

Mineola Elementary School
Student Handbook
2023-2024



Principal's Welcome

Welcome to Mineola Elementary School! We are looking forward to a fantastic school year! At MES we strive to serve our students by delivering instruction that is accessible to all and appealing to many different learning styles. Our teachers have committed to provide the best academic experience possible by using data driven instruction, social/emotional learning opportunities and embracing the creativity that each student brings to his or her class.

We are grateful to have your student and would ask you to take an active role in their academic success. We are a team! Let's work together to push our students to do their very best and achieve their goals!. Together is better!!

I would like to encourage you to come see the great things we have going on at MES. Please do not hesitate to contact me or your student's teacher if you have any questions. We are happy to help!

Looking forward to a great school year!

Angela Shine

shinea@mineolaisd.net

ANNOUNCEMENTS

School-wide announcements will be made each morning at 7:50 a.m. Announcements are an instructional tool used to deliver student recognition and provide important campus updates. In addition to our daily campus announcements designed for students, teachers, and campus administration will also send home information regarding special programs and campus events. To stay up-to-date on campus happenings, parents are highly encouraged to get connected to our campus via

- FACEBOOK - [fb.me/mesjackets](https://www.facebook.com/mesjackets)
- CAMPUS WEBPAGE <http://www.mineolaisd.net/>
- SKYWARD PARENT PORTAL - completed at student registration
- MISD APP (search mineola independent school district in your app store)

ATTENDANCE

Consistent school attendance is essential for a child's academic growth and the development of critical skills. Our day-to-day instruction is RIGOROUS, so when students miss instruction it compounds the difficulty. ***Help us help your learner the most by having them to school on-time daily and having them remain in school the full day's session.***

Mineola Elementary School will follow all state regulations regarding mandatory school attendance described in the main body of the district handbook.

- *Attendance will be taken daily at 10:00 a.m.*
- *Parent notes must be sent for every absence & doctor notes are required after 2 consecutive days of illness. Doctor notes must be presented within 3 days of absence to be entered into the attendance system.*
- *Failure to attend school may result in*
 - *Parent referral to truancy court*
 - *Loss of Course Credit / Retention in grade due to lack of attendance*
 - *Summer school*

ARRIVAL

Please drop off students at the front of the building only. The Multipurpose Building/Cafeteria is open at 7:15 a.m. with supervision. **PLEASE DO NOT DROP YOUR CHILDREN OFF BEFORE THIS TIME.** Students are expected to do homework, study or read until breakfast is served. Students may enter the building for tutorial or club meetings only with permission from their teacher or sponsor.

DISMISSAL

All students will be supervised and escorted to their designated transportation lines. Students are CAR RIDERS, BUS RIDERS, or WALKERS/ BIKERS. Students are not allowed to bypass campus dismissal procedures to meet parents or rides in another location. You will be asked to designate the typical mode of transportation for your child. If their mode of transportation needs to change please make sure your child knows before school or **call the school office prior to 2:30 pm.** We cannot ensure the delivery of transportation messages after this time. Likewise, students cannot be picked up from the office after 2:45 as it interferes with a safe and smooth dismissal procedure.

Car riders will be loaded curb-side. To ensure that dismissal lines move quickly we ask that all car pick-up parents remain in their cars and **pull as far forward as possible when entering the CAR LOADING ZONE.** The more cars we can load at one time means quicker lines for everyone. All students should be picked up by 3:45 p.m. unless they are involved in a school-sponsored activity or tutorials. Students picked up after this time must be signed out of the office.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Pants and shorts to be worn at the waist of the student without sagging
- Pants and shorts without rips, frays, holes, or tears that expose skin above the knee
 - Shorts, dresses, skirts, and split garments should extend to the appropriate length designated by the campus Principal in order to maintain comfort while sitting and standing
 - Leggings may be worn with shirts or tops that reach the fingertips

- Boys' hair should be maintained no longer than the eyebrows in the front
- Tennis shoes are encouraged for PE and outside play activities
- Shirts and t-shirts should cover the midriff and tanks should be a wide strap

The following are **examples of inappropriate and unapproved** dress code choices:

- Hats, caps, or bandanas
- Spaghetti straps and clothing that exposes bare midriffs
- Inappropriate shoes – high heels on shoes or boots, wheelies, flip flops (shower shoes), house shoes
- Distracting/unnatural hair color, makeup, or body art/tattoos
- Inappropriate messages, symbols, emblems, or advertisements for tobacco/alcohol or drug products
- Symbols, slogans, and words cut/shaved into the hair

Mineola Elementary School discourages the wearing of expensive jewelry or apparel and is not responsible for lost, broken, or stolen items.

