

# YEAGER ELEMENTARY

Cypress Fairbanks I.S.D.



## Preschool Programs for Children with Disabilities (PPCD) Parent Handbook 2009-2010

Yeager Elementary School  
13615 Champion Forest  
Houston, TX 77069  
(281)440-4914  
Fax (281)587-7531

## Yeager Elementary School Personnel 2009-2010

Principal	Susan Brenz
Assistant Principals	Mary Dawn Murr Michelle Truitt
Instructional Specialists	Sarah Calhoun Jennifer Wolf
Counselor	Marrene Harris
Librarian	Amy Mitton
Nurse	
Secretary	Bev Secrest
Receptionist	Melissa Castelo
Registrar	Edith Zamora
P.E. Teachers	Jana Johnston Alane Williams
Music Teacher	Lisa Trewin
Art Teacher	Landry Kelly
PPCD Teachers	Sharmila Vaidya

*Welcome to Yeager Elementary School! We are so excited about the new experiences your child will have during the 2009-2010 school year. This handbook has been prepared so that we can provide you with important information about our school and grade level procedures. We look forward to working together with you so that we can make this a wonderful year for your child!*

## **GENERAL YEAGER INFORMATION**

### **SCHOOL HOURS**

School hours are 8:40 A.M. to 3:45 P.M. for students in Kindergarten through Fifth Grade. In the morning, students may enter the building beginning at 8:30 A.M. Students are expected to be in class no later than 8:40 A.M. for the morning announcements. Arriving on time will help ensure that your child starts the day in a positive way. ☺

Morning Pre-K and PPCD hours are 8:40-11:45 A.M. Afternoon Pre-K and PPCD hours are 12:45-3:45 P.M.

### **COMMUNICATION**

Tuesday is Parent Communication Day. Your child will have a folder/envelope that he or she brings home each Tuesday. The folder/envelope will include graded papers from the previous week, as well as information about your child's work habits and conduct. Please discuss the contents of the folder/envelope with your child. Sign and return the folder/envelope to the teacher on Wednesday. The YAP (Yeager Addresses Parents) newsletter will be sent to you via email every other week. If you do not have internet access, you may request a paper copy to be sent home with your eldest child.

Students in Second through Fifth Grade will maintain a student planner. Please review your child's planner on a daily basis for due dates, notes, and assignments.

### **BACKPACKS AND PERSONAL ITEMS**

We request that each student bring a backpack to school every day. This teaches responsibility for their belongings, and it provides for a convenient means of transporting items between school and home. Rolling backpacks should not be used at Yeager or on the bus due to safety and space considerations. Please remember to label any personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. This will assist us in identifying lost or misplaced items.

Students should not bring items other than those on the school supply list. Cameras, radios, toys, tape recorders, and other personal items should not be brought to school. We do not want these to become distractions in the school environment.

### **ATTENDANCE AND ABSENCES**

Daily attendance is marked by the homeroom teacher at 10:00 A.M. If your child is absent, please provide a written excuse upon his/her return to school. A written note is also needed to leave school during the day. State funding is allocated in accordance with student attendance, so accuracy in accounting is very important.

### **TRANSPORTATION**

The modes of transportation at Yeager are bus, car, day care van, or YMCA program (in our Yeager cafeteria - P.M. only).

School bus transportation is available to every Yeager student; therefore, we encourage all students to ride the bus. At the beginning of the year, it takes a couple of weeks for bus drivers and students to become familiar with routes and establish routines. The bus may be later than normal during these first weeks, and we appreciate your patience as we go through this process.

If you decide to provide car transportation for your child, we ask that you drive through the car rider line in the north parking lot. A Yeager staff member will escort your child to the car and open the door for them.

Students who ride a day care van will be dismissed through the Music Room exit (which is located next to the parking lot). Students will be loaded onto their day care van with adult supervision at this location.

Students that participate in the YMCA program in the afternoon will be escorted to the cafeteria by their teacher on the way to the buses.

### **TRANSPORTATION CHANGES**

We encourage you to make as few changes as possible in your child's mode of transportation. Any changes in transportation should be made in writing and sent to the homeroom teacher. If an emergency occurs during the school day that would cause you to need to change your child's transportation, please call the main number

(281-440-4914) to speak with someone about the change. No transportation changes will be made after 2:30 P.M.

## **GRADING PROCEDURES**

Student performance is reported to parents in several ways. Our goal is to keep parents well informed of their child's progress. If you should have a question about a grade your child has received, please contact your child's teacher.

