



Welcome to Marian Manor Elementary!

The faculty and staff at Marian Manor Elementary is dedicated to providing an enriching educational experience for your child and you. We are committed to creating a partnership between the school and the home and seek to find ways to involve our families to increase student success. We believe that parents/families are a child's first and most important teacher throughout their life.

We ask that you find a way to become involved in your child's education. Whether it is by volunteering on a regular basis or providing extra materials or activities for your child's class, become involved. Maintaining contact with your child's teacher(s) is one of the easiest ways for parents to become involved. Visit often with your child's teacher or correspond on a regular basis to seek answers or provide input into the educational process.

By working together, we can make Marian Manor Elementary a dynamic, learning experience for all of the students. In this handbook, we have included some items which we hope will answer some of the day to day questions you might have about Marian Manor. You will also receive an official Ysleta ISD Handbook which contains much more information as well as detailed policies. If you have questions, please feel free to come by or call the school. We will do our best to answer your questions.

Thank you for all of the support you have given us! We are excited for the successes of the new school year!

Marian Manor Faculty & Staff

Almost Everything You Need to Know About Policies and Procedures at

Marian Manor Elementary

After School Activities

MMES will offer several after-school activities for students this year such as Clubs on Mondays, Student Council, Friends of Rachel, and various academic events. Transportation from after-school activities is the responsibility of parents and students. **They MUST be picked up on time.** If a student is not picked up on time, he/she will be excluded from further participation in that activity. Students are not allowed to hang out on campus unsupervised at any time.

Agenda Books

All students in grades K- 5 will receive an agenda book at the beginning of the school year. Please date, sign and return the designated page to your child's teacher. Teachers will provide the students with instruction in how to record assignments and other necessary information. **We ask that you as a parent, check the agenda book EVERY night and sign it.** This will keep you informed of what is going on at school as well as help your child to organize themselves to accept the responsibility of doing assigned tasks. Teachers will check the agenda books everyday to verify parent's signature. Please help your child by completing this simple task. If the agenda book is lost, a replacement fee of **\$5.00** will be charged.

Students in grades K-1 will utilize various types of homework folders to let you know what is going on in their class. The teachers will notify you about this procedure during the first parent meeting.



Attendance

Students cannot reach their full potential if they are not present in the classroom for the activities and instruction. State law requires that a student be in attendance **90%** of the time to earn credit for the course work that year. Since the school receives funding based on the average daily attendance, each absence costs the school and ultimately you as a taxpayer. **Excessive absences, tardies, or early outs, will result in a court referral. Warnings will be issued after 3 unexcused absences, and an attendance contract will be started by administrator, parent and child.**

§25.091.Failure to Attend School

(a)If a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year, a school district shall within 10 days or parts of days of the student's 10th absence:

(1)file a complaint against the student or the student's parent or both in a county, justice, or municipal court for an offense under Section 25.093 or

25.094, as appropriate, or refer the student to a juvenile court in a county with a population of less than 100,000 for conduct that violates Section 25 094; or

(2)refer the student to a juvenile court for conduct indicating a need for supervision under Section 51.03(b)(2). Family Code.

(b)If a student fails to attend school without excuse on three or more days or parts of days within a four-day period but does not fail to attend school for the time described by Subsection (a), the school district may:

(1) file a complaint against the student or the student’s parent or both in a county, justice, or municipal court for an offense under Section 25 093 or 25 094, as appropriate, or refer the student to juvenile court in a county with a population of less than 100,000 for conduct that violates Section 25.094; or

(2)refer the student to a juvenile court indicating a need for supervision under Section 51 03(b)(2), Family Code.

(c)In this section, “parent” includes a person standing in parental relation.

(d) A court shall dismiss a complaint made by a school district under this section that is not made in compliance with this section.

To ensure student safety, parents are asked to call the school when your child will be absent. **Please call the attendance office at 434-3610.** A call or a note from a parent is required whenever a child is absent. If neither is received **within three days of the absence, it will be considered unexcused.** After the 3rd absence (excused or unexcused), a doctor’s note will be required for future absences. Telephone calls will not be accepted for excused absences at this point. More than 6 total absences will be considered excessive.

