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WELCOME TO GLEASON ELEMENTARY

9203 Willowbridge Park Blvd.

Houston, Texas 77064

Phone: 281-517-6800

8:50 a.m. – 3:50 p.m.

Gleason Elementary opened in August, 2000. Gleason Elementary was named for **Margaret Moore Gleason** who had a total of forty years in education. Thirty-three of those years in Cypress-Fairbanks ISD were spent at Post and Bane as a teacher, and at Holbrook, Lamkin, Yeager, and Copeland as a principal. Before her retirement in 1998, she served as a principal in this district for 26 years. She and her husband, Tommy, were parents to daughters Julie and Terry and son, Randy. Both Julie and Terry are by products of Cy-Fair schools.

Mrs. Gleason enjoyed a long, successful career in elementary school education and was loved by students, teachers, and parents. She passed away on August 2, 2007.

PORTRAIT OF A CY-FAIR STUDENT

The Gleason student will be:

- A Quality Producer
- An Effective Communicator
- A Responsible Citizen
- A Self-Directed Learner
- A Competent Problem-Solver

GLEASON MASCOT AND COLORS

The school mascot is a tiger. The school colors are blue and white.

GLEASON VISION

All children will learn well and will be successful academically and socially.

GLEASON MISSION

Gleason Elementary is committed to providing a safe environment and quality instructional program that will create learning opportunities for all students to develop the characteristics to live meaningful and successful lives in society and the workplace.

ATTENDANCE

Daily attendance is expected at Gleason to ensure student success. Excessive absences could result in summer school placement and/or retention in the current grade.

Arrival of Students

Instruction begins at 8:50 a.m. Therefore, students should arrive before 8:50. For the safety of our children, we ask that students arrive at school **no earlier than 8:35** a.m. when the doors are opened. Students needing breakfast need to go straight to the cafeteria to pick up their breakfast as soon as they enter the building.

Excused Absences

Excused absences are absences defined as resulting from personal illness, illness in the family, death in the family, quarantine, weather, road conditions making travel dangerous, or any other unusual causes that are accepted by the superintendent or building principal. When your child returns to school, please send a note to your child's homeroom teacher within 3 days of the

child returning to school. The note must include the reason for the absence, date(s) of child's absence and parent or guardian signature. In the event this information is missing or no note is sent, the absence will be considered an unexcused absence.

Unexcused Absences

Absences resulting from circumstances other than those defined above are considered unexcused absences. New state law specifies that a student may not be given credit for a course if the student has more than five days of unexcused absences during a semester (10 days per year). See the district student handbook for further explanation of unexcused absences.

Truancy

No opportunity for make-up work will be provided to students whose school absences result from blatant skipping of school. Truancy cases will be investigated and referred to the Harris County Attendance Officer for disposition according to law.

Religious Observance Applications

The school district is authorized by the State of Texas to excuse a student to observe holy days when it is a tenet of their faith. Parents or guardians must provide written request that would identify the dates of the holy days to be observed. In addition, the student(s) may be allowed to be excused for one day for traveling to the site and one day for returning to their residence. Reasonable time (usually a number of days equal to the days absent) will be allowed for students to make up work missed. Failure to make up work will cause the student to be charged with the absence. An application form, available through the attendance office, must be received by the teacher in advance of such absence.

Tardiness/ Late Arrivals

Students may arrive and enter the building at **8:35 a.m.** Instruction begins at 8:50. **Children arriving after 8:50 are tardy and need to be signed in by the parent in the office.** Students arriving late on a frequent basis miss out on valuable instruction and learning. Parents will be notified of excessive tardies. Tardies are also reflected on the report card each nine (9) weeks in the work habits section as well as in the attendance area. Please make every effort to help your child begin his/her day in a positive way by arriving at school on time.

Leaving Early

Only in an emergency situation may a student be released earlier than 3:50. In this situation, parents should send a note to the homeroom teacher or call the front office by **3:00** p.m. The student will meet you in the office at the time you request. If an emergency arises and you are not able to make the advance arrangements, please check out in the office. All students leaving early must be picked up by 3:15 p.m. **Please be aware that you will be asked to show your driver's license or picture identification.** For your child's safety, we will also ask that you sign out your child. The receptionist will arrange for your child to come to the office. Please do not attempt to take your child from the playground or cafeteria. Always check your child out in the office. **Remember, only adults with written permission from the parent/guardian and are listed on the emergency card will be allowed to take your child home.** Please try to make doctor's appointments after school hours if at all possible.

Make-up Work

Students shall be given the opportunity to complete make-up work for all absences. They shall have a number of days equal to the number of days absent to complete and hand in such

work. In the event of extenuating circumstances, additional time to make up assignments missed may be granted. Failure to turn in work or make-up work within this time shall result in the student receiving no credit for work missed. Students with unexcused absences may receive only partial credit. If your child has missed less than 3 consecutive absences, please wait and allow your child to complete makeup work once they return to school. However, in the event there are extended absences (more than three (3) days), parents may arrange to pick up missed work at appropriate intervals. If your child is absent from school due to illness and you wish to get missed work, please call the school as early in the day as possible to give your child's teacher(s) time to gather assignments. Graded Assignments will not be sent home for completion. The student will be responsible for completing graded assignments at school.