### **Progress Reports and Report Cards for Pre-K through Fifth Grades**

At the end of the fifth week of each nine week grading period, a progress report will be sent to the parents of all students in Pre-K through Fifth Grade. Parents can access their child's grades throughout the nine weeks period using a protected password across a secure server.

All students in Pre-Kindergarten through Fifth Grades will receive a report card each nine weeks that will reflect the student's mastery of grade level TEKS. The following numerical scale is used to report achievement in language arts, mathematics, science, and social studies:

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

D = 70% - 74%

F = below 70%

### **Conduct and Work Habits**

All Yeager students are expected to follow the school, grade level, and classroom rules. Teachers will use the district Building Better Relationships model that teaches the social skills that are necessary to succeed in school and in life. If a child does not follow a rule, the teacher will reteach the appropriate social skill. Repeated infractions in any area over a six weeks period may result in an N on the report card. Should inappropriate behavior continue, parents will be contacted and an administrative intervention may occur.

It is also our goal to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing class work and completing homework). If a child is having difficulty with a particular work habit, the

teacher will provide assistance so that the student can develop the appropriate skill. Repeated difficulty with a particular work habit over a six week period may result in an N on the report card.

## **YEAGER AWARD REQUIREMENTS**

### **Distinguished Honor Roll (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- An average of at least 90 in each subject area: reading, language arts, math, science, and social studies for each nine weeks of the entire school year and
- An S in all areas of *General Conduct* in reading, language arts, math, science, social studies, P.E., Art, Music, and homeroom and in all areas of *Work Habits* for each nine weeks of the entire school year.

### **Honor Roll (2<sup>nd</sup>-5<sup>th</sup> Grades)**

- An average of at least 90 (A) in one academic area: reading, language arts, math, social studies, and science for each nine weeks of the entire year and
- An average of at least 80 (B) in all remaining academic areas: reading, language arts, math, science, and social studies for each nine weeks of the entire school year and
- An S in all areas of *General Conduct* in reading, language arts, math, science, social studies, P.E., Art, Music, and homeroom and in all areas of *Work Habits* for each six weeks of the entire school year.

### **Perfect Attendance (1<sup>st</sup>-5<sup>th</sup> Grades)**

- Perfect attendance for the entire year

### **President's Award for Educational Excellence (5<sup>th</sup> grade only)**

- An average of at least 90 in each subject area: reading, language arts, math, science, and social studies for every 9 week period in 4<sup>th</sup> and 5<sup>th</sup> grades and
- An S in all areas of *General Conduct* in reading, language arts, math, science, social studies, P.E., Art, Music, and homeroom and in all areas of *Work Habits* for every 9 week period in 4<sup>th</sup> and 5<sup>th</sup> grades.

## **BIRTHDAYS**

We acknowledge birthdays at Yeager. To recognize your child's special day, their name will be announced during the morning announcements and they will receive a birthday ribbon. Due to state mandate regarding Foods of Minimal Nutritional Value,

food items for birthday celebrations may not be brought to school. In an effort to maintain a learning environment for all of our Yeager students, we request that you not have balloons or flowers delivered to the school. Although birthday invitations cannot be passed out at school, parents can receive a student directory by joining PTO to assist in sending party invitations from home. We appreciate your cooperation with this school policy.

## **FORGOTTEN ITEMS**

Students are encouraged to make preparations the night before so items are not left at home the next day. Students who have forgotten their class work, homework, or projects will not be permitted to come to the front office during the day to call home. If you notice that your child's class work, homework, projects, or supplies are left at home, you may bring the item(s) to school. The item(s) will be placed in the teacher's mailbox at the end of the day.

If your child forgets a required item (such as eye glasses or a house key) they will be allowed to call home. If the parent brings the item to school, the item will be delivered to the classroom area.

## **LUNCH VISITS**

Parents are invited to occasionally have lunch with their child at Yeager. If you are planning to eat with your child, we ask that you follow a few guidelines:

- Check in at the front desk and get a visitor's nametag.
- Sit with your child at the designated "Visitor's Table" during your child's lunch. Since teachers must monitor all students during lunch time, friends will not be able to join your child at the "Visitor's Table."
- Due to food allergies and FMNV (Foods of Minimal Nutritional Value) guidelines, food and snacks can only be brought for your child. Sharing of food is not allowed.
- During the five minute "finish up" time, your child should return to his/her assigned table to ensure that they will be finished with their lunch and ready for recess.
- At the end of lunch, please exit the building through the doors in the cafeteria or through the front entrance of the building.

If your child should forget to bring their lunch to school, you may bring it during the school day. The receptionist at the front desk will have you sign in and then you may put your child's lunch in the labeled tote tray to the left of the stage area in the cafeteria where your child can retrieve it during their lunch time.