Reminder to transfer students: **Attendance is one of the areas that is evaluated before renewing a transfer for the future year.**

For the purposes of Perfect Attendance Awards, the student must be enrolled on Aug 28th until the May/June Awards Assembly and no more than 3 tardies to qualify for a trophy. Faithful attendance will be no more than 3 absences.

Other Rules About Attendance:

***After 3 days of consecutive absence for illness, a doctor’s note is REQUIRED**

***All doctor’s appointments require official documentation to be excluded from the absence count.**

***The following are examples of UNEXCUSED ABSENCES:**

- Doctor’s Appointments without documentation
- Parent’s/ or family member’s appointment
- Baby-sitting
- Truancy (ditching)
- Out-of-Town (vacations, business trips, etc.)
- Shopping
- Weather
- Parent’s, family, or sibling’s illness
- Moving

Lack of transportation
Helping around the house

Each classroom will receive incentives for perfect attendance (with no tardies). Absences, and Early Outs will be tied in with the end of the year incentives.



Arrival/Dismissal

Arrival time is **7:30 a.m.** **NO STUDENTS ARE ALLOWED IN THE BUILDING BEFORE 7:30 a.m.** Students are allowed to wait inside in designated area (gym K-2/ cafeteria 3-5) during bad weather.

Students are assigned specific areas on the blacktop to line up for their class. Teachers will pick up their class from the blacktop area by 7:35 a.m. and escort them to the classroom. Parents are welcome to remain with their child while they are lined up outside. **For your child's safety, please help us by ensuring that your child does not arrive on campus before 7:15 a.m.**

We ask that you do not walk them to the classroom for the students' safety. If you need to speak to school personnel, please report to front office for a visitor's pass if personnel is available.

The tardy bell will ring at 7:45 a.m. After this time, students will be counted as tardy and must pick up Tardy Slip with the office clerk.

Students are dismissed at 2:45 p.m. from the classroom. They will be escorted to the back playground for dismissal. Parents are asked to wait outside until dismissal.

STUDENTS SHOULD NOT BE IN THE BACK PLAYGROUND AFTER SCHOOL WITHOUT PARENT SUPERVISION AFTER 3:00 P.M. WE DO NOT HAVE ANY SUPERVISION FOR THE PLAYGROUND AFTERSCHOOL.

STUDENTS WILL BE BROUGHT TO THE OFFICE AT 3:00 TO WAIT TO BE PICKED UP; PARENTS WILL HAVE TO COME PICK THEM UP THERE.

SKATEBOARDS, SCOOTERS AND ROLLER BLADES ARE NOT ALLOWED AT SCHOOL

Child Care

Please make proper pickup arrangements for your child. If you are in need of day care please make proper arrangement with a licensed agency.

Cellular Phones

Students' cellular phones must be turned off and kept in their backpacks at all times, unless authorized by their teacher at a given time. If phones, are out of backpacks without teacher

permission, they will be confiscated and parents will be called to pick phone, from administration. A fee of \$15 will be charged.

Change of Address

We attempt to keep up-to-date school records. Should your child become ill at school, accurate information is essential. **Please help us by informing the office of any changes in your address, home/work phone number and emergency numbers.** Transfer forms must be filled out by the parent if the student no longer resides within the Marian Manor attendance boundaries.

Class Placement

Class lists for the following year are formed at the end of the year. Placement decisions are based on many factors including student learning style, teaching style, student group dynamics, and enrollment. We also have to consider teacher certification and student needs for special programs such as Gifted and Talented, Limited English Proficient, Special Education, etc. Class placements are firm. Please do not ask that your child be moved to another class. Students will be moved only if the existing classroom is out of compliance with State Law.

