

Pre-Kindergarten Student Handbook



Yeager Elementary 2009-2010

Yeager Elementary School
13615 Champion Forest
Houston, TX 77069
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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	Regina Wysocki
Secretary	Bev Secrest
Receptionist	Melissa Castelo
Registrar	Edith Zamora
P.E. Teachers	Jana Johnston Alane Williams
Music Teacher	Lisa Trewin
Art Teacher	Landry Kelly
Pre-K Teachers	Bea Hood Mary Killalea Tommie Welch

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 (2nd-5th 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 (2nd-5th 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 (1st-5th Grades)

- Perfect attendance for the entire year

President's Award for Educational Excellence (5th 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 4th and 5th 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 4th and 5th 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

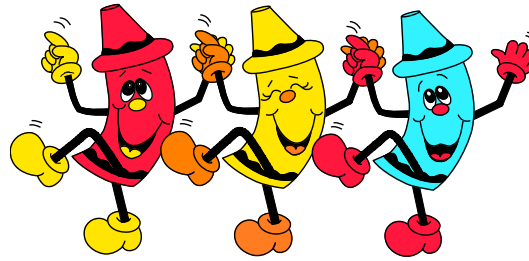
Third Grade students will take the TAKS Test (Texas Assessment of Knowledge and Skills) in the areas of Reading and Math.

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!!



Welcome to Yeager Elementary School! We are so excited to have your child in our Pre-Kindergarten class this year! We look forward to participating in his/her growth and development this first year of public school. Pre-K students really enjoy all of the fun-filled activities and experiences throughout the year. This booklet is intended to answer some of the questions you may have about Pre-K.

Pre-Kindergarten Schedule

8:45-9:10	Arrival/Calendar
12:45-1:10	Shared Reading
9:10-9:40	Math Mini Lesson
1:10-1:40	
9:40-10:00	Workstation 1
1:40-2:00	
10:00-10:20	Workstation 2
2:00-2:20	
10:20-10:40	Recess and Restroom
2:20-2:40	
10:40-11:10	Modeled and Independent
2:40-3:10	Writing/ Share Time
11:10-11:30	Workstation 3
3:10-3:30	
11:30-11:45	Music/Rhymes/Chants
3:30-3:45	
11:45	Dismissal
3:45	

Things You Need to Know About Pre-Kindergarten

Attendance Issues

- ❖ If your child is absent from school, please send a note explaining the absence on the day that they return to school.
- ❖ **If your child has a temperature or is vomiting, do not send them to school.** Your child needs to be *fever free for 24 hours* before they return to school.



Transportation Issues

- ❖ 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.
- ❖ Please **be at the bus stop to pick up your child.** The bus drivers will not let your child off of the bus unless you are there to receive them. This is for their safety.

Backpacks

- ❖ **Back packs** or tote bags are great! We send things home regularly, so your child will need something large enough to carry papers, library books, and a complete change of clothes. Please make sure that they are large enough to carry an 8 1/2 X 11 piece of paper (without folding).
- ❖ **Breakfast/ Lunch:** Breakfast time ends at 8:45 am and lunch time ends at 12:45 pm. Please have your child in the cafeteria by 8:30 or 12:30 if they will be eating breakfast or lunch. If your child arrives after 8:45 or 12:45 please make sure he/she has eaten at home.



Celebrations

- ❖ Our school celebrates birthdays by announcing the child's name on the morning announcements and giving them a birthday ribbon. State law does not allow schools to celebrate a student's birthday by passing out food of any type. We will have two class parties during the year for Christmas and Valentine's Day. The school provides the refreshments for these parties. Please do not send any food items to distribute to the class.
- ❖ Nutritious snacks may be provided by the PreK teachers.

Grades/Report Cards

- ❖ Pre-K students will receive report cards every nine weeks. Parent/teacher conferences will be held in October to discuss your child's progress. Grades will be determined according to the Cypress Fairbanks grading rubric.

Weekly Communication

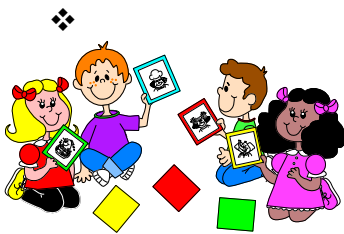
- ❖ We will be sending home a large envelope every Tuesday. This envelope will contain your child's work and a weekly conduct and work habits card. We follow the Building Better Relationships (BBR) social skills curriculum that our district supports. **Please sign the work habits card, remove the papers, and return it the following day.**

Restroom Procedures

- ❖ We are trying to teach the children to become more independent at school. Because of this it would be helpful if they **wear clothing that they can manage with minimal assistance from an adult.**
- ❖ **Your child should bring a complete change of clothes in their backpacks (including underwear and socks)** in case of an accident or a spill while they are at school. The nurse does provide clothing in case of emergencies, but many times she does not have clothing small enough to fit our Pre-K students. Please wash and return all school clothing as soon as possible.

Library Day

- ❖ We will visit the library once a week. The children will bring home one book each week. The book must be returned in its original condition before the student will be allowed to bring home another book. You are encouraged to read with your child several times throughout the week.



Pre-K Curriculum

We use Cypress Fairbanks' Pre-K curriculum in our classes. This includes DLM Early Childhood Express and Hampton-Brown Avenues. These curriculum tools emphasize academics as well as oral language development.

- ❖ Pre-kindergarten children will have opportunities for intellectual, social, emotional and physical growth during the school year. These opportunities will be presented through early literacy skills, math concepts, science, social studies, art, music, and motor development. Of equal importance is the development of communication skills. Various strategies will be utilized in order to accomplish this goal. Your child will participate in listening, speaking, reading and writing activities.

PE/Gross Motor/Recess

- ❖ We plan to take the children outside daily, weather permitting. We allow for unstructured, as well as structured physical activities. **Please have your child wear tennis shoes and socks to school every day** . Flip flops and loose sandals are dangerous on the climbing equipment.
- ❖

Homework

- ❖ We are requesting that your child have someone read to them every evening for approximately 10-15 minutes. Research indicates that "the single most important activity for building the knowledge required for eventual success in reading is reading aloud to the children. (US Department of Education Commission on Reading)"



Contacting the Teacher

- ❖ If you have any questions or concerns, please let us know by sending a note, an email, or phoning us.
- ❖ If you need to conference with us, please call the school (281-440-4914) to set up an appointment. Our teacher conference time is 12:00 - 12:45. This set conference time allows us to maximize instruction time with your child while they are at school.

Tommie Welch	Tommie.Welch@cfisd.net
Bea Hood	Beatrice.Hood@cfisd.net
Mary Killalea	Mary.Killalea@cfisd.net

Pre-K Events

- ❖ Fall Fun Day - Pre-K has a separate field day with age appropriate activities.
- ❖ Cultural Arts - Along with our study of nursery rhymes, we have a visit from Mother Goose.