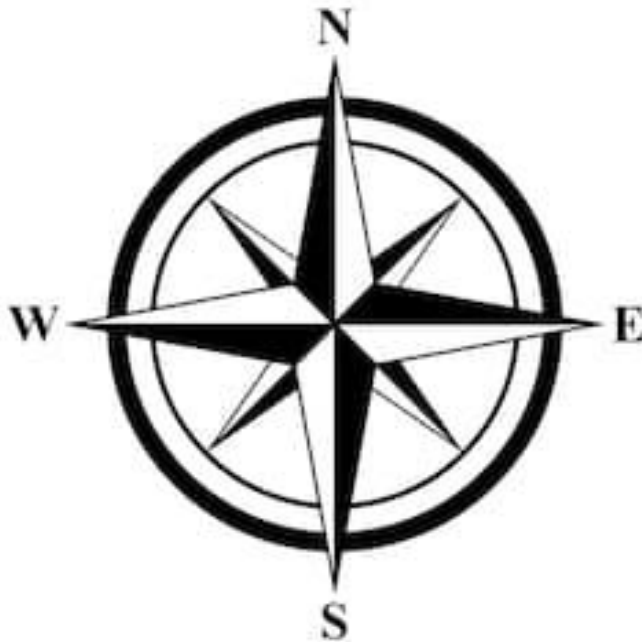


2021-2022

Parent / Student HANDBOOK

**NEGLEY
ELEMENTARY
SCHOOL**



Our Mission at Negley Elementary is for students, teachers, and parents, to work together to build a foundation of respectful leaders, lifelong learners and problem solvers.

August 2021

Negley Elementary School

Melody Crowther, Principal
Dominic Lape, Assist. Principal
Lindsay Lumberas, Assist. Principal



School Times

Doors Open	7:05 am
Mess Hall	7:05-7:20am
Tardy Bell	7:35 am
Bus Dismissal	2:50 pm
Car Dismissal:	2:50 pm
Walker Dismissal	2:55 pm

Attendance:

The Compulsory Attendance Law of Texas requires that school age children (including PALS and kindergarten) attend school every day unless they have an acceptable excuse. Excused absences include sickness or a death in the family. Absences due to family business and vacation are unexcused. **If your child is absent from school send a doctor's note or parent note explaining the reason for the absence within 3 days.** If your child has a doctor or dentist appointment and attends any part of the school day, the absence does **NOT** count against the child's attendance record as long as a doctor note is provided. Daily attendance is very important!

Communication/Classroom Visits:

The communication link between parents and teachers is vital to the success that children experience in school. We encourage written correspondence, email, phone calls, and face-to-face conferences between you and your child's teachers.



Discipline:

At NES, students are expected to demonstrate attitudes and behaviors defined in our SAIL Expectations

Show Respect

Always be Safe

I will make good choices

Live Honestly

To ensure that students enjoy and benefit from an excellent learning climate, we utilize clearly stated classroom and school expectations, logical consequences, and positive reinforcement for appropriate behavior. Our goal is to provide a positive learning environment for everyone. The district's disciplinary options are listed in the HCISD Student Code of Conduct. Consequences are applied depending upon the nature of the offense.

Dress Code:

Student dress and grooming should not distract or impede participation in school activities.

- **Tennis shoes** should be worn on P.E. days.
 - **Clothing or accessories** that have images or words depicting alcohol, tobacco, drugs, or violence is prohibited.
 - **Low cut shirts** are prohibited. **Spaghetti straps** are prohibited, unless covered with another appropriate shirt.
- NES students should show pride in the way they dress. If dress distracts or impedes school activities, parents will be notified by a staff member, and students will be sent to the nurse for a change of clothes. **Monday is Negley PTA Spirit t-shirt days.**
Tuesday is House t-shirt days.

Field Trips:

Students must ride to and from field trip destinations in school district transportation. Depending on the

circumstances, exceptions to ride from the field trip may be made if the request is made at **least a day before**, in writing. No siblings are allowed to use district transportation. All chaperones need a criminal background check thru VIP to supervise students in their child's class.

Health and Wellness:

All medications sent to school must come with a written note, be in its original container and labeled with the student's name. A registered nurse is available for preventative health care, screening, first aid, minor illnesses, and emergencies.

Students are not allowed to self medicate: i.e. cough drops.



Lost and Found:

Lost and found is located outside the cafeteria. Smaller items are sent to the office. To avoid losing articles, **label all items** (coats, backpacks, hats, umbrellas, etc.) so they may be returned to their rightful owners. Throughout the year, clothing will be sent to charities if unclaimed.



Meals:

Breakfast and lunch will be free for all students for the 2021/2022 school year.

