student Handbook for complete information regarding dress code.

General guidelines for our Gleason students include:

- Shorts must be mid-thigh length or longer.
- Tennis shoes or closed toed shoes must be worn in P.E. and recess.
- Hats, scarves, and other head coverings are prohibited.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to midriff tops, tank tops, tops with spaghetti straps, spandex shorts and oversized or baggy clothes.

GRADING SYSTEM

The following grading system is used:

PERFORMANCE RATING

A	90%-100%
B	80%-89%
C	75%-79%
C-	70%-74%
F	Below 70%

WORKHABITS AND GENERAL CONDUCT

S	Satisfactory
N	Needs Improvement

AWARDS

- ✓ Distinguished Honor Roll – All A's & all S's
- ✓ Honor Roll – All A's & B's and all S's
- ✓ President's Education Award (5th Grade) - 90 average for 4th - 5th grade
- ✓ Perfect Attendance

HOMEWORK

Homework may be assigned on a nightly basis, Monday through Thursday. It is checked upon its return and may be reflected in subject grades and/or work habits noted on report cards.

TEXTBOOKS

Textbooks must be covered. Students must pay for lost or damaged textbooks.

MEDICATION POLICY

Medications will be given to students when necessary only upon receiving a written request with specific instructions from the parent or guardian.

All medicine, including cough drops, must be brought to the clinic in the original container clearly labeled as to content, the student's name, and directions for time and dosage.

All medication must be brought to the clinic by the parent, guardian, or responsible adult. When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school.

BIRTHDAYS

- ☺ Student's birthdays are acknowledged at school during the morning announcements and in the classroom.
- ☺ Due to imposed health regulations, and FMNV **you will not be allowed to bring cakes, cupcakes, favors, etc., for birthdays or other special occasions.**
- ☺ Due to the Privacy Act, homeroom lists may not be provided to individuals.
- ☺ Students **will not** be allowed to distribute invitations to personal parties at school. Student directories are available by joining the Gleason PTO. We also do not allow the delivery of gifts such as flowers, balloons, etc.
- ☺ Join the Gleason Birthday Book Club by donating a book to the Resource Center in your child's name. Contact Deb Jones, Media Specialist for more information.

CAFETERIA

Meal Prices: Student: Breakfast \$1.00/ Lunch \$2.00
Adult/Visitor: Breakfast \$1.50- Lunch \$3.00
A La Carte: Ice Cream .50 Milk/Juice .50
Cookies .50
Cafeteria Manager - Annie Traylor - 281-517-6807

CODE OF CONDUCT

You may access the District Student Handbook (Code of Conduct) on line at www.cfisd.net under Quick Links and Student Code of Conduct. If you do not have access to the internet you may view the handbook on campus. You are asked to become familiar with this very important document. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks and Dress Code.

Let's Stay Connected!

- School newsletter is sent out via e-mail every other Friday
- Follow "Gleason Tigers" on PTO Facebook page
- Keep up with the PTO and volunteer opportunities at Gleasonpto.com



PERSONAL ITEMS

To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school without specific permission from the teacher. Personal items can be defined as, but not limited to: toys, radios, electronic games, trading cards, sports equipment, etc.

EMERGENCY SCHOOL CLOSINGS

Listen to TV Channels 2, 11, 13 or 26
FM Radio Stations 97.9, 95.7, 100.3, 93.0,
102.9, 99.1, 107.9
AM Radio Stations 1010, 740, 940

School Colors:
Royal Blue & White
School Mascot: Tiger



GLEASON ELEMENTARY SCHOOL

9203 Willowbridge Park Blvd., Houston, TX 77064

Phone: 281-517-6800 FAX: 281-517-6805

School Hours:
8:50am-3:50pm
Pre-K: 8:50am-11:50 am
Pre-K: 12:50pm-3:50pm

Please keep this information page where you can use it all year.

WHO CAN HELP YOU?