REGISTRATION

New Students

Elementary students new to Cypress-Fairbanks I.S.D. should register at the school designated for the attendance area in which they reside.

DOCUMENTATION:

- A certified copy of a birth certificate is required to show evidence of date of birth for all students who have not been previously enrolled in a Cypress-Fairbanks School. A copy will remain in the child's permanent record folder.
- All 2-12 grade students are required to present their most recent report card to verify grade placement.
- A current immunization record from the family's doctor or clinic should be furnished.
- Lease agreement or utility bill to verify address.

Former Students

Students who were enrolled in Gleason the last school year do not need to register for the next school term. Additional forms required for the new school year will be sent home with students the first week of school and should be returned immediately.

WITHDRAWAL OF STUDENTS FROM SCHOOL

A student who officially ceases to be enrolled in school before the end of the school year is said to be "withdrawn." Only a parent or guardian may withdraw a student. It is necessary that the parent or guardian withdrawing the student have picture identification. It is also desirable for the parent or guardian to withdraw the student after notifying the school by phone or in writing 24 hours prior to withdrawal. This allows teachers ample opportunity to prepare the records necessary to withdraw the child. If the parent/guardian cannot appear in person to complete withdrawal procedures, a written message should be sent to the school office authorizing withdrawal and indicating the date and time this is to be done.

All textbooks including library books must be returned during the withdrawal process. Students will be required to make restitution for lost, damaged, or defaced textbooks or library books assigned to them.

DISTRICT POLICY REGARDING AUTHORIZED PERSONS PICKING UP STUDENTS FROM SCHOOL

Under normal circumstances, either parent of the student will be allowed to take a student from school. In the event parents are separated or divorced, the school must be furnished with a certified copy of a court order wherein one of the parents is granted custody of the student, and

then the student will be released only to the parent who has sole custody. However, if the principal has been notified **in writing** of other arrangements, by the sole custody parent, those wishes will be honored.

In the event a student has a guardian, the school will release the student to his/her legal guardian. The school must have a certified copy of the guardianship order.*

The only other persons who will be permitted to take students from the school are those who have been given written permission by the person or persons who have control of the student (i.e., parent or guardian as described above) as designated on the Emergency Procedure card. The principal or designated representative will be the only person authorized to release a student from school.

*A temporary guardianship order properly executed by the county judge will fulfill this requirement.

INCLEMENT WEATHER

Cypress Fairbanks ISD will make decisions regarding school closings by 5:30 a.m. Information regarding school closings may be found on television channels 2, 11, 13, 26, 45, 48 and CFTV- channel 16 on Comcast. Also, you may tune in to these FM radio stations: 97.9, 95.7, 100.3, 93.0, 102.9, 99.1, 107.9, 94.5, 102.2, and 106.5. In addition, parents may also check the district website at www.cfisd.net for information regarding school closing decisions.

Once students arrive at school, they seldom would be dismissed early. Inclement road conditions due to ice or flooding may warrant an early release. Please be sure the school has correct phone numbers, so that you may be contacted if needed. **Please update phone numbers as needed throughout the year.** You may also join School Messenger by signing up through the district website and receive information from the district.

COMMUNICATION

Gleason considers two-way communication with parents an essential ingredient to the success of its elementary instructional program. Numerous opportunities are provided to share information regarding children's academic and effective performance and progress. Parents are urged and should feel free to contact school personnel should a concern or question arise. All concerns are important to us.

Gleason PAWS

The Gleason PAWS is the biweekly newsletter published by the school to share important information or upcoming events. This newsletter will contain monthly calendars, special notices that need to be signed, upcoming events, and other information the school needs to communicate to parents. This newsletter will be sent electronically to those that are signed up. A hard copy will go home with those students that are not receiving the newsletter electronically.

EVALUATION OF STUDENT PERFORMANCE

Holistic Grading

Teachers may use an alternate grading system on student work called holistic grading. This kind of grading is used on subjective work and the work is graded on a scale. You will see this grading most commonly on writing assignments. The students earn a rating of 4, 3, 2, 1, or 0.

Holistic Score	4 = 95 (A)	2 = 75 (C)	0 = 50 (F)
	3 = 85 (B)	1 = 65 (D)	

Progress Reports

In an effort to communicate with parents regarding serious learning difficulties, which may occur during a nine-week grading period and to allow ample time to improve the deficit prior to report card distribution, progress reports are issued to all students. **Please sign the progress report and return it to the teacher.** Progress reports for grades Pre-K thru 5 are issued at the midpoint of the nine-week grading period. In order to make certain we have communicated with you, teachers will follow up with a phone call if the report is not returned.