Mentoring:

If you would like to be a mentor at our school, please contact our school counselor, Michelle Winn michelle.winn@hayscisd.net

Parties/Celebrations:

Classroom and school-wide celebrations promote unity and foster a sense of community. Treats provided to students must follow the Food of Minimal Nutritional Value

(FMNV) Policy and **may only be served in the last 15 minutes of the school day**. Please see the attached district guidelines. We encourage you to bring only healthy prepackaged snacks meeting FMNV guidelines to school to celebrate your child's birthday. Contact your child's teacher before the birthday treats are provided to make sure there are no known allergies. All treats should be individually wrapped.

Pledge of Allegiance/Moment of Silence:

If you are visiting our school during morning announcements, we ask that visitors show respect. Parents may submit written request to excuse their child from reciting the pledge.

NES PTA:

Negley PTA is a group of parent, teacher, student, and community volunteers that support Negley through fundraising, events, community outreach, and volunteering. We encourage all parents to join Negley PTA with a \$6.50 annual membership due at <https://txpta.secure.force.com/JoinPTA/>. To stay informed on PTA announcements text **PTA** to **33222**. Negley PTA can be reached at negleypta@gmail.com. The PTA calendar and online store can be found at <https://www.negleyelementarypta.com>

Reporting Student Progress:

Report cards are sent home every nine weeks for students in Kinder through 5th grades. Progress reports are sent home at the end of every fourth week for 2nd-5th students. Parents or teachers may request a conference at any time to discuss a child's progress. You should also

utilize the Parent Self-Serve to monitor attendance and grades.

Safety/Emergency

Procedures: Throughout the year various emergency procedures will be practiced ranging from fire and tornado drills, to lockdown and emergency evacuation procedures. If it becomes necessary to cancel school or delay the school start time, a Parent Alert message will be sent by email from email@blackboard.com.

Student Cell Phones/Smart

Watches: Students will need to leave their cell phones in their back packs, preferably turned off, or on silent while they are in school. This will help your child be focused on school related learning and prevent unnecessary distractions. As always, if you have an emergency and need to get a message to your child, please call the front office and we will relay the message to them. In addition, for students who have smart watches, we will be asking them to put them in airplane mode, (if applicable), as they should not be using these devices to access the internet, text, or call. If your child's teacher notices that the smart watch is becoming a distraction for your child, they will be asked to put it in their backpack or give to their teacher for safe keeping, during school hours.

Student Pick Up/Bus Change:

If you need to contact the school to change how your child will get home, please contact the **front office** at 512-268-8501 or nes.attendance@hayscisd.net before **2:00 pm**. We cannot guarantee that the change will make it to the teacher after **2:00 pm**.

Tardies:

Arriving early to school helps students set their day up for success. Students need to be in the class by the 7:35 bell. To ensure the safety of our children when tardy, we ask that all parents or guardians accompany each child to the office and sign them in for the day, if arriving after 7:35 am.

Visitors:

Negley is currently a closed campus. If/when we do open to visitors, every visitor is required to check in at the school office with a valid state issued ID and obtain a visitor sticker every time. For safety reasons, please be sure to have any possible visitors listed under contacts in Parent Self-Serve. Potential visitors that are not listed will not be allowed access to the campus. This includes grand-parents, aunts, or uncle who might be visiting.

Volunteers:

All volunteers will be required register as a Hays VIPs and will be issued a volunteer badge to be worn for the year. VIPs will also be required to log their volunteer hours at the volunteer kiosk as they enter and exit campus.

Watch for Mrs. Crowther's weekly information email (Blackboard). If you aren't seeing it, be sure to check your Spam box and allow for all future communications.

Follow us on Facebook and Twitter. Facebook: Negley Elementary School, Twitter: @NESNavigator1

Negley Contact Information:

Front Desk
512-268-8501
Fax #512-268-7823

Principal
Melody Crowther
melody.crowther@hayscisd.net

School Counselor
Michelle Winn
michelle.winn@hayscisd.net

PEIMS Clerk/Registrar
Aubrey Cline
aubrey.cline@hayscisd.net

Assistant Principal
Dominic Lape
dominic.lape@hayscisd.net

Attendance Clerk
Deborah Wilson
nes.attendance@hayscisd.net

Assistant Principal
Lindsay Lumbreras
lindsay.lumbreras@hayscisd.net

School Nurse
Jill Wenzel, R.N.
jill.wenzel@hayscisd.net

Receptionist
Kaci Goodman
Attendance/Transportation Changes
nes.attendance@hayscisd.net

School Counselor
Katie Taylor
katie.taylor@hayscisd.net

Principal Secretary
Michelle Neely
michelle.neely@hayscisd.net

Dismissal Procedures:

- 2:50 Dismissal of bus riders, car riders, Olympia Hills and Stepping Stone
- 2:55 Dismissal of walkers, bike riders and Rocking Horse Academy (RHA)

We will follow the same procedures for dismissal as in 2020/2021.

Bus: For the safety of all our students we have implemented a system to ensure your child goes home the way they are assigned.