## **CLASSROOM VISITS**

Parents are welcome to visit school. For the safety of our Yeager students, school personnel will request identification from any person on school property. Staff will ask all visitors in the building to sign in at the front desk and to wear a nametag. We appreciate your assistance with this safety procedure.

If you would like to visit in your child's classroom, we request that you make an appointment in advance by contacting the classroom teacher. You may suggest a date and time. The teacher will consider classroom activities when confirming the scheduled visit.

## **TAKS TEST**

Third Grade students will take the TAKS Test (Texas Assessment of Knowledge and Skills) in the areas of Reading and Math.

Fourth Grade students will take the TAKS Test (Texas Assessment of Knowledge and Skills) in the areas of Reading, Math, and Writing.

Fifth grade students will take the TAKS Test (Texas Assessment of Knowledge and Skills) in the areas of Reading, Math, and Science. The Student Success Initiative of Texas states that students must pass the **READING and MATH TAKS Tests** as well as have passing grades on their report cards to be promoted to sixth grade.

## **THANKS**

Thank you for sharing your child with us. It is our desire that we team together to better serve our students. We look forward to a wonderful school year!!



Yeager Elementary welcomes you to PPCD! We are so excited to have your child in our class this year! We look forward to participating in his/her growth and development. This handbook outlines some general information about the PPCD program for the 2009-2010 school year. Please use it as a supplement to the district's student handbook and code of conduct. We hope you find it helpful.

## **PPCD CONTENT AREAS**



**COGNITION:** Thinking is a part of everyday work and play. It begins with perceptions (information that is gathered by the eyes, ears, nose, skin and tongue) and is sent to the brain. There, the information is analyzed, stored, and retrieved for future experiences. Problem solving, language, and movement do not fully develop without sensory information to build perceptions.

**COMMUNICATION:** Communication is the basis for having our wants and needs fulfilled. The language system begins to develop with an understanding of words spoken (receptive) and can be integrated with pointing, gesturing, and/or speaking (expressive) to make desires known.

**GROSS AND FINE MOTOR:** Movement is often divided into fine and gross motor. Fine motor activities refer to those that develop the small muscles in the body. These muscles assist in hand/eye coordination, self-help, and pre-writing skills. Gross motor activities refer to those that develop the large muscles in the body. These muscles assist in coordination, balance, and motor planning skills.

**SELF-HELP:** One of the greatest gifts a child can have is independence. The ability and confidence to perform activities without or with minimal assistance give the children basic tools for learning. Independence builds gradually. It comes from small, daily successes in experiencing routines.

**SOCIAL/EMOTIONAL:** Children need "psychological vitamins" if they are to develop appropriate social and emotional skills. Their "vitamins" come from the words and feelings that significant others and/or peers use when they are playing, working, and talking with them. Children need to know that behaving in socially appropriate ways is important. They need to know that making friends with others is also important, and it takes special words and special ways of acting to develop friendships. Within a social context, there is room for a range of emotions. Children need to learn how to identify their feelings and tell people about them without hurting others or themselves.

## General PPCD Information

### YEAGER SCHOOL HOURS:

Half day: 8:45-11:45 am  
12:45-3:45 pm

Full day: 8:45 am-3:45pm

### DAILY SCHEDULE:

The PPCD Schedule varies according to each child's needs, inclusion times, and ARD Committee decided activities; therefore, a certain time table does not apply to the entire classroom! The following are the main components of our schedule, but not necessarily in the same order:

#### A.M.

Breakfast and Restroom  
Calendar  
I.E.P. Work Stations  
Inclusion Times  
Recess and Restroom  
Snack  
Developmental Zones  
Fine and Gross Motor Activities  
Closing Circle Time

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#### P.M.

Lunch and Restroom  
Rest Time  
Calendar  
Large Group [Kinder Only]  
Snack and Restroom  
I.E.P. Work Stations  
Inclusion Times  
Developmental Zones  
Fine and Gross Motor Activities  
Closing Circle Time

**CURRICULUM:**

Curriculum will be focused around theme-based units. These units will target the developmental areas of cognition, communication, gross and fine motor, social/emotional and self-help as described in your child's I.E.P. goals and objectives.