Report Cards

A district-computerized report card indicating student performance, skills levels, and work habits is prepared for regular distribution throughout the school year for elementary grades, Pre K -5. Report cards are issued at the end of each nine-week instructional period.

Discipline Management

Conduct that occurs other than in an academic class, is reflected in the Homeroom conduct grade. Any out of school suspension is an automatic “N” in general conduct. Students receiving three office referrals will receive a “N” in conduct on the report card. A student may receive a “N” on the report card with less than three office referrals if the behavior has been documented on your child’s ROAR report. Any level III violation constitutes an “N” in conduct or a “N” if the student has out of school suspension. Students receiving four or more office referrals should receive an “N” in conduct. **(Revised 10/23/15)**

Students who fail to complete or turn in homework four times in the nine week period may receive an “N” in work habits. A grade of “N” may be recorded if homework is not turned in more than four times during a grading period.

The student who commits an act of misconduct which may be classified into any of the 5 levels will be subject to the disciplinary action assigned by the classroom teacher, AP, Principal, and/or other designated district personnel. (CFISD Code of Conduct)

Large Group: Students receiving 2 office referrals will receive an “N” in large group conduct. Students may also receive an “N” in conduct due to continuous misbehavior or class disruptions. **(Revised 01/24/12)**

Conferencing with Teachers

Following the first nine-weeks of each school year, parents will receive a request for a conference to discuss student progress, placement, and report card indicators for the year. Throughout the school year, school personnel may need additional conferences to plan for the educational program of your child. Parents are also encouraged to initiate conferences as questions or concerns arise. The schedules will come home at the beginning of the school year noting teacher conference hours. Please attempt to call teachers during conference hours or before or after school hours. Also, leave a daytime and/or evening phone number, so the teacher may easily return your call. Please call to let us know of your plans to visit, and please, always check in at the office where you will be given a nametag.

PROMOTION AND RETENTION

General Education Students

Promotion

K-1

To be promoted at the end of kindergarten and first grade, a student must be working on-level and earn an end-of-year grade of satisfactory in reading, language arts, and mathematics.

Grades 2-5

To be promoted at the end of grades 2-5, a student must be working on-level and earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies.

Criteria for promotion to 4th grade will include reading performance or 3rd grade STAAR exam. Criteria for promotion to 6th grade will include reading and mathematics performance on 5th grade STAAR exam.

Placement

Students who do not meet full promotion standards may be placed in the next grade level if performance data indicate that they could be successful with continued instructional accommodations and/or support services.

Individual corrective plans will be written for each placed student and will be monitored closely throughout the next school year.

Retention

Students who do not meet full promotion standards may be retained in their current grade level if performance data indicate that they would not be academically successful at the next grade level, even with continued instructional accommodations and/or support services.

Individual corrective plans will be written for each retained student and will be monitored closely throughout the year of retention.

ESL/Bilingual Students

Promotion

To be promoted, bilingual/ESL students must earn on-level end-of-year averages of at least 70 in language arts, mathematics, science, and social studies. Bilingual students may demonstrate TEKS mastery in either their home language or English languages arts.

Placement

Bilingual/ESL students (beginner, intermediate, and advanced) who do not meet full promotion standards may be placed in the next grade level if performance data show sufficient progress toward achieving English proficiency and mastery of TEKS.

Retention

Bilingual/ESL students (beginner, intermediate, and advanced) may be retained if performance data do not show sufficient progress toward achieving English proficiency and mastery of TEKS, even with extra time and extensive use of ESL strategies and materials.

Language Proficiency Assessment Committee (LPAC)

The campus' Language Proficiency Assessment Committee (LPAC) will collaborate with the at-risk committee to make end-of-year placement decisions for all bilingual/ESL students and to monitor their progress throughout the year until English proficiency is attained.

Special Considerations

When making retention decisions, the following sources of information should be considered by the campus at-risk committee, the ARD committee (prior to and reviewed at staffings and ARDs), and the LPAC committee.

1. The severity/extent of the academic deficits
2. The length of time these deficits have been present
3. Documentation that other corrective interventions have not been effective in helping the student reach grade-level standards, IEP goals, or English proficiency
4. Parent input

Special Education Students

Promotion

To be promoted, a special education student must be working on-level and earn an end-of-year grade average of at least 70 in language arts, mathematics, science, and social studies.

Placement

Special education students who do not meet full promotion standards may be placed in the next grade level if the ARD committee determines that they could be successful with the supports and services outlined in the IEP.

Retention

Special education students who do not meet full promotion standards and who have not demonstrated progress toward mastery of annual IEP goals may be retained in their current grade level as determined by the ARD committee if performance data indicate that they would not be academically successful at the next grade level, even with supports and services outlined in the IEP.

Summer School for all Placed and Retained Students

Students who have been placed or retained at the end of school year are strongly encouraged to attend summer school or to secure private tutoring to maintain and/or accelerate academic progress. The results of these extended-year learning experiences will be reviewed when the new school year begins in August. Placement decisions will be reaffirmed or changed at that time.

