

School Colors:  
Royal Blue & White  
School Mascot: Tiger



# GLEASON ELEMENTARY SCHOOL

9203 Willowbridge Park Blvd., Houston, TX 77064

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

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

School Hours:  
8:45am-3:45pm  
am PPCD/Pre-K: 8:45am-11:45am  
pm PPCD/Pre-K: 12:45pm-3:45pm

## WHO CAN HELP YOU?

Homeroom Teacher – First Contact  
Content Teacher – Second Contact  
Debbie Homan – Counselor  
Rene DeShazer – Instructional Specialist  
Kim Ross – Nurse  
Patsy Rios – Attendance Secretary  
Nancy Skinner – Secretary  
Annie Traylor – Cafeteria Manager  
Judy Brenner – Librarian  
Cheryl Romero - Diagnostician  
Jessica Hernandez – Asst. Principal – PPCD, Pre-K, 1,4,5  
Melissa Wall – Asst. Principal – Life Skills, KG, 2 & 3  
Sandra McNeely - Principal

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

**TARDIES:** Children that arrive to class after 8:45am are tardy. Tardy slips will be issued from the office beginning at 8:50am.

**EARLY DEPARTURE:** If you need to pick your child up prior to dismissal time, please send a note in the morning stating the time, reason the child needs to leave, and a phone number where you can be reached. **All transportation changes must be made by 3:00 pm. Students leaving early must be picked up by 3:15.** We will make every effort to have the child in the office at the designated time. The person picking the child up from school must show their identification and be listed on the child's Emergency Card.

## SCHOOL VISITATIONS

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

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

**Classroom Visits:** Please make appointments with the teacher and limit visits to 20-30 minutes. Parents or legal guardians may observe. Please allow a 24 hour turnaround so we can check the calendar for testing dates. The principal must approve any other persons observing.

**Parties:** Only those people listed on the student's Emergency Information Card may attend class parties unless accompanied by a parent or legal guardian.

## ARRIVAL AND DEPARTURES

**ARRIVAL:** All students may enter the building at 8:30 am.

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

**BUS RIDERS:** A student may not ride a bus other than the assigned bus except in emergency situations. A request to ride a different bus must be made in writing by the parent, brought to the office, and approved by the Principal. Reasons for a bus change DO NOT INCLUDE scouts, sports activities, visiting a friend, or anything for which it is the parents' responsibility to provide transportation. It is the practice of CFISD that no Pre-K student will be dropped off at a bus stop unless a responsible caretaker is there to receive that student. When there is not a caretaker available, the child will be brought back to the school and the parent will be called to pick up the child from school.

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

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

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

**AFTER-SCHOOL CARE:** The Cypress-Creek YMCA will provide after school daycare at Gleason Elementary. Parents will enroll with the YMCA.

## Food & Nutrition Guidelines

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

## CHANGE OF ADDRESS

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

## GRADING SYSTEM

The following grading system is used:

### PERFORMANCE RATING

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

### WORKHABITS AND GENERAL CONDUCT

S	Satisfactory
N	Needs Improvement
U	Unacceptable

All grade levels will be using holistic scoring on some daily work. This is a number grade of 1-4 based on pre-established criteria. You will notice these grades mainly on compositions. However, teachers have the option of using this system on any material.

4 = 95   3 = 85   2 = 75   1 = 70   0 = 50

## AWARDS

- ✓ Distinguished Honor Roll – All A's & all S's
- ✓ Honor Roll – All A's & B's and all S's
- ✓ President's Education Award (5<sup>th</sup> Grade) - 90 average for 4<sup>th</sup> - 5<sup>th</sup> grade, Commended Performance on TAKS
- ✓ Citizenship Award – All S's on report card, appropriate cafeteria/playground behavior and no bus misconduct.
- ✓ Perfect Attendance

## BIRTHDAYS

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

## STUDENT DRESS CODE

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

General guidelines for our Gleason students include:

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

## HOMEWORK

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

## TEXTBOOKS

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

## CAFETERIA

Meal Prices: Student: Breakfast \$.95 / Lunch \$1.65

Adult: Breakfast \$1.25 / Lunch \$2.15

A La Carte: Ice Cream .35   Milk/Juice .35

Cookies .25

Cafeteria Manager - Annie Traylor - 281-517-6807

## CODE OF CONDUCT

You received the District Student Handbook (Code of Conduct) with your 1<sup>st</sup> day packet of information. You are asked to become familiar with this very important document and to keep it for reference as questions arise. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks and Dress Code. We want all parents to receive a copy of the Code of Conduct. If you did not receive one, please contact the Gleason Office.

## MEDICATION POLICY

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

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

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

## PTO/VOLUNTEERS

Please join the Gleason PTO. You may volunteer in many ways to assure the success of our children. Please see [gleasonpto.com](http://gleasonpto.com)



## PERSONAL ITEMS

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

## BUYING & SELLING ITEMS

Students are not permitted to buy or sell any items without the Principal's permission.

## EMERGENCY SCHOOL CLOSINGS

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