Teachers and sponsors may define appropriate dress for school-sponsored activities, competitions, and trips. Students may be excluded from the activity or subject to consequences as determined by the principal.

The previously stated dress code is not inclusive of every conceivable situation, and when questions arise regarding dress or grooming, the campus principal shall have the final responsibility of determining whether or not the conditions in question are in keeping with the intent of this dress code.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

EVENTS

Mineola Elementary plans various school-wide events. The campus posts all school event information to its social media pages and campus website. See below for some important events to prepare for.

SKY Ranch Outdoor Education Trip - Fifth-grade students participate in a 3-day overnight trip to Sky Ranch in Van, Texas. The trip cost varies from year to year, but is typically in the range of \$75-\$100 per child. The student and their family are responsible for the cost, so we encourage parents to plan in advance. The trip is scheduled for February. More specific information will be provided in 5th-grade parent meetings.

Grade Level Field Trips - A variety of enrichment activities will be planned to extend your child's educational experiences in each grade level. Those include activities and speakers brought to the campus, outside school day trips, and virtual field trips. Parents are encouraged to attend with their children when possible, but must still comply with visitor procedures and child sign-out procedures. Students are expected to ride the school bus to and from the campus to any outside school day trips that are off campus. No student will be allowed to be "checked out" at the site of the field trip. Parents are expected to check their students out with the front office once the grade level returns to campus.

Parent and Family Engagement Activities - Each quarter, campus staff will offer at least one family engagement opportunity. The purpose of these events is to highlight students' work, performance, and activities, as well as inform parents and guardians of their child's progress. We always want each parent to feel actively involved in their child's education! Each year we try to offer a blend of traditional parent involvement activities (i.e. parent conferences, meet the teacher night) in addition to unique and personalized Family Engagement Activities that fit the current need of our learners (i.e. Student Led Conferences, Cyber Safety, Principal Coffees).

GRADING PRACTICES

In MISD, grades assess student learning and mastery of the Texas Essential Knowledge and Skills. These grades reflect student mastery of grade-level content at an independent level through a combination of daily assignments and classroom activities as well as test grades. Grades are intended to communicate academic progress to parents and timely feedback to students on a 9-week grading cycle.

Teacher Expectations:

MES teachers are expected to have a minimum of 9 grades per content area per nine weeks and are expected to enter at least one grade into the grade book each week. All grades are entered as daily grades and are not weighted to be worth a greater value. Teachers may elect to count a rigorous assignment twice or take two

different content area grades from one assignment. Common assessments and unit tests may be utilized as grades to reflect mastery. Diagnostic assessments and universal screeners such as MAPS are used for instructional planning and not grades.

Parent Communication: All parents have access to their child's gradebook through Skyward Parent Access. If you are not certain how to access your child's grade, please contact the MES office for assistance. Mid-Point Progress Reports will be printed and mailed home to parents of any student failing at the time of the Mid-Point Progress Check. Parents are encouraged to contact teachers via their teacher email or schedule a parent conference any time they have questions about their child's performance.

Missing & Late Work:

MES teachers strive to develop responsible and accountable students who turn in high-quality work on time. However, grades are intended to show mastery of the TEKS. Penalties for missing & late work will be reflected in citizenship grades. Repeated patterns of late or missing work warrant further intervention or consequences. Campus administration may require additional work time for students who have late or missing work. Campus administration may also further clarify late work penalties.

Make-Up Work:

For every school day absent, the student has one school day for the completion of missed assignments. Classroom teachers have the discretion to modify this guideline in circumstances where students are absent due to an extended illness. When a student returns from an absence, the teacher will provide make-up assignments as appropriate. Make-up assignments are not provided in advance. If the make-up work is for a grade, it is required to be done at school.