Promotion Standards Met

Students who meet the academic standards for promotion may not be retained by the school or the parent.

HOMEWORK

Homework can provide the opportunity for parent and child to work together. Homework is viewed by the school as necessary to help students develop responsibility and good work habits. Homework habits will be reflected in the "Work Habits" sections for each subject.

Homework will be used to enrich or reinforce topics presented in class and should satisfy at least

one of the following objectives.

- To provide students with additional practice in and application of concepts presented in class
- To extend learning beyond the material/activities that can be completed in class
- To develop effective study strategies and independent work habits
- To help students complete or prepare for classroom work
- To allow students to make up work after an absence
- To provide a means of reteaching essential knowledge and skills
- To adapt learning activities to meet the individual needs of students-at-risk, LEP, G/T, etc.

Teachers will inform parents of specific subject homework nights at the beginning of each year. Homework may include daily math, daily reading, reading logs, and any other assignments designated by a teacher. Average time allotments designated for homework activities increase from primary levels to intermediate grade levels.

The recommended time allotment for homework is as follows:

- K-1 10-20 minutes
- 2-3 20-30 minutes
- 4-5 30-45 minutes

Un-graded classwork not completed in class may be added to the time allotment recommendation.

Planners

In an effort to promote study and organizational skills, students in grades 3-5 will use a calendar planner. These planners are provided by our Gleason PTO and are used for students to write their objectives and assignments daily. Please check your child's planner each day. Reminders regarding assignments and test and important notes from teachers are written in these planners also.

PRESIDENTIAL AWARD (5th grade only)

Requirements for Presidential Award, students must have a composite average of 90 or above for the 4th grade year and the 1st semester in 5th grade. Students must also have received academic recognition in reading, writing, and math for 4th grade STAAR Tests.

DISTINGUISHED HONOR ROLL (Grades 2-5)

To qualify for the distinguished honor roll, students must have earned all A's and E' or S's for each nine weeks of the year. This includes conduct and work habits.

A/B HONOR ROLL (Grades 2-5)

Recognition for A/B honor roll, students must have earned all A's and B's and E's or S's for each nine weeks of the year. This includes conduct and work habits.

PERFECT ATTENDANCE (Grades K-5)

To qualify for perfect attendance, students must have perfect attendance on his/her report card all year.

STUDENT CONDUCT/DRESS CODE

The Gleason dress code strictly follows the *District Code of Conduct* guidelines. As noted in the District Code of Conduct, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing acceptable student dress and grooming standards.

Specific Dress Code Guidelines

Pants – must be fitted at the waist or upper hip and must not reveal underclothing
Shorts and Skirts – must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-thigh in length or longer
Tops, Shirts and Blouses – must not reveal underclothing or midsection
“Spaghetti” Strap Blouses may be worn with a sweater or jacket.

Appropriate Dress for P.E. days:

Tennis shoes, pants/shorts, shirt, dress with shorts underneath

Dress and Grooming Violations

Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in Discipline Management Class (DMC/in-school suspension) for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents may be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

ELEMENTARY SCHOOL PROGRAM OF STUDIES

State-mandated TEKS - "Texas Essential Knowledge and Skills", assigned and monitored by the Texas Education Agency, provide the core content for each elementary subject. Extension and enrichment concepts have been added locally to develop a comprehensive and challenging curriculum program designed to meet a wide variety of individual needs at all grade levels.

To insure district-wide consistency of instruction, district-developed curriculum guides direct subject content at all grade levels. The basic elementary program, which is offered to all students, is augmented by the following supplemental programs available to identified student populations: Preschool Program for Children with Disabilities, Special Education, English as a Second Language (ESL), Bilingual Education, Speech, Gifted/Talented, Reading Enrichment, and Small Group Reading Interventions.

SPECIAL SERVICES

Counselor

Gleason Elementary School has a full-time certified counselor with a master's degree in guidance and counseling. A certified bilingual counselor visits Gleason weekly to work with students who speak Spanish. The counselor contributes directly to the goals and objectives of the school by helping all students achieve improved learning efficiency. Counselors work with

students, parents and other professional staff members, as individuals and in groups, to promote the social, academic and emotional development of each child.

- **Behavior Survey/Rating Scales**

Please contact the Counselor with these requests. Written authorization and permission **must** be on file prior to the teachers/school completing these forms. Due to the time it requires to complete this paperwork there is a 5 school day turn around before we can complete and **return** the information to your child's doctor. Completed forms can be faxed or mailed to your child's doctor. **If requesting the form be returned by mail**, please note that a self-addressed stamped envelope to the doctor must be included with the request.

Psychological Services

A staff of psychologists is available to students in the district. The staff provides services for any student when an educational need is identified and written parental permission is given. These services are usually the result of recommendations by school counselors, diagnosticians, principals, teachers, and/or parents.

