

Welcome to
Montgomery Elementary School
2018-2019



Carrie Fitzpatrick, Principal
Kristin Sissom, Ass't. Principal
Kelly Lowe, Counselor

Montgomery Elementary

August 2018

Dear Parents,

Welcome to Montgomery Elementary School! The home to MISD Bearcats Pre-K - 5th grades.

We extend our warmest welcome to you. At MES, we believe a team effort of students, parents and teachers working together assures the best education for our students. We want this to be a happy and productive year for each child. Please 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 the lines of communication, I have compiled an overview of our MES policies and procedures to assist you. Your child's teacher will provide you with grade specific information at Parent Information Night scheduled for September 27, 2018 (5:30 - 7:00 PM).

Please consider joining the Montgomery Elementary School Parent Teacher Organization. The PTO is a vital part of our school and has avenues of participation for every parent. Please be sure to visit the PTO area at Parent Information Night (September 27).

We look forward to a great year! My door is open. If I can be of help to you or your child in any way, please do not hesitate to call, schedule an appointment or e-mail me.

Sincerely,
Carrie Fitzpatrick, Principal



IMPORTANT PHONE NUMBERS AND SERVICES

Official School Hours 8:15 AM - 3:40 PM

School 936.276.3600 FAX 936.276.3601
Transportation Center 936.276.2300 Cafeteria 936.276.3605

MES Homepage Website: <http://schools.misd.org/page/mes.homepage>

MISD Homepage Website: <http://www.misd.org/page/mes.homepage>

Texas Education Agency Website: www.tea.state.tx.us/

Straight to the Source:

Carrie Fitzpatrick, Principal	Liz Kelley, Secretary
Kristin Sissom, Assistant Principal	Adella Garwood, Receptionist
Kelly Lowe, Counselor	Niki Manceaux, Registrar
Clara Nacarrato, Nurse	Jenny Stafford, Diagnostician
Jennifer Krikorian, Instructional Coach	Malynda King, Cafeteria Manager
Chris Reuter, Interventionist	Kelsi Frazier, PTO President

SUPPLEMENTAL INFORMATION

- School Calendar

MISD HANDBOOK FORMS: PLEASE SIGN ELECTRONICALLY

All beginning of the year enrollment forms that are annually required in Montgomery ISD are submitted online.

If your child attended an MISD school last school year, please take time this week to register/update your Parent Portal account and complete the required forms for each of your RETURNING students. These forms can be found at the "Back to School" link on the MISD homepage (<http://www.misd.org/page/dis.backtoschool>).

Before you start, you are required to have a Parent Portal user id and password. If you do not have a TxConnect Parent Portal account, you will need to create one through this link:

<https://montgomery.txsuite.txeis.esc6.net/txConnect/Registration.aspx>

The email associated with your Parent Portal account **MUST** be listed in our student's contact data on file with the campus Registrar.

Once you have created your account, and verified your email address, you will need your student's parent portal ID which was sent home in a letter with your student's final report card last year.

If you encounter any problems, please contact the campus registrar.

Only the legal guardian will be able to update the enrollment information. It will take approximately 24 hours to synch your Parent Portal password with your user account.

If you are new to MISD, you have already completed this step for this school year. Congratulations!

MES FORMS: PLEASE SIGN AND RETURN

- Responsibility Release (if applicable)
- Free and Reduced Price School Meal Application (if applicable)

Staff Conference Times/Student Special Sub., Fine Arts & PE

School Hours 8:15 - 3:40

Special Subject/Teacher Conference Times	Grade
8:20-9:15	5 th
9:15-10:10	4 th
10:10-11:05	3 rd
12:30-1:25	2 nd
1:25-2:20	1 st
2:20-3:15	PreK & K

Teacher conference times will be held during the grade level's Special Subjects times (listed above) each day.

BUILDING SECURITY

The safety of all children at Montgomery Elementary is our number one priority. In order to provide a safe environment for all children, the following security measures will be in place at all times throughout the school year.

All exterior doors, with the exception of the front entry of the school, will be locked throughout the day. All visitors must enter through the main entrance. Please sign in and out at the front office during each visit. Our school maintains a system to help protect your children—It's 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 visit MES, they will be asked to present a valid state issued ID. Using the information on this identification system, we have 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 our school. In addition to identification, you must be listed on the child's emergency card and/or Responsibility Release form to take a child from campus. Please make sure that all information on the emergency/information card is correct. If you need to make changes to the information we have, please contact our front office personnel for assistance.

