

# Welcome to Madeley Ranch Elementary 2016-2017

*Andrea Smith, Principal*  
*Julie McLendon, Assistant Principal*  
*Kelly Lowe, Counselor*



# **Madeley Ranch ELEMENTARY SCHOOL**

## **Principal, Andrea Smith**

August 2016

Dear Parents,

Welcome to Madeley Ranch Elementary School!

We extend our warmest welcome to you. At Madeley Ranch we believe a team effort of students, parents and teachers working together will assure the best education for our students. We want this to be a happy and productive year for your child. Please come and visit the school and join us in our mission to help every child succeed.

The beginning of school is always an exciting and busy time for everyone. In an effort to open and keep the lines of communication clear, I have compiled an overview of Madeley Ranch's policies and procedures to assist you. You will also find telephone numbers, web sites, email addresses, and forms that need to be signed and returned.

Please consider joining the Madeley Ranch Parent Teacher Organization. The PTO is a vital part of our school and has avenues for participation for every parent.

We look forward to a great year! My door is open. Please do not hesitate to call and schedule an appointment or email me if I can help you or your child in any way.

Sincerely,

Andrea Smith  
Principal

## IMPORTANT PHONE NUMBERS AND SERVICES

School (936) 276-4600

School Fax (936) 276-4601

Transportation Center (936) 276-2300

Madeley Ranch Homepage Website:  
<http://schools.misd.org/page/mres.homepage>

MISD homepage Website: [www.misd.org](http://www.misd.org)

Texas Education Agency Website: [www.tea.state.tx.us/](http://www.tea.state.tx.us/)

Straight to the Source:

|  |                                   |
|--|-----------------------------------|
| Andrea Smith, Principal                | Lisa Keating, Secretary           |
| Julie McLendon, Assistant<br>Principal | Karla Culpepper, Receptionist     |
| Kelly Lowe, Counselor                  | Donna Morris, Registrar           |
| Stacey Ensey, Nurse                    | Elizabeth Harrison, Diagnostician |

## **BUILDING SECURITY**

- ★ The safety of all children at Madeley Ranch Elementary is our number one priority. In order to provide a safe environment for all children, the following security measures will be in place.
- ★ All doors to the school will be locked throughout the day, except for the front doors of the school. All visitors must enter through the main entrance. All visitors will be buzzed in and must sign in and out at the front office and obtain a visitors tag to gain access to the student areas. Our school has acquired a system to help protect your children. The system is called V-soft. V-soft helps track visitors, students, faculty, and volunteers at our school, thus providing a safer and more monitored environment for the students.
- ★ When visitors, volunteers, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. We ask for your cooperation in presenting your valid Texas ID when checking in at the school. In addition to identification, you must be listed on the child's emergency card to take a child from campus. Please make sure that all information on the emergency card is correct. If you need to make changes in the card, please contact our receptionist, and she will assist you.
- ★ **All visitors must wear a visitor's badge while in the building. A visitor's badge should designate the date and the purpose for the visit (example: volunteer, visitor, PTO, etc.).**
- ★ Please allow students to walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoons.
- ★ For you child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All check-out is through the front office.

## **SCHOOL HOURS**

- ★ School begins promptly at 8:15 and dismisses at 3:40.
- ★ Students must be seated in their classroom when the bell rings at 8:15. Students are expected to be in their classroom seated by this time.
- ★ Students can arrive at 7:45 school to eat breakfast. They will remain in the cafeteria until 8:00 and at that time they will be dismissed to class.
- ★ Please arrange your schedule so that your child arrives on time.

## **REQUEST FOR BUS TRANSPORTATION**

- ★ Transportation is available to all students.
- ★ New students who qualify for transportation may request transportation services through the Transportation Department.
- ★ When writing a bus transportation note, please include the following: Student's first and last name, teacher's name, route #, and address. If this is a first time bus rider, a parent will need to call the Transportation Department at 939-276-2300.