Homeroom Teacher	First Contact
Content Teacher	Second Contact
Erica Henry	Counselor
Kari Thompson	Instructional Specialist- Math
Glenda Webb	Instructional Specialist-Language Arts
Amanda Bradley	Nurse
Patsy Rios	Attendance Secretary
Nancy Skinner	Secretary
Annie Traylor	Cafeteria Manager
Deb Jones	Librarian
Katrina Tulod	Diagnostician
JoEllis McCall	Asst. Principal-Pre-Kindergarten, Kindergarten, First, Fifth Grade
Susan Bolado	Asst. Principal- Second, Third, Fourth, Special Education
Christine Melancon	Principal

ATTENDANCE: Attendance is taken at 10:00am. Please send a note if your child is absent from school. Please check the CFISD Student Code of Conduct for further information.

TARDIES: Children that arrive to class after 8:50 am are tardy, and need to be signed in by the parent in the front office. Tardy slips will be issued from the office beginning at 8:50 am.

EARLY DEPARTURE: If you need to pick your child up prior to dismissal time, please send a note in the morning stating the time, reason the child needs to leave, and a phone number where you can be reached. **All transportation changes must be made by 3:00 pm. Students leaving early must be picked up by 3:15.**

We will make every effort to have the child in the office at the designated time. The person picking the child up from school must show their identification and be listed on the child's Emergency Card.

ARRIVAL AND DEPARTURES

ARRIVAL: All students may enter the building at 8:35 am.

DEPARTURE: No changes in your child's after school transportation will be made after 3:00pm.

BUS RIDERS: A student may not ride a bus other than the assigned bus. It is the practice of CFISD that no Pre-K student will be dropped off at a bus stop unless a responsible caretaker is there to receive that student. When there is not a caretaker available, the child will be brought back to the school and the parent will be called to pick up the child from school.

PARENT DROP-OFF: Parents should stay in their car and go through the car rider line. If a parent needs to come into the building, they are expected to park in a designated parking place and check in at the front office.

PARENT PICK-UP: Parents should stay in the car. The child will be brought to the car. Parents will be given a car rider sign to place in the car window for identification purposes. Drivers license may be requested.

WALKERS & BIKE RIDERS: Walkers will enter on the Willowbridge Park side of the building. Walkers must stay on the sidewalk until they arrive at the walker door. **Walkers are not to cross through the parking lots or the car rider line.** Bike riders must walk their bikes on the school sidewalk to the bike rack on the Willowbridge Park Blvd. side of the building.

AFTER-SCHOOL CARE: Club Rewind will provide after school daycare at Gleason Elementary. Parents will enroll with Club Rewind. Registration information can be found on the CFISD Website.

***Parents, please do not drop students off or allow them to ride bikes/walk to school prior to our 8:35 student arrival time. There is no adult supervision until 8:35. Please help us keep all students safe.**

SCHOOL VISITATIONS

We welcome your visits to Gleason. For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned and you will be given a personalized nametag for your visit.

Cafeteria Visits: To eat lunch with your child, please follow the procedure above; and you must be on the student's *Emergency Information Card* or have written permission from the parent to eat lunch with a child. We ask that you refrain from inviting other students to eat with you, as this may lead to hurt feelings. Please say good-bye to your child in the cafeteria before they return to their classrooms, when Tiger 5 is called. Parents can not attend or visit recess due to the safety of our children. Please limit your lunch visits to 2 times per week.

Classroom Visits: Please make appointments with the **Assistant Principal** for 30 minute visitation. Parents or legal guardians may observe. Please allow a 24 hour turnaround so we can check the calendar for testing dates. A visitation request will be sent home with your child to be signed by the parent and returned to school. The principal must approve any other persons observing.

Parties: Only those people listed on the student's Emergency Information Card may attend class parties unless accompanied by a parent or legal guardian. Middle and High school students will not be able to attend parties or special events during the school day.

Food & Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) served during the school day. However, a parent may provide food or beverages for his/her own child's consumption. The exception to this policy are the two designated party days. The Winter Party and End of Year party. On party days, store bought food or beverages will be permitted.

CHANGE OF ADDRESS

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the front office. In case of emergency, it is vital that we are able to contact you.