PreKindergarten

PreKindergarten is available to four year old students that qualify for the half day program. Students are identified in registration based on two factors, limited English proficiency and economical need.

Special Education

Gleason Special Education program provides a continuum of child-centered education and support services to meet the needs of students who have been evaluated and identified by state guidelines. Parent/guardian permission is required for entry into this program. Related services identified in the student's individual education plan (IEP) may be provided. These services may include:

Speech Therapy	Psychological Services
Occupational Therapy	Counseling
Physical Therapy	Adaptive Physical Education
Adaptive Behavior	

Gifted and Talented

HORIZONS, the district's gifted/talented program, is designed to challenge the abilities of students who demonstrate consistent academic excellence in reading and mathematics.

- **Identification Process-** Students are identified as G/T each spring through a multiple-measure screening process based on general intellectual ability. In the fall, teachers and parents are provided the opportunity to nominate a student to participate in G/T testing by contacting the school counselor. Student testing and entry into the program must be approved by the parent/guardian. Cypress Fairbanks ISD screens students for placement into the Horizons program once a year. Students new to the district, previously attending private school or out of state, can be screened in the early fall. All other students and kindergarteners are screened in the spring. Watch the school newsletter for dates and deadlines for the nomination process.

- **GT Program-** Differentiated activities or curriculum are also provided in science and social studies. To meet the needs of the gifted child, quality time is provided for in-depth application of reading/math skills, independent study, and work with intellectual peers, and mainstream curriculum activities. Staff development training is available to teachers in all content areas to assist them in efforts to differentiate the curriculum (content, process, and product) to meet the needs of the gifted child.

ESL (English as a Second Language)

The goal of ESL programs shall be to enable students of limited English proficiency to become competent in speaking, reading, writing and comprehending the English language. Students have a qualified teacher, who has expertise in second language learners. Oral and/or written language proficiency testing is administered within four weeks of a student's enrollment for all students identified as having a home language other than English, which is indicated on the Home Language Survey. Parents of students who qualify for ESL placement must be notified in writing. Student entry into the program must be approved by the parent/guardian.

- Each year in the Spring, all ESL students are given the opportunity to exit the ESL program through successful completion of the state TELPAS (Texas English Language Proficiency Assessment) test. This assessment is given in grades 1st thru 5th grade.

Bilingual Education

Bilingual Education is available to students who speak Spanish and are identified through the home language survey and oral/written language proficiency testing in English. Students who show dominance in Spanish will be offered our bilingual program if they qualify by not being fluent English speakers. This is a transitional program that allows students to receive part of their instruction in their home language each day, as well as English instruction.

In Cypress-Fairbanks we also have bilingual services available for students who speak Vietnamese and Chinese. These students receive instruction once a week from teachers that travel from school to school providing instruction in the students' home language. Students receiving this service must qualify for the English as a Second Language Program.

Reading Enrichment

Reading Enrichment classes at Gleason are offered to bilingual students in grades K-1 and 2-5th grade students who meet the requirements for additional instruction in reading. Instruction is teacher-directed, non-graded, and incorporates many activities based upon children's literature. Progress in reading is measured with a variety of assessments. The emphasis in Reading Enrichment is placed upon:

- enhancing self-esteem
- building interest in reading
- developing reading skills and strategies

Parents are notified of student placement in this program.

PBIS ... R. O. A. R. (Respectful, On Task, Accountable, Responsible)

We are a PBIS (Positive Behavior, Interventions, and Supports) campus. This school-wide program focuses on teaching and reinforcing appropriate social behaviors in all areas of our school. Our PBIS motto is R.O.A.R. (Respectful, On-task, Accountable, and Responsible) Student's will be expected to be respectful, on-task, accountable, and responsible throughout the school day. Preventive teaching and acknowledgements are used to positively reinforce

appropriate behaviors. A copy of the ROAR matrix will be posted on our website and sent home during the first few weeks of school. Your child's ROAR report is sent home daily to provide communication between both the parent and teacher and requires a weekly signature.

FOOD SERVICES

Cafeteria service is available in each elementary school. Lunch is available for pre-kindergarten through fifth graders. Breakfast is available before school for PK-5. Students may choose to buy a lunch tray, or they may choose to bring lunch from home. Refer to menus online for prices. Students purchasing breakfast need to report to the cafeteria upon entering the building.

The cafeteria operates through student accounts. Prices are set according to food costs at the beginning of each school year. Students may also purchase snacks on their account, like cookies, ice cream, crackers, etc. Parents may call the cafeteria manager to put limits on student accounts (Example: No snacks allowed or just snacks on Friday only.) **Parents are encouraged to deposit money in their child's account for a month at a time.** Even if your child does not purchase a school lunch on a regular basis, parents are encouraged to open an account to be used in case a child loses or forgets his lunch or money. Stickers will be sent home with students when a child's account balance is \$3.00. At the end of the school year, all unused account money will be transferred to the new school for 5th graders and held over for the next school year for grades PK through 4th.