## **CHANGES IN TRANSPORTATION**

- ★ It is best to establish with your child's teacher a consistent afternoon mode of transportation.
- ★ Anytime a student's designated transportation is to be different, the parent must write a note informing the teacher/school of the change. We cannot accept verbal request over the telephone.
- ★ All transportation changes need to be sent to your child's teacher in writing. If an unavoidable change occurs before 2:00, the front office must be notified so that the teacher can be made aware of the change. When writing a car transportation note, please include the following: Student's first and last name, teacher's name, "Car Rider with \_\_\_\_\_ (listing the name of the person that the child will be riding with).

## **TRANSPORTATION – MORNING PROCEDURES**

- ★ For a safe flow of traffic, it is imperative that entering vehicles from one lane upon entering Madeley Ranch's driveway to the right and those drivers proceed with caution as they approach the school to drop off children. Car riders should not be dropped off in the bus line or the parking lot. ***For safety, your children must get out of the vehicle on the right side at the curb.***
- ★ We ask that you not park in the parking lot to walk your child into the school unless you have a parent conference or other school business.
- ★ If you choose to walk your child inside, you will be required to sign in at the front office using your valid ID.
- ★ The first day is an exception; however, once things are operating normally, we ask that you wait in line with the other arriving cars.
- ★ You are encouraged to take advantage of the bus service made available for students within the bus servicing area provided by the district. It provides consistency and helps with traffic. Please remember that students are **only** allowed to ride their assigned bus.

## TRANSPORTATION – AFTERNOON PROCEDURES

- ★ We know that all of you share our concern about the safety of every child, and will help us do whatever we can do to make certain that all children arrive home safely. We appreciate your support in our efforts to make Madeley Ranch the safest of environments for our children.
- ★ No transportation changes will be made after 2:00.
- ★ Hallways should be clear of visitors by 3:30 with only students and staff members in the hallways.
- ★ Walkers are dismissed at the back of the building. No walker/bikers will be allowed to exit behind the school for safety purposes. All walker/bikers will be directed to exit toward the crossing guard, NOT the direction of the church. An MISD Police Officer will monitor this procedure frequently.
- ★ Car riders will exit the side doors.
- ★ Staff members will be at each location to supervise these students.
- ★ Bikers and Walkers: If your child is a walker/bike rider and you are planning to meet him/her at the Madeley Ranch campus, please wait at the outside entrance doors at the back of the building where the bike racks are located. The crossing guard will assist all walkers and bikers in crossing the school driveway.
- ★ We encourage the use of bike locks and helmets for those students who ride their bikes to school.
- ★ On school days when the weather is rainy in the afternoon, we will make every attempt to call a “rainy day” dismissal by 2:55 p.m., however if it begins to rain or storm at the dismissal time of 3:40 p.m., we will call a late “rainy day” dismissal and therefore send students home by their “rainy day” dismissal transportation. We have included a “rainy day dismissal form” in this packet. This form must be completed and returned to your student’s teacher.
- ★ Car Line: If you are picking up your child, please be aware that Madeley Ranch Road is a two-way street and that both ways will be turning into the MRE school parking lot. Please be courteous and friendly to your neighbors as we learn our new routines and take turns at the entry gate when entering the school’s property. All cars picking up students will need to have an **orange** car sign with child’s name listed, or the child will need a Change of Transportation Note in order for him/her to be a car rider.
- ★ Before pulling away, we want to make sure that every child is buckled in a seat belt. We want everyone to have a safe ride home.
- ★ Day Care: If your child is absent or not riding day care transportation, please notify the day care of the change. Day care drivers must account for all children before leaving the school.

## TRAFFIC CONCERNS

- ★ Traffic patterns will continue to be monitored as we establish routines for the morning and afternoon car and bus activity. Please be patient and remember that student safety is our top priority. Consideration to traffic will be given when assigning tardies until a regular pattern has been established.

## **CAR RIDER SIGNS**

- ★ Parents picking up children at the school must have a school issued **orange** sign. The use of the sign ensures that the staff is releasing students to authorized adults. **We will not release your child to any person without the school issued orange sign. Anyone who does not have a school issued orange sign will be directed to park and show identification in the front office.**
- ★ If your child is a car rider, the **orange** sign provided by the school must be displayed in the car's front window.
- ★ If you do not have a sign, please obtain one from the front office before dismissal begins. Children will not be placed in a car without the appropriate sign.