Conferences

Student-Led Conferences are scheduled twice during the school year. **The dates are as follows: September 26, 2019 and February 4, 2020.** Letters will be sent home prior to the conferences to explain the process and the times. It is important that parents or guardians and student attend these conferences. Additional conferences may be set up for a later date if one is needed. Please call the teacher to arrange a convenient time. **Teachers are not available for drop-in conferences before school or during instructional time.**

Custody Documents

Texas state law and district policy require that current custody papers for children of divorced parents be on file in the office. Questions regarding custody issues and disputes should be referred to your attorney. It is the **parents' responsibility** to provide the school with any legal documents that require special circumstances or arrangements for their children.

Crossing Guards

The Crossing Guards are on duty on Borrett St., Forrest Haven and Indian Place. Their hours are from 7:00 - 8:00 a.m. and 2:30 - 3:30 p.m. Crossing Guards are trained by the YISD regarding appropriate safety procedures to be used in crossing the students and adults. If you have any concerns, please address them to the administration. Do not address your concerns with Crossing Guards. Please remember you are a role model for your child and all others around, it is important that all abide crossing guards' instructions.

Discipline Policy

The goal of the MMES discipline policy is to ensure student safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, and reinforced consistently throughout the school.

Please stress the Character Trait skills stated below with your child at home. We feel that these skills are important in the life of each child.

GUIDELINES FOR SUCCESS

1. Do your personal best
2. Be Responsible
3. Cooperate
4. Respect Others

CHARACTER SKILLS

1. **RESPONSIBILITY:** To do what's right; To exhibit self-discipline, use self-control, good citizenship, and be accountable for your own behavior
2. **RESPECT:** To show high regard for self and be courteous and considerate of others
3. **INTEGRITY:** To act according to what's right and wrong
4. **CARING:** To show/feel concern for the well being of others through both words and actions
5. **HONESTY:** To demonstrate trustworthiness, fairness, and truthfulness
6. **COOPERATION:** To work together toward a common goal (purpose)
7. **PERSEVERANCE:** To keep at it; to not give up

The faculty and staff of Marian Manor believe that in order to provide the best learning environment, each student is responsible for acting appropriately. **GOOD CONDUCT IS EXPECTED OF EVERY STUDENT.**

Marian Manor faculty and staff will monitor all student behavior and address students as needed during the time school is in session and while going to and from school. This jurisdiction includes any school activity during the school day, evening and weekend, on or off campus grounds and attendance at any school related or sponsored activity.

In all cases, it is the intent of the district to respond to any student misconduct in a manner that will involve not only the student, but will include parents/guardians, teachers, school building staff and administrative personnel.

CONSEQUENCES FOR OFFENSES:

Classroom:

Teachers will use the following techniques within the classroom:

- Demonstrate respect and serve as a role model for student based on classroom expectations for all.
- Describe specific behaviors to the student in discussing their behavior including consequences.
- Use rationales to explain links in behaviors.
- Use effective praise.
- Provide preventive teaching

- Use behavior contracting with specific student as needed
- Initiate parental communication to address behavioral concerns.
- Refer to school administrators when these steps have been exhausted.

Serious offenses may be handled by the classroom teacher or sent to school administrators, depending on the nature of the offense. Teachers will use good judgment.

ALL SEVERE offenses will be sent to the school administrators as soon as possible.

The Administration Interventions may include some or all of the following:

First Visit:

- Teaching Intervention to address the Social Skill that was not used correctly.
- Apology to the appropriate individuals.
- Loss of privileges or after-school time to complete make-up work.
- Community service.
- Notification to parents by phone call, note, or conference.

Second Visit:

- Teaching Intervention to address the Social Skill that was not used correctly.
- Apology to the appropriate individuals.
- Behavior Contract and/or In-school mediation to further study and learn about the social skill.
- Loss of privileges or after-school time to complete make-up work.
- Community service.
- Notification to parents by phone call, note, or conference.

Subsequent Visits:

- Teaching Intervention to address the Social Skill that was not used correctly.
- Apology to the appropriate individuals.
- Behavior Contract and/or In-school mediation to further study and learn about the social skill.
- Additional consequences (*see list below) plus loss of privileges or after-school time to complete make-up work.
- Notification to parents by phone call, note, or conference.

*The following consequences may be applied either in sequence, combination of such or other consequences as deemed appropriate.