TRANSPORTATION SERVICES

Bus

Bus transportation is provided for all students. Written notification is needed if your child will be a day care rider, a car rider, and walker or bike rider.

****When there is a change from the usual means of transportation, parents must notify the school in writing or by phone by 3:00p.m.**

Gleason is open for students at 8:35 a.m. and closes at 4:05 p.m. All students not being transported by school district buses will follow the same time schedules.

Walkers and Bike Riders

Students at Gleason may walk or ride a bike to or from school. At the beginning of school parents must notify their child's homeroom teacher **in writing** if their child is going to be a walker or a bike rider for the school year. Students riding bikes or walking are dismissed to the side door by the bike racks facing Willowbridge Park Boulevard at approximately 3:55. For students to go home as a car rider on a rainy day, the parent must call the school before 3:00 p.m. or they may write a note to the teacher that their child will always be a car rider on rainy days.

Schedule:

1. car riders/day care
2. walkers and bike riders
3. buses

Car Riders

The safety of all students is our priority. We need your support in getting students to and from school safely. School doors open at **8:35 a.m.** **There is no supervision for students that are dropped off before 8:35 a.m.** In the morning during car rider drop off, please remain in your car, and stay in line. A staff member will motion for students to exit on the sidewalk side once traffic is at a stop.

Morning Car Riders

- If you are dropping your child off in the morning, please get in the car rider line. There are teachers and paraprofessional staff on duty to ensure the safety of your child. We would appreciate it if you would not park and walk your child to the front door, unless you have business at the front office or you have a teacher conference.
- Do not drop your child off on Willowbridge Park Blvd. This creates a very dangerous situation for your child, as he/she must cross over the car rider line to get to the front door. Not only are cars lined up dropping off children, but day care and special education buses are driving through this entrance as well. If you are stopping behind the constable's vehicle and dropping your child off, then your child is a car rider. You will need to get in the car rider line.
- Do not drop your child off at the walkers' door. The walker door closes at **8:50** a.m., and your child will not have entry access at this door.
- Do not drop your child off at the back of the school for morning arrival. Please do not park at the back of the building and walk your child into the school at the rear entrances. This poses a safety hazard, as this is the bus loading and unloading zone. We do not want students or parents walking through the area where buses will be arriving to unload.
- School begins at 8:50 a.m. If your child arrives after this time, he/she will be counted tardy. It would be a good idea to get in the car rider line by 8:35 a.m. to ensure that your child will not be tardy.

Afternoon Car Riders

Please do not park on either side of Willowbridge Park Blvd. at the crosswalk to pick up your child. If your child is really a car rider, please get in the car rider line. In the afternoon, please stay in your car, and remain in line. Staff members will supervise while students enter the car. For your child's safety, no student will be allowed to enter cars on the school property unless parents are in the car rider line.

Please pick your child up promptly as supervision is not provided after 4:05 p.m. If you are late, students will be taken to the office.

For your child's safety, no students will be allowed to enter cars on school property unless parents are in the car rider line. In an emergency situation, parents may park in a designated parking place, come into the school, and sign your child out.

Day Care

Students are dismissed with buses and are escorted to their day care van.

Student Pick-up

Please go to the office to sign out. We will arrange for your child to meet you in the office at the time you request if you have an emergency arise during school hours. Please understand that you will be asked to show picture identification to check out your child. All changes must be made by 3:00 p.m. including special events and/or programs.

Emergencies

Always check out in the office. **Note: You must have written permission from the parent/guardian to pick up a child other than your own.** Thank you for helping us keep your children safe during school arrival and dismissal!

HEALTH CARE POLICIES/SERVICES

Health Services

A registered nurse is in the clinic for assessment of student complaints of illness or injury and for the administration of medication or treatments required by a physician for a student to be able to remain in optimum health and maintain maximum school performance. Our goal is the promotion of health and well being of students and staff through risk assessment and preventative health education. We also attempt to the prevention of communicable disease through compliance with the laws of the Texas Department of Health regarding contagious diseases and immunizations.

Emergency and Illness

If your child is new to Gleason, please complete and return the Emergency Procedure Card that is sent home with your child the first day. If your child is a returning student, please check and verify that all information on the card is correct. Please be sure you include daytime phone numbers of parent(s) or guardian(s), as well as at least two other people designated by you as a person who could pick your child up in the event you cannot be reached. **Please notify the school office immediately of any change during the school year.**

If you indicate on the card that your child has any physical ailment, please provide more detailed written information for the nurse to keep on file (i.e., restrictions, medications, classroom accommodations, etc). The nurse will notify you if a physician's note is required.

Medication Policy

School nurses and other school employees designated by the superintendent are allowed to administer medication in compliance with physicians' orders to students during school hours under the following conditions:

A. Prescription Medication

1. The school district has received a written request to administer medication from the parent, legal guardian, or other person having legal control of the student.
2. Prescription medication must be in the original container properly labeled with child's name, name of medicine, and directions for time and dosage.
3. Medication must be prescribed by a medical professional licensed to practice in the United States.