## **PARENTS / VISITORS / PTO / VOLUNTEERS**

- ★ Parking is available in the front parking lot and side parking lot. Visitors should not park anywhere else including the curb along the front of the school. Please remember that the only people that can park in the handicap parking should have a handicap tag.
- ★ All visitors must enter through the front doors of the building and obtain a visitor sticker before entering the student occupied areas.
- ★ Any Parent who wishes to walk their child to class in the morning of the first day of school must do so prior to 8:15 when the bell rings. This is the start of instructional time and all non staff members must be out of the rooms unless requested by the teacher.

## **COMMUNICATION**

- ★ Tuesdays are "**Message days**" at Madeley Ranch. Every Tuesday, your child will bring home a folder containing his/her work from the previous week.
- ★ Please review these papers with your child and sign the Tuesday folder.
- ★ In addition to work, you will also receive electronic newsletters and messages, notes from the teacher, principal, or P.T.O.
- ★ Take the time to visit the MISD website to sign up for our online gradebook called txConnect Parent Portal.

- ★ We encourage you to visit our website, Facebook at "Madeley Ranch Elementary School" as well as our teacher websites. Weekly and monthly events will be posted on Madeley Ranch's website. Teachers also post weekly assignments and projects on their websites.
- ★ School Messenger is a messaging system that we use to notify parents of important events via e-mail and/or telephone. Please make sure that you have listed your e-mail address on the registration form or emergency contact form so that we can communicate with you through our School Messenger System.
- ★ Contacting your child's teacher: Each parent will be asked to attend a parent conference in person. You may request a conference with your child's teacher at any time throughout the school year. Each teacher has a conference time that coincides with the grade level fine arts time. All of our staff will check their email periodically during the school day. Please allow staff 24 hours to return email.

### **PHONE NUMBERS**

- ★ Please notify the front office immediately of any changes in your home, work or cell phone numbers as well as any changes of address.

### **STUDENT DRESS CODE**

- ★ Students shall be dressed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Hair and t-shirts can not be a distraction in the classroom or building. Advertisements or inappropriate sayings are not allowed on clothing. Hairstyles such as painted hair, Mohawks or designs on the scalp are **not** allowed.
- ★ The MISD Elementary Parent Handbook contains a section on dress code.
- ★ Fridays are "Spirit Day". We encourage our students to wear a Madeley Ranch shirt or a Montgomery Bears shirt on that day.
- ★ Wednesdays – Students can wear their MRE shirt.

### **REPORT CARDS AND GRADING PERIODS**

- ★ Madeley Ranch will issue report cards every 9 weeks. They will be sent home on the Tuesday following the end of each six-week grading period.
- ★ A progress report will be sent to all parents at the midterm of each 9 weeks period.
- ★ Promotion policy: For students to be promoted from one grade level to the next, the students must attain 70% mastery in reading. Language Arts, Writing and Math. Students must be in attendance 90% of the total instructional days enrolled per year.

## **SCHOOL CLINIC**

- ★ Madeley Ranch Elementary has a registered nurse assigned to its clinic Monday through Friday. In order to assist the classroom teacher and school nurse, each child must have a health information form completed and on file in the clinic.
- ★ Medication and Illness: Students are never allowed to bring medication to school. An adult must bring any medications to the school clinic.
- ★ Specific information is required from parents before medication can be dispensed at school.
- ★ Please refer to the MISD Student handbook for information and requirements relating to medication and the school clinic.
- ★ Student Insurance: Information about an optional student insurance program will be available to you.
- ★ If your child is not covered by other accident insurance, you may wish to participate in this program since school related accidents are not covered under any other insurance program.