Re-Teach and Re-do:

Since grades are meant to reflect mastery of grade level skills, there will be times that arise when it is appropriate for a student to re-do a test or an assignment after they have participated in a round of reteaching. At MES, if a student scores below 70% on an assignment/test, he or she will receive additional instruction and could receive an opportunity to re-do the assignment. Not all failed assignments need to be redone, because our teachers utilize personalized learning techniques and spiral instruction that ensure students have multiple

opportunities to practice until mastery. The reteach and redo process is at the discretion of the classroom teacher who knows the course and sequence of instruction.

LEAVING CAMPUS

Please refer to the information in the district handbook regarding Leaving Campus. We ask that appointments be scheduled outside school hours as much as reasonably possible. Picking up a child early on a regular basis results in missed learning opportunities and can count against COMPULSORY ATTENDANCE LAWS.

If you must pick up a student early, a parent or pick-up person on record must come to the office to be scanned in and sign the student out - proper identification is required. **No students will be checked out after 2:45 p.m.** Mineola Elementary School is a closed campus and no student is allowed to leave during lunch without a parent.

LUNCH VISITORS

Parents and guardians are welcome to join their child for lunch in the cafeteria on Friday. Parents/guardians must have a valid identification and check in at the school office before proceeding to the cafeteria. School lunch times are posted on the campus website for easy reference. ***Please note that if you will be bringing your child lunch it is important to arrive on time. Students have a limited amount of time for lunch, and late arriving lunch items make them late for class. Parents or visitors may only eat with the student they came to see. Additionally, if you are bringing lunch to campus - it may only be for your child.***

****CAMPUS SAFETY AND SECURITY MEASURE****

All lunch visitors must be on your child's approved emergency list or the office must be notified in advance of any special visitor.

PARTIES

There are three school parties; Christmas, Valentine, and End of the Year. **Birthday invitations may not be handed out at school.** Parents may celebrate their child's birthday at school, but they should coordinate the date and time for this well in advance. The school celebrated birthday may consist of only small (store bought) snacks for the class. (i.e. cupcakes or cookies) The snack will be given to the class at the discretion of

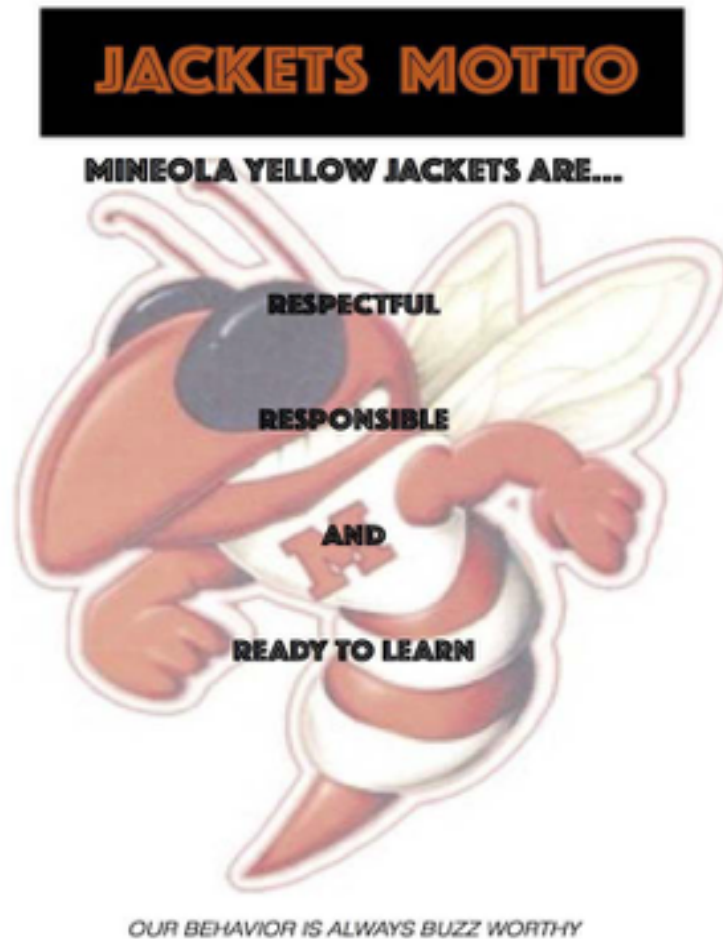
the teacher and shall not interrupt instructional time. **Parents are not to bring helium balloons as favors since they are a safety issue on the bus.**