B. Non-Prescription Medication

1. The school district has received a written request to administer medication from the parent, legal guardian or other person having legal control of the student.
2. Non-prescription medication shall be in the original container labeled as to content. Student's name and directions for the parent/legal guardian shall provide time/dosage at the time the request to administer the medication is made.
3. Substances such as vitamins, herbal preparations, etc., will not be given during school hours.

C. Transportation and Storage of Medications

For the safety and protection of all students, controlled substances (medication controlled by the government) will not be sent home with students. **All medication should be brought to the clinic by the parent, guardian, or other responsible adult and shall be secured there at all times.** When the period for administering the medication expires, the parent, legal guardian, or other responsible adult must pick up the medication. Any and all medication not picked up by an adult at the end of the school year will be disposed of by the nurse.

In the event the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse will cease to administer the medication and notify the parents. The nurse will consult with the school principal and others as appropriate. A final decision regarding medication administration may require written authorization from a medical professional licensed to practice in the United States.

Students are not permitted to administer their own medication. This includes Advil, Tylenol, cough drops, inhalers, etc. **All medication must be brought to and administered in the clinic.**

Physician/Parent permit to Administer Prescription or Non Prescription Medication at school for 15 Days or less

NOTE: If your child becomes too ill to stay at school or is injured and you need to be notified, first aid will be administered and the emergency contacts on your card will be called in the order you have indicated.

For the health and safety of all students, a child obviously ill or with a temperature of 100 degrees or more will *not* be allowed to remain at school or ride the school bus home. Parents are urged to keep children at home if they are ill. Students should be free of symptoms and fever free (without medication, i.e. Tylenol, Motrin, Advil) for 24 hours before returning to school.

PARENT INVOLVEMENT

Classroom Visitation (revised 7/27/15)

Parents and guardians of students are encouraged to visit Gleason throughout the school year. We would, therefore, encourage you to call the school in advance, to be sure testing is not scheduled on the day you plan to visit or observe. Visitation and observation requests must be cleared through the assistant principal's office prior to the visit and preferably with notice. To avoid disruption of instruction, observations are **not to exceed 30 minutes**. The assistant principal will send a form home with your child for you to sign and return to school. Please check in at the office where you will be asked to present a valid state issued ID for entering into the V-soft system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. If you are not wearing a picture nametag, students and staff will consider you unsafe. You will be asked to check in at the office and obtain a picture nametag, even if you plan to only be here for a few minutes.

Lunch/Recess

Parents are always welcome to join their children for lunch at school. Please remember that you must check in at the front office and obtain a picture ID. The cafeteria doors are locked for safety, so please use the front entrance. Due to limited space your child may not invite other

students to join you at the parent table. If you are bringing siblings for lunch, please remember to monitor them closely for their safety. **Please limit your lunch visits to only 3 times per week.** Students must return to their homeroom class the last five minutes of the lunch period. Parents are not permitted to join their children during recess due to confidentiality and security on the playground. **During state mandated test days, we do not allow lunch visitors or lunch deliveries.**

Special Events

Throughout the year we have special events in which we are pleased to invite our parents to join us. Such events occur during school hours and also in the evenings. Every effort is made to schedule events to ease congestion of traffic and parking issues. Please do not park cars in the driveways on both sides of Gleason. These are the areas for dismissal for buses, daycare vans, and car riders.

School Parties

Gleason has two parties per year (a winter and end of the year party). Our PTO will be working with homeroom moms and dads so that all party food is purchased commercially. We celebrate the holiday season with our winter party during December. If you choose to attend our parties please make arrangements for the care of your younger siblings during party times. Our PTO plans food and gift treats for Gleason students only. For your convenience on party days, each teacher will have a sign out form for you to sign if you choose to take your child home early. Please follow the procedure for early check out. (See Leaving Early/Arriving Late.)

DISTRIBUTION OF GIFTS, PARTY INVITATIONS, ETC.

A student directory will be published each school year with names, phone numbers, and addresses of students whose parents choose to have this information published. We encourage you to use this as a means to send out birthday/party invitations. **Students will not be allowed to distribute invitations to personal parties at school.**

Please help us by not planning to celebrate birthdays or other special occasions at school with cakes, cupcakes, favors, etc. Due to allergies to food and imposed health regulations (Federal Breakfast/Lunch Program) we should not serve, during the lunch period, any food items that were not prepared in the school cafeteria. Instructional interruptions, possibilities of hurt feelings, and consideration to those families who choose not to celebrate are additional reasons for our policy. We offer many ways to recognize student birthdays at school. Thank you for your consideration and adherence to this school policy.