## **PERSONAL ITEMS**

- ★ The delivery of flowers, balloons, etc. to students at school is not permitted.
- ★ If a student forgets a lunch, an assignment or project, or money, deliveries may be made to the front office for the student to pick up during the school day.
- ★ Items forgotten by your child should be delivered to the front office, labeled with your child's name and teacher's name. Please work with your child to develop good habits of responsibility, being prepared every day, so forgotten items will not need to be delivered repeatedly.
- ★ Classroom instruction will not be interrupted to deliver items or messages to students, unless an emergency exists.
- ★ Please write your child's name on all sweaters, coats, backpacks, water bottles, lunch kits, etc.
- ★ Water bottles: Students are encouraged to bring water bottles to school. Water bottles should be labeled with child's name and teacher's name. Only water is allowed.

## **ATTENDANCE**

- ★ Parent Procedures when a child is absent:
  - Call the school office when your child is absent (936-276-4600).
  - Send a note with your child to school the day he/she returns, explaining the reason and dates of the absence.
- ★ Excused absences are granted for the following reasons:
  - ★ Religious holy days
  - ★ Required court appearances

- ★ Activities related to obtaining United States citizenship
- ★ Documented health-care appointments.

- ★ Attendance is officially recorded at 10:00 a.m. each day. After 10:00, children are marked absent for that day. If possible, routine medical appointments should be scheduled before or after this time period.
- ★ A child enrolled in pre-k or kindergarten is subject to compulsory attendance laws and policies.
- ★ Please plan to take family vacations during school holidays or long weekends. Any students who miss school due to a vacation will receive an unexcused absence. Any makeup work must be completed at school.
- ★ It is important that children remain in school until the close of each school day at 3:40 unless illness has caused a child to leave earlier.

*If your child is not in attendance 90% of the school year (approximately 17 absences per year) , he/she will be considered in violation of the compulsory attendance law and shall be reported to the District attendance officer, who may institute court action as provided by law.*

### **MAKE UP WORK**

- ★ Students who are absent will receive the number of days absent plus one day to turn in the make-up work for full credit. Students will not be required to test on the day they return from being absent. A student is responsible for obtaining and completing the make-up work. If the student does not make up the missed assignments and test within the specified number of days, he/she will receive a zero for the assignment.
- ★ Make-up work from a planned absence or unexcused absence will be given the same number of days to complete, as the child was absent.
- ★ For planned absence, students will receive their make-up work upon return, not prior to the planned activity.

### **SCHOOL MEAL PROGRAM**

- ★ A weekly or monthly-prepaid lunch plan may be purchased for your child. ***The price for student lunches is \$2.50.*** A pin number/account number is provided for each student. Prepaying the lunches avoids the problem of forgetting or losing the lunch money. The district uses a prepayment website: mySchoolBucks.com or you may prepay by check.
- ★ Cafeteria account balances can be accessed online through; mySchoolBucks - <https://www.myschoolbucks.com/>

- ★ If you have questions regarding your child's account, please contact the school cafeteria manager at 936-276-4605. Students are not allowed to charge meals; a dry cheese sandwich will be provided at no charge.
- ★ A Free and Reduced Meal Program is provided for eligible students. Applications are available on line and in the front office.
- ★ Strict confidentiality is observed with respect to students who participate in this program. They will receive the same type meal card that is provided for all students.
- ★ A MISD lunch menu will be sent home with each student once a month. It contains selections and prices. You may also obtain this information on the district Food Service homepage.

## **PARTIES AND HOLIDAYS**

- ★ Birthdays are celebrated once a month during lunch. The cafeteria provides birthday cake for those students who are celebrating a birthday that month.
- ★ Classrooms may have two parties per year on the last day before the Winter Break and one at the end of the year. They will be coordinated through the teachers and the room mothers. For more information, feel free to visit the Square Meals website at [squaremeals.org](http://squaremeals.org).

## **FIELD TRIPS**

- ★ Each grade level may take one field trip, yearly. A permission slip will be sent home with each child to be signed by the parent or guardian. Children who do not return a signed permission slip will not be allowed to attend the field trip.
- ★ Parents may be asked to chaperone field trips. All students must ride the bus to and from the school. Parents are not permitted to ride the bus.