PHYSICAL ACTIVITY REQUIREMENTS

At Mineola Elementary School, students engage in moderate or vigorous physical activity for at least 30 minutes per day or a total of 135 minutes per week. Recess periods for play are also provided with the classroom teacher.

SCHOOL WIDE DISCIPLINE PLAN / STUDENT CONDUCT

At Mineola Elementary, we believe our students deserve the opportunity to learn in a safe and secure environment at all times; therefore, students are taught common campus expectations for all areas within our learning environment. Our campus common expectations are known as the JACKETS MOTTO...



To ensure a positive learning environment for all learners, positive reinforcement will be used on a daily basis to reward and recognize demonstrating RESPECTFUL, RESPONSIBLE and READY TO LEARN choices.

When student conduct fails to meet expectations, MES will use this opportunity to teach and redirect behaviors. For most behaviors, this teaching and redirecting process occurs within the context of the classroom setting. However, there are times that behaviors may reach a severity level that warrants an office referral. Once a student is referred to the office, all decisions made about disciplinary consequences are the discretion of campus administration. Consequences may include but are not limited to:

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|---|---|
| Loss of Privileges/Loss of Technology/Confiscated Item | In School Suspension |
| Detentions (Lunch, Recess) | Out of School Suspension |
| Parent/Student Conferences | Reverse Suspensions (Parent Required to Attend School) |
| Time Owed | Restitution/Repair Assignment |
| Student Calls Home | Reassignment (To a CALM DOWN Room) |
| Personal Problem Solving and Planning | Leveled Point System - With Campus Restrictions |

Cell Phone Disclaimer

A student's cell phone should not be seen or heard at any time during the instructional day. Cell phones should be kept off & in a backpack. After school it is acceptable for a student to use their devices.

1st incident = Warning

2nd incident = Phone taken and parent must pick up in office

3rd incident = Cell phone given to an administrator and a parent must pick up (\$15 fine)

Bullying Defined by the National Center Against Bullying

The definition of bullying is when an individual or a group of people with more power repeatedly and intentionally causes hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

While the bullying definition is broad and can occur in a variety of environments, it usually is a relationship problem and requires relationship-based solutions. These are best solved in the social environment in which they occur. In a child or young person's life, this is most often the school.

What bullying is not

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying, and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

How To Take a Stand Against Bullying

Students are taught through counseling and guidance lessons that the first and best course of action is to tell a TRUSTED ADULT. It is best if this report is immediate and as close to the time of the event as possible.

However, sometimes reports are made to parents at home or not made at all. To help bridge this gap and ensure that timely reporting takes place, we provide all families with access to the STOPit APP. This smartphone app allows students or parents the opportunity to report something they see or experience anonymously.

Download the app on your phone and use code jackets 2.

All reports come directly to a school administrator the moment you submit them.

VOLUNTEERS

MES believes that it truly takes a VILLAGE and our village would not be very productive without our VOLUNTEERS. If you or others in the community wish to support our young learners we would love to partner with you! Here is a brief list of some volunteer assistance needed:

- Library circulation assistant
- Cafeteria Monitor
- Painters (beautification projects & student art activities)
- Gardeners (beautification projects & student learning activities)
- Mystery Readers - reading to students on designated days
- Literacy Library Organizer
- Culinary Queens or Kings (teacher treats, staff luncheons, student learning activities)
- Bucket Brigade (preparation of instructional materials designated by teacher)
- Field Trip Chaperones

We can never have too many volunteers and would love to have you join us. All volunteers must have completed a background check first, so don't delay! Contact the school office for your volunteer form today, or use this link to go directly to the [Volunteer Forms](#).

If you need additional information, or have questions or suggestions, please contact our campus principal, Angela Shine at 903-569-2466 or shinea@mineolaisd.net.