We discourage the delivery of gifts to school for students, such as flowers, balloons, etc., as we are unable to deliver these to the class because of interruption. Additionally, students may not carry balloons or glass containers on the bus. If however, a delivery occurs it would be delivered to the office. We would have the student sent to the office at a convenient time to see it, and at the end of the school day it would need to be picked up in the office by a parent. We appreciate your cooperation and understanding in this matter.

STUDENT USE OF TELEPHONE

Students are allowed to use the telephone only if they have forgotten their lunch or eyeglasses. They are not permitted to call home for other forgotten items, to make after school plans, nor are they permitted to receive calls at school. In an emergency situation, we will get information to your child. Students may bring cell phones to school, but phones must be turned off and kept in their backpacks. Cell phones on silent mode are not considered “turned off.” Students may not use, display, or have in operational mode a paging device, cellular telephone,

or telecommunications device at school during the school day. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

SCHOOL SUPPLIES

The PTO sponsors a school supply/spirit item sale each year. Parents can order from PTO or purchase supplies on their own. A supply list is provided to all students. Each student is responsible for having necessary supplies each day for his/her classes. Students may have to replenish supplies as needed throughout the school year.

AFTER SCHOOL HOURS

Teachers remind students to take homework assignments and personal belongings at the end of each day. The school doors are usually locked shortly after school is dismissed. Since many of our staff attend classes/workshops or have family obligations after school, there often isn't anyone to help students who return to school for forgotten items.

No students or adults will be allowed in the building after school hours.

PTO, VIPS, or other groups or committees who may need to meet at school after 4:05 p.m., may call the principal to schedule.

LOST AND FOUND

Articles of clothing and lunch boxes will be placed in a closet in the cafeteria. Jewelry, glasses, and other valuables will be taken to the office. You are welcome to check for your child's lost articles at any time. Unclaimed items will be given to a neighborhood charity at the end of each semester. Please label students' belongings so that we may easily identify the owner of lost items.

PERSONAL PROPERTY

Backpacks may be used to carry binders, etc. to and from school. They will be kept in the student's storage tray during the school day. Rolling backpacks are strongly discouraged due to safety and storage reasons. The hallways can be congested at arrival and dismissal and these can cause a student or teacher to be tripped. Students will be expected to carry all backpacks during arrival and dismissal time.

Please label lunch kits, sweaters, and other personal items your child brings to school. This will assist us in identifying lost and misplaced items.

Money for payment of pictures, etc. should be enclosed in an envelope clearly labeled with child's name, homeroom teacher's name, and the purpose for which the money is intended.

Students should not bring school supplies other than those on the school supply list. Cameras, radios, toys, tape recorders, and other personal items should not be brought to school. We cannot be responsible for valuables being lost or stolen. Such items will be taken up and held in the office for pick up by parents.

CELL PHONES at SCHOOL

Students may bring cell phones; however, cell phones must be turned off and kept in backpacks during school hours unless used for instructional purposes permitted by teacher. In cases in which a teacher/staff member picks up a cell phone from a student, it will be returned after a \$15 administrative fee is collected. A student's parent/guardian will be required to pick up the cell phone.

BUILDING/FACILITIES/PLAYGROUND USE

The Cypress-Fairbanks Board of Education provides the opportunity for school groups/organizations to meet inside the Gleason cafeteria from 7:00 – 8:30 p.m., Monday through Friday, while school is in session. Application must be submitted to the principal on a Building Use Application available in the school office. The same form may be submitted for groups wanting to use the playground. Community Sports Associations and the YMCA make arrangements for building/facilities use through the District Facilities/Support Services at 281-894-3904. Any groups wishing to use the facilities on weekends or holidays, as well as Civic Clubs and non-school related groups, must also contact this office.

VOLUNTEER PROGRAM (VIPS)

Parents and staff working together to enhance the learning of our students is a powerful force. Our school derives a tremendous amount of help and support from involved parents who volunteer some of their time and energy on a part-time basis. Some ways in which parent volunteers are utilized include: assisting in the library, tutoring individual students, reading to students, working at book fairs, carnivals, and field days, computer helpers, and taking work home. **Younger siblings who are with volunteers during the school day are not allowed in the staff workroom or the instructional area.**

PARENT TEACHER ORGANIZATION (PTO)

Gleason is fortunate to have concerned parents and staff working together in a Parent-Teacher Organization. This organization is a valuable component of our total school program. This organization strives to provide opportunities to enrich the educational program, to encourage additional channels of communication between home and school, and to provide growth experiences through programs and speakers for both parents and staff. Parents and teachers are strongly encouraged to participate in this organization. Our membership drive takes place the first nine weeks of school. Please join us and be involved!

CAMPUS PERFORMANCE OBJECTIVES COUNCIL (CPOC)

This is an advisory committee that reviews and approves the campus improvement plan before submission to the Board of Trustees. This committee will review and endorse the overall campus goals and objectives, the campus technology plan, the campus at-risk plan, and the performance objectives and evaluation strategies for each Academic Excellence Indicator.