At NES there are several ways students are picked up after school. They are:

***Bus rider** (for those who qualify)

***Walkers /Bike riders/Parent walk up**– this includes students who walk home alone and/or students who are PICKED UP AT THE FRONT OF THE SCHOOL BY THEIR PARENT/GUARDIAN in their assigned, numbered area.

***Car riders** –PARENTS DRIVE THROUGH THE CAR RIDER LINE located at the side of the school to pick up their child.

***YMCA/ Olympia Hills, Stepping Stone, etc./After school clubs on campus**

1.Each family will be given 2 Large Tags and 3 circle tags

If a family needs more tags for car pool, grandparent, etc. they will need to contact the office.

YOU MUST show your tag to pick up your child. Your child will not be released to you unless you present your tag. These tags are designed for parents to hang from the visor in their car, or from a hook in their house to grab on the way out!

2.Parents will attach one of the circles to their child's backpack.

3.Bus riders will load the busses first. Once busses leave the area, Walkers will be dismissed. *All bus riders will be given Hays CISD bus transportation tags that must be worn anytime they are entering a Hays CISD bus.

4.Walkers/Parent Walkers, bike riders: Students who are being picked up by parents who are walking, will be picked up at the flag pole area in front of the school. Parents MUST have the LARGE TAG that

matches the circle tag on the student's backpack in order for your child to be released to you. Parents will remain at the flagpole area until your number is called. At this time, you may walk to the front walk to pick up your child.

Walking parents need to remember – If it is raining and you want to pick up your child in the car rider line, you must contact the front office for a transportation change, and you must have your Family ID tag hanging on your visor.

5. Car Riders: Parents please attach the large card to your visor. These are designed so that you can just put down the visor on the passenger side and your tag will be there. When you leave, you will just push it back up! Easy! Please remember to keep the card hanging down until your child is in your car. ANY CAR THAT DOES NOT HAVE A FAMILY ID CARD WILL BE ASKED TO DRIVE TO THE FRONT OF THE SCHOOL TO PICK UP THEIR CHILD. PARENTS WILL NEED TO PARK AND WALK INSIDE THE SCHOOL TO GET THEIR CHILD. A PHOTO ID WILL BE REQUESTED. THIS IS FOR YOUR CHILD'S SAFETY.

Car riders: It is important that parents wait in the parent pick up line with the other cars. At the beginning of school, expect it to take longer – up to 25 minutes after the bell has rung - as we are working on our procedures and routines.

We are a very large campus and it takes longer to get all students dismissed safely. However, by mid-September we expect to have all students picked up by 3:15 at the latest. Any student not picked up by 3:15 will need to be picked up in the front office. Parents will need to come inside and present their photo ID.

Car riders: Parents should NOT drive into the teacher parking lot to pick up their child! Students will only be released to parents who are in the car rider line. Only NES employees will be allowed thru the car rider line doors after school.

We realize that having to wait in the car line is sometimes long and inconvenient. However, we are asking our NES parents who use the car line in the afternoon to follow these procedures, to ensure our students' safety. Given the choice between waiting a bit longer in the car line or risking the chance of injury to a child gives us all reason to support this practice. Parents should address any questions or concerns about this practice to the administrators at 512-268-8501.

Grading Guidelines:

Grading Standards – Elementary

Hays CISD expect students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one daily grade per week and a minimum of three major grades per grading period for each content area.
2. Daily grades will count for 75% and major grades will count for 25% of the overall grade for a grading period.
3. Teacher discretion may be used to determine what assignments constitute a daily or major grade, except for district-required Curriculum Based Assessments, which are to be recorded as a daily grade and eligible for reassessment.
4. Homework may be assigned and rewards or consequences given for completion or non-completion. Homework may not receive a numerical grade in the gradebook.
5. Students may not receive grades for participation without demonstrating mastery of the objective standards and district curriculum or as documented in their IEP.

6. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do the daily grade assignments.
7. Students may re-submit daily grade assignments and re-test only one time per assignment.
8. Students may receive a maximum grade of 70 on all re-submitted daily grade assignments and tests.
9. Major grades are not eligible for re-do.
10. Assessments given within the last week of the grading period will be recorded on the following grading period.

Re-teaching and reassessment for mastery – Elementary

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be schedule during class time, but must be pre-announced so that students may plan accordingly. Since a single skill is addressed numerous times throughout a grade levels curriculum, a student has many opportunities to demonstrate mastery of that skill. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may or may not use the same assessment to determine mastery.

Late and Make-up Assignments – Elementary

1. Students will be expected to make up assignments and tests after an absence. Teachers will communicate and provide the make-up assignments required to be completed and communicate a reasonable account of time to complete the assignments.
2. Each campus will provide additional and timely interventions to ensure that missed or late assignments are completed and skills are mastered.
3. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
4. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
5. Conduct will be reported separately from academic grades. Conduct codes reflect behavior, class or group participation, and completion of assignments.
6. Any assignments not completed and submitted may be given the grade of a zero.