- All visitors must wear a visitor's badge while in the building. Visitor's badges should designate the date and the purpose for the visit (example: volunteer, visitor, PTO, etc.).
- After the first week of school, we ask that you allow students to walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoon.
- For your child's protection, parents and visitors are not allowed to go to classrooms to pick up a student 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 should arrive at school between 7:45 and 8:15 a.m. Supervision is not available before 7:45.
- Please arrange your schedule so that your child arrives on time each day.

REQUEST FOR BUS TRANSPORTATION

- New students must request transportation services during the registration process. This can be handled directly through the transportation department.
- For currently enrolled students, parents have the option to access the district's "Find Your Route" on-line link (<http://www.infofinderi.com/ifi/?cid=MI4YR1CLCVN>) to transportation services to review physical stops and pick-up/drop-off times. This service will provide the user the opportunity to remain informed of route changes made by our transportation department. It will take approximately three days to create a new student bus stop and have it available on the "Find Your Route" feature that can be found on the district's website. Until a new bus stop can be arranged through the transportation department, students will have to board and exit the bus at an established stop.
- Parents must submit an alternate stop request annually for service to a stop other than the stop assigned by transportation. Alternate stops cannot be requested via the on-line service, and approval will be based on bus capacity and seat availability. Please see the Registrar for assistance.

CHANGES IN TRANSPORTATION

- Anytime a student's designated transportation is to be different, the parent must write a note informing the teacher/school of the change. For your child's safety, we **will not** make any changes over the phone.
- In order for the student to receive emergency transportation services that varies from his/her regular transportation, the child must have a signed note from his/her parent or guardian stating the emergency and must have administrative approval. Approval will only be granted in emergency situations, and the student will receive this service by school but only if space is available on the bus. This process will help MES maintain accountability of all students during dismissal.
- All transportation changes need to be sent to your child's teacher in writing. If an unplanned change occurs, notification to the school shall be made before 1:00 p.m. The front office must be notified in writing or by fax (including a parent/guardian signature). Please call the office staff to alert them of the email/fax transmission.

TRANSPORTATION - MORNING PROCEDURES

- **Car riders:** All car riders and day care van riders will enter the building through the doors at the back entrance. For the safe flow of traffic, it is imperative that entering vehicles form one line during morning arrival. Drivers should proceed with caution when approaching the school to drop off children. For your child's safety, children must get out of the car on the curbside.
- **Bus riders:** We encourage you to take advantage of the bus service provided by the district. It provides consistency and helps with traffic. Please remember that students are only allowed to ride their assigned bus. Should you have questions or concerns about your child's bus services, please contact the district's transportation department.

TRANSPORTATION - AFTERNOON PROCEDURES:

- **Bike riders & Walkers:** Due to the safety of our students, we will not have Walkers and Bike Riders at MES.
- **Car Riders:** Car riders will be picked up at the back of the building. Please remain in your car and wait for a school employee to assist your child. Please do not motion for your child to come to you. For your child's safety, children must get into the car on the curbside indicated by the positioning of our staff.
- Signs provided by the school must be displayed in the car's front window. Signs will be available at "Meet the Teacher" and in the front office. The sign ensures that we are placing each child in the car of the person authorized to pick him/her up from school, and will help to speed up the car rider line. If you do not have a sign, please obtain one before entering the car rider line. Children will not be placed in a car without the appropriate sign. If you do not have a sign, you will be asked to drive to the front of our school, park, and sign your child out in the front office. Please know, this process can be very time consuming for you as well as our staff. Please make every effort to have your child's car rider tag each day. We plan to use an electronic system for managing our car rider lines, so efficiency on all parts is key.
- 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.
- **Bus Riders:** Our staff will be diligent in ensuring that children are loaded onto the bus route associated with your home. If a student gets on the wrong bus, or on the bus by mistake, the driver will contact us and bring the child back to school. It

may take a while for the bus to return, as the driver may complete the route prior to returning your child to school. If the driver can figure out exactly where the child lives, the child will be taken back by the appropriate bus stop. Parents can help us by staying at home and calling us immediately when the child arrives. If the child is brought back to school, the school will contact the parents. After 4:15 pm, any concerns regarding bus transportation should be directed to the Transportation Department.