- Time out
- Parent/Teacher Conference
- Teacher/student conference
- Teacher/student/parent conference
- Referral to the counselor
- Lunch detention and/or school community service
- After school detention and/or school community service
- Parent assigned visitation to the campus
- Loss of school privileges for school fun activities or extracurricular fun activity
- Behavior contracts
- Home study assignment

- Placement in In-School-Suspension
- Legal action
- Issuance of a referral to external agencies and/or legal agencies
- Suspension
- Expulsion
- For offenses that pose a danger to the student and others in the building, the student will immediately be suspended and a meeting with the student and parents will be planned at the earliest possible date. Should the parent appeal the decision of the campus, the student will NOT BE ABLE TO RETURN to the home campus until a decision is rendered. (Not to exceed 10 school days.)
- Other consequences may be added to this list by the School Administrators and all consequences will be applied, either in sequence or as a combination of such.

Removal From the Campus

The Administrators may remove a student from regular classes or from the premises for any of the following reasons:

- Fighting, committing physical abuse or threatening physical abuse.
- Committing extortion, coercion or blackmail.
- Name calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the campus environment or incite violence.
- Assaulting or threatening bodily harm of a student or District employee.
- Selling, giving or delivering to another person; possession, use or under the influence of drugs or controlled substance, chemical or alcoholic substance.
- Trespassing from other school campuses in the District or from other Districts.
- Hazing activity that causes physical harm to any individual.
- Possessing any weapon prohibited by law.
- Engaging in activity considered sexual in nature.
- Dress code: The District reserves the right to monitor changes in the code and will continue to prohibit the use of clothing and accessories that glorify and/or incite violence, drugs or may be racially insulting. The District also reserves the right to make additional changes in the dress code and prohibit trends that other items that prompt any misconduct. Suspension will be marked as an unexcused absence.



Dress Code

In order to maintain an orderly environment conducive to the attainment of the educational mission of the Ysleta Independent School District, all students shall be required to conform to the Marian Manor Uniform Dress Policy and Dress Code.

The uniform will consist of:

1. Polos (white, orange and navy) or T-Shirt (orange and navy) with or without logo

2. *”Docker” style (not brand) twill or chino slacks, shorts, skirts, skorts, or jumpers in navy blue or khaki .
3. Grades K-5 are encouraged NOT to wear open-toed, open-backed or platform shoes for safety reasons during P.E.

All uniform items may be purchased at the store of your choice.

The following **GENERAL RULES** apply to the selection of styles and other garments:

PANTS:

1. No oversized pants
2. Must fit at the waist and at the seat
3. May not be longer than the heel of the shoe unless rolled up in a cuff
4. May not be split or frayed on the bottom
5. No cargo, carpenter, or pants with outside pockets

SHORTS:

1. Same as pants with the addition of:
2. No shorter than mid-thigh

SKIRTS, SKORTS, OR JUMPERS:

1. No shorter than mid-thigh
2. Shorts are recommended to be worn under skirts and jumpers due to modesty issues with P.E.

JACKETS:

Defined as outer garments that button, snap, or zip up the front from top to bottom. NO hoodies will be allowed in the building.

A Marian Manor sweatshirt may be worn as a jacket The uniform shirt may be worn over a long-sleeve shirt, sweatshirt, or turtleneck for warmth.

•SHIRTS MUST BE TUCKED IN AT ALL TIMES

NO CLOTHING THAT

- is gang related
- glorifies drugs, alcohol or tobacco
(Includes gang related religious artifacts such as beaded crosses or rosaries that are worn as necklaces.)
- has abusive or suggestive language
- has abusive or suggestive symbolism
- has chains or long belts hanging from the waist
- has bandannas/drop rags/hairnets
- No caps worn in the building. Caps may be worn at P.E. but must meet other requirements.
- No dye in hair that is not student’s natural hair color or unnatural haircolors or sprays, i.e. . pink, green, blue, purple, etc.
- No body piercing except ears : Girls may wear small stud earrings only.
Boys **may not** wear earrings.
- *No make-up like lipstick, mascara, eye shadow, etc.