**CONFERENCES:**

An individual conference will be held at the end of the first reporting period. Teachers can be reached by phone during their conference period or before/after school. My conference time is from 12:15 to 12:45 pm. Please feel free to communicate with the teachers & related service providers through written notes, phone calls (281-440-4914), or email:

PPCD Teacher, Mrs. Vaidya

[Sharmila.Vaidya@cfisd.net](mailto:Sharmila.Vaidya@cfisd.net)

**ATTENDANCE:**

We would like to see your child in school everyday as long as he/she does not have a fever, vomiting, diarrhea or a bad cold. If your child is sick, please keep him/her at home. We recommend that your child stays home from school until they are fever/vomit/diarrhea free for 24 hours. The children in our class not only play and learn closely together, but also handle the same learning materials. Sending your child to school when he/she is sick may cause several others to become sick. Everyone learns better when they are feeling good! We appreciate your cooperation in this regard.

**ABSENCES AND TRANSPORTATION:**

If your child is a bus rider, please call transportation at (281) 463-5978 (Barker-Cypress) as soon as you know that your child will be absent. Let them know the duration of the absence, if possible. Please also call the school with the same information, transportation does not relay messages to the schools regarding absences. When your child returns to school, he/she will need a written excuse explaining the absence.



*-If your child has a change of transportation, please send a note explaining the change with the child in their backpack, or clipped to their shirt.*

**HOMEWORK:**

Activities will be sent home periodically to help your child carryover his/her learning at home. These activities will be related to the weekly theme. You are encouraged to work together with your child to complete these activities.

## DAILY SUPPLY LIST:

- Backpack
- **Complete change of clothing** (including socks and appropriate underclothing) that can stay at school (in case of accidents or wet/dirty clothes from learning experiences). If you prefer, we can keep them in your child's cubby at school.
- Communication folder/notebook
- Healthy snack (please see below regarding snacks)
- Lunch or money to set up an account in the cafeteria (for full day students only)

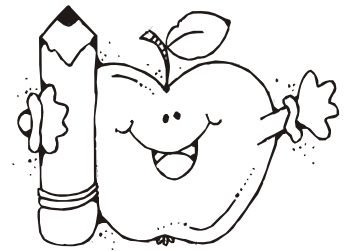


For children in diapers, **please supply and label the following items which will be kept at school and replenished as needed:**

- 1 large package of diapers
- 1 package baby wipes

## SNACKS:

**Please send a small, nutritional snack with your child each day** (water will be provided.) Small food suggestions are a few crackers, dry cereal, cereal bar, fruits or vegetables. Snack time offers some great learning experiences, and we use this time for improving communication skills, teaching good manners, cleaning up, and new observations dealing with sight, taste, and smell. Please make sure that your child's snacks are healthy choices rather than candy and cookies. On some Fridays your child will be given the opportunity to participate in a class "cooking" activity that relates to our unit.



## BREAKFAST/LUNCH:

If appropriate, please make sure your child eats a good healthy breakfast/lunch before coming to school. We all learn better with a full tummy! For students who are eating breakfast or are in the full day program eating lunch, please send either breakfast /sack lunch daily or set up an account in the cafeteria to purchase breakfast/tray lunch. Accommodations will be made for those students who qualify for free/reduced meals.



-Breakfast time ends at 8:45 am and lunch time ends at 12:45 pm. If your child arrives late, please make sure that he/she has eaten at home. The only exception to this rule will be students arriving on a late bus.

### **MEDICATION POLICY:**

The district medication policy is that only the school nurse or other school employees designated by the superintendent may administer medication to a child. If your child must have medication during school hours, we must have a written permission from the parent. Prescription and non-prescription medicine must be in the original container labeled with the child's name, name of the medication, and directions for the time and dosage. We ask that you not allow these young students to transport medication for their safety. Please call the school nurse if you have any questions.

### **DRESS CODE:**

Please refer to the district and school dress code information. Tennis shoes are the most appropriate footwear recommended. Dressing your child in clothing that is not too difficult for them to manage allows them more independence when using the restroom. Belts are not required for students in PPCD, so only use them if your child can fasten and unfasten them independently. **Please clearly label all hats, gloves, coats, sweaters, and backpacks.** Please be aware that we may label items with permanent marker if they do not come already labeled.

### **PARTIES:**

The seasonal parties observed by the district will also be observed by the PPCD students. Parents will be notified of the details as the time approaches.

### **LIBRARY DAY:**



We visit the library once a week. The children will check out one book each week. These books must be returned in their original condition before the student will be allowed to check out another book. You are encouraged to read these books with your child several times throughout the week! On special occasions, children's book authors will visit the school library. The parents will be notified in advance when these authors are coming.

### **CHANGES:**

Please notify us when there are any changes in your daily life. This includes addresses, new babies, relatives visiting, etc. Any major changes in your child's home routine may have an affect on your child at school about which he/she may not be able to tell us. It helps us to understand certain changes that may occur in your child's behavior and interests. **Also, please make sure we always have a current phone number where you can be reached.**