## **VOLUNTEER PROGRAM**

- ★ The purpose of a school volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the schools. Volunteers help the Montgomery Independent School District meet its mission of providing a quality educational foundation to successfully prepare students for their future. In short, school volunteers are a valuable, needed, and appreciated resource to our students and staff alike. All of our children are full of potential and promise. Each and every young person attending our schools must be provided a safe and secure environment that nurtures and enhances their learning. Screening our volunteers provides assurance to our parents and to our community that the District is taking the necessary steps to proactively and reasonably preserve a safe and secure learning situation. Volunteers who work directly with campuses and with students will be required to complete a MISD Volunteer Services Form and a

DPS Computerized CH Verification form. The background check is strictly confidential and will be processed through the MISD office. The continued success of Montgomery's young people depends on the steady increase of community support for the District's schools, and volunteerism is an excellent avenue to get involved and support our schools. If you are interested in volunteering, please refer to the MISD website, under *Parent Information* and click on *Volunteer Information*. Please complete both forms and return them to your child's campus. Also, refer to policy GKG (LEGAL) *Community Relations: School Volunteer Program* on the MISD website [www.misd.org](http://www.misd.org).

## **PARENTS/VISITORS TO THE CLASSROOM**

- ★ Parents are always welcomed to visit their child's classroom. Parents need to schedule visits with the classroom teacher at least three days in advance. Classroom visits should not exceed 40 minutes unless approved by an administrator.

## **EATING LUNCH WITH A STUDENT**

- ★ The only visitors that will be allowed to have lunch with students are the ones listed on the student's emergency card, unless specified in writing by the parent(s). Visitors may only sit with the student they came to eat lunch with at the Parent/Visitor table.

## **RECESS**

- ★ Students will have a 30 minute recess every day following lunch; weather permitting. Recess may be canceled due to: heat index, ozone warnings, cold weather, rain or snow. Recess is *not* required by the state of Texas, however we believe that students greatly benefit from this activity. On rainy days, teachers may elect to resume classroom instruction or do an alternate activity.
- ★ Parents are not allowed on the playground at this time unless prior approval has been given by an administrator. This is for the safety of our students.

## **Cowboy Charlie and Lady Charlotte Madeley Ranch's Therapy Dogs**

- ★ Cowboy Charlie is Madeley Ranch's new therapy dog. They are both Cavalier King Charlie Spaniel. They have both been professionally trained and have acquired their certification in Obedience Training.
- ★ Animal assisted therapy can provide significant benefits to the counseling process in a school setting. The presence of an animal can facilitate a

trust-building bond between the counselor and student. Cowboy Charlie and Lady Charlotte will be incorporated into a variety of programs to accomplish various goals. They will work with our counselor in small and large group settings to increase verbal interactions between groups, increase attention skills, increase self-esteem, reduce anxiety and reduce loneliness. In the classroom, Cowboy Charlie and Lady Charlotte will give students their full attention while they read to them; thus encouraging students to increase their reading fluency and comprehension. Finally, they will be used to help motivate students to improve willingness to be involved in group activities, interact with others and staff, and make good choices.

**2016 - 2017**  
**Rainy Day**  
**Dismissal Information**



# 2016-2017

## Walker/Bike Rider Permission Slip

If you wish for your child to be a walker to and/or from Madeley Ranch Elementary School Campus for the 2016-2017 school year, please fill out the information below and return to your child's teacher by August 27, 2016. We need all of the information below completed to allow a child to be dismissed through the walker/bike rider line. ALL bikes must have a lock on them and we encourage the use of helmets.

Please check the appropriate boxes;

Walker only

Bike Rider only

Both Walker/Biker

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

## Rainy Day Dismissal

In the event Rainy Day dismissal is called my Walker/Biker student will be a;

Car Rider

on Bus Rider

(bus # \_\_\_\_\_)

**2014 - 2015**

**Madeley Ranch Elementary**  
**“Welcome Back Information Packet”**

Date: \_\_\_\_\_

I (parent's name) \_\_\_\_\_ have received

and read the “Welcome Back Packet” for the 2016-2017  
school year.

Student name: \_\_\_\_\_

Teacher name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parents Signature: \_\_\_\_\_