PLEASE NOTE:

Uniform check will be conducted on a daily basis by the classroom teacher at the beginning of the day. If students come to school in inappropriate attire, the following procedure will be followed:

First Offense: Parent notified and parents will be called to bring proper clothing.

Second Offense: Child referred to administration and parent called to bring proper clothing.

Drop Off Areas/Parking Lots

During arrival and dismissal times, cars are **not allowed** in faculty parking lot. **The front parking lot is not for dropping off/picking up students. Please DO NOT park in the front parking lot to wait for students after school. Parking is open for a limited number of cars for PARENTS THAT WALK TO THE BACK PLAYGROUND TO WAIT FOR THEIR CHILD.** Students must be dropped off and picked up on Indian Place Street at the official Drop-off area.

If you use the Drop-off, please remember that it is a **quick drop-off/pick-up area. No parking allowed.**

Also remember:

- Traffic is **ONE WAY - SINGLE LANE ONLY.**
- Drivers must remain in their cars.
- NO PARKING OR WAITING** is allowed at anytime.
- Students are to remain on the sidewalk until their parent's car drives up.
- If your child/student is not waiting at the curb when parent's car drives up, please park on the street or drive around.

PARENTS, PLEASE ABIDE BY THE FOLLOWING:

***DO NOT** let children out of the car in the middle of the street or park at the curb to release them.

*Cross only at the designated crosswalks (not in the middle of the block).

*Do not call children to your car in the middle of the street.

Emergency Drills

Fire drills and other emergency drills are scheduled on a regular basis. Fire drills are practiced once or twice each month. Emergency evacuation drills and lock-down drills are also practiced throughout the year. Students are instructed in what to do in a variety of emergency situations.

Fines

Students are responsible for ALL textbooks, laptop and library books assigned to them. If they are lost or damaged, a fine will be assessed based on cost to replace or repair. Notices will be sent if the payment of fines is not taken care of in a timely manner. The cost of textbooks, laptops and library books is very expensive so please encourage your child to be responsible

with these items. If a child has a fine and has not paid the fine, they will be provided a textbook/laptop in the classroom for use, but they will not be allowed to take a textbook or laptop home until the fine is paid.

Homework

Reading is daily homework!

Signing the **agenda** is daily homework! Other assignments will be noted in the agenda on a daily basis.

There are three other types of homework that can be given. These are:

- Practice for reinforcement of a skill
- Preparation to gain background information, and
- Extension of a lesson from class.

Each grade level will determine what they plan to assign for homework. You will receive a note from the teacher if it is his/her policy to assign homework. Homework should take approximately thirty to forty-five minutes to complete.

Illness and Accidents

Students who become ill during the school day will be sent to the nurse's office. The school nurse determines whether or not the student should be sent home. If necessary, the parents will be contacted. If your child exhibits any symptoms of illness in the morning, it is best to keep him/her at home for the day. A child should remain home if he/she had a fever within the last 24 hours.

Be sure to call the school and report the absence. In case of an accident, parents will be contacted. Our files in the school office must contain updated information so when a child is ill or injured, we can quickly contact a parent.

IT IS ESSENTIAL THAT WE ALSO HAVE AN EMERGENCY NAME AND PHONE NUMBER IN CASE A PARENT CANNOT BE CONTACTED. Please keep this information current.

Nurse

We have a nurse on duty from 7:30 a.m. to 3:00 p.m. daily. **If your child has any kind of medical condition the school should be aware of, please let the nurse know in writing. Medical documentation may be required.**

If your child is on medication (either short or long term), please sign the necessary papers in the nurse's office. District and State policy requires a U.S. Physician to provide documents and prescriptions for medication for a student. **Medication** is defined as oral drugs, whether prescription or over-the-counter, including aspirin and cough drops.

Below is a list of things that you can or cannot do regarding medication for your child while at school:

1. You cannot send medicines with your child at anytime. You must bring directly to nurse with a doctor's note stating that he/she has to take it during school.
2. All medicines must be in the original container and labeled with the child's name, dosage, time to be given, and doctor's name.
3. **No** over the counter medicines.
4. Prescribing doctor must be a licensed physician in the U.S.

If your child is to be excused from P.E., we can honor a parent's note FOR THREE DAYS ONLY! After that, they must bring a doctor's note.

Immunizations

Students are required to have certain immunizations at designated ages. Please cooperate with the Nurse in providing the documentation necessary for these immunizations. If you fail to comply with the laws, your child will be prohibited from attending school.

Texas state law requires that all school-age children be current with their immunizations. Students lacking proper immunizations will be sent home until the immunizations are updated. Only students transferring from another school or military students entering our schools will be granted a temporary enrollment for 30 days while immunization records are obtained. If you have any questions or need shots, please check with the Health Department, your own doctor, or the school nurse.

Vision and hearing screening is done yearly. If a problem is detected, parents will be notified as soon as possible.

Inclement Weather

If the weather is such that school might be canceled for the day, listen to KHEY 690 or tune into one of the local TV stations for information. The information will be available after 6:00 a.m. on the day of the inclement weather. You can also log on the the YISD website at www.yisd.net for information.

When the weather is inclement and school is not dismissed, the students may come into the cafeteria or gym in the mornings. We will also have the students return to their classrooms after lunch if the weather so warrants.

Lost and Found

Please label your child's clothing and other belongings with first and last names. Lost articles that have been found can be claimed from the blue barrel located by the gym. **Parents, please check frequently.** Articles left in the Lost and Found longer than 30 days, and any articles remaining after the last day of school are given to charity.

Lunch

Every child in attendance will receive free breakfast and lunch. You must still complete a socioeconomic form every year. It is a federal document required for us to continue to receive free lunch for our students.

Make-Up Work

For excused absences, your child will have one day for each day of absence to complete and turn in make-up work. If your child will be out more than one day, we strongly suggest that you call and request the assignments. Unexcused absences may result in a grade of zero for all work given on that day. Please see administration/attendance clerk if you have any questions about what constitutes an excused absence.

Parent Reports

- You will periodically receive graded papers to review with your child, sign and return.
- You will receive a three & six week progress reports for your child.

- You will receive a report card at the end of each nine weeks period.
- You will receive a discipline notice and/or a phone call if your child is involved in any actions that require the administration to intervene.

Picking up Students Early

No students may be released from the classroom during the school day. All visitors (parents, etc.) must report to the office to receive a visitor's badge or to sign-out a student from class. **VALID PICTURE IDENTIFICATION WILL BE REQUESTED FOR ALL VISITORS. THIS IS A SAFETY RULE AND MUST BE FOLLOWED BY EVERYONE.** Students will **ONLY** be released to those individuals listed on student's **profile/enrollment information.** The office will call the student to come to the office for dismissal. Excessive requests for early release of a student without justified reasons will be addressed by the administration.

Playground Supervision

There will be limited monitoring in the playground area, so we ask that you remain with your child outside if they are here before 7:30. Monitoring will be from 7:15 – 7:30. **THERE IS NO SUPERVISION AFTER SCHOOL ON THE BACK PLAYGROUND.** ALL students should go straight home.

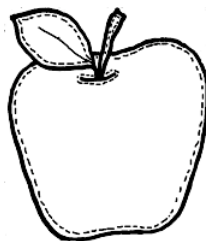
Visitors Policy

Welcome to our school! All Visitors must stop by the office and sign in to let us know that you are in the building. This is a STATE LAW. All Visitors will be required to show a valid PICTURE ID. This will enable us to ensure the safety of all students in our building.

Visits to the classroom must be arranged with the teacher and conferences need to be scheduled during the Teacher's Conference time.

BADGES ARE AVAILABLE AND MUST BE WORN WHILE IN THE BUILDING (Either Visitor or Volunteer Badges)!

No one can volunteer in the classroom without having completed the YISD Volunteer process. Our Volunteer Coordinator is Ms. Josie Montoya, and she will be able to assist you in becoming a YISD volunteer.



“If you can imagine it, you can achieve it. If you can dream it, you can become it!”

- *William Arthur Ward*