- We know that all of you share our concern about the safety of every child, and will help us to do what is necessary to assure that all children arrive home safely.

COMMUNICATION

- Take the time to visit the MISD website to sign up for [txConnect Parent Portal](#). Through this system you will have access to report card grades, attendance, cafeteria accounts, and testing information.
- Contacting your child's teacher: Each parent will be asked to attend a parent conference in person before November 1, 2017. 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's Special Subject period.
- Students will bring home a "Tuesday Folder" every Tuesday. We ask that parents check this folder each Tuesday to look for communications from their child's teacher and/or school. It may also contain a conduct sheet that may need to be signed and returned. These folders are to be returned each Wednesday.
- The MES Newsletter will be published on our school's website the first Monday of each month (please be sure to look carefully at the important dates).

PARENT INFORMATION NIGHT

Open House/Parent Information Night will be held on September 27. Your attendance is very important. This is a great opportunity for our students to showcase their classroom work and for the teachers to inform you of the day-to-day happenings as well as school share school practices and expectations.

The schedule will be as follows:

- Doors open at 5:30 PM
- Session 1: 5:45 PM - 6:15 PM Classroom Visits and Grade Level Information
- Session 2: 6:25 PM - 6:55 PM Classroom Visits and Grade Level Information
- Our evening will end at 7:00 PM

STUDENT DRESS CODE

- Please read the Student Handbook very carefully in regard to which items are not allowed. This document can be found at <http://www.misd.org/page/dis.handbooks>.
- Fridays are "Spirit Days". Everyone is invited to wear MES spirit shirts or school colors (Red, Black & Silver) on that day. Information regarding spirit wear will be shared by our PTO throughout the year.

REPORT CARDS AND GRADING PERIODS

❖ *Pre-Kindergarten*

Pre-K students will receive a report card three times per year. This report card will provide parents information concerning their child's progress, based on the Texas Pre-k standards.

❖ *Kindergarten and First Grade*

Montgomery Independent School District will use a Standards Based Report Card to report the progress of Kindergarten and First grade students. The Standards Based Report Card is designed to give parents a clear picture of the strengths and weaknesses in their child's learning. The goal of using this type of report card is to allow young students to develop at their own pace. The Standards Based Report Card reflects the Texas Essential Knowledge and Skills (TEKS), which is a list of standards that are the most important skills and /or concepts that a student should learn in each subject, each nine weeks. To determine mastery of these skills, rubrics have been created as an evaluation tool. These rubrics can be accessed on the district web page under Parent Information. Students will receive a report card once each nine weeks. Progress is reported as follows:

Kindergarten: Standards Based Report Card Reporting Scale:

M= The student has met grade level standards. The student demonstrates thorough understanding of basic concepts and skills. Performance is characterized by the ability to apply the skills with accuracy, quality, and independence.

+ = The student is making progress towards the standards. The student is progressing towards an understanding of basic concepts and skills. Performance is characterized by the ability to apply skills with increasing success.

- =The student is making minimum progress.

Grade 1: Standards Based Report Card Reporting Scale:

M= The student has met grade level standards. The student demonstrates thorough understanding of basic concepts and skills. Performance is characterized by the ability to apply the skills with accuracy, quality, and independence.

+ = The student is making progress towards the standards. The student is progressing towards an understanding of basic concepts and skills. Performance is characterized by the ability to apply skills with increasing success.

- =The student is making minimum progress.

Grades 2-5

Students in grades 2nd - 5th will receive a traditional report card once each quarter. A written report of the student's grades and absences will be issued to the parent. **If a student receives a nine weeks grade of less than 70 in any class or subject, the parent is requested to schedule a conference with the teacher of that class or subject to create a plan for improvement.**

Parents are asked to sign their child's report card or notification of receipt and return it to their child's teacher within one week of receipt.

Grading Scale:

90-100 = A

80-89 =B

75-79 =C

70-74 =D

- MES will issue electronic report cards every quarterly grading period for grades 2-5. Standards based report cards will be coming home for students Pre-K - 1st grade. They will be sent home the week following the end of each nine-week grading period.
- A progress report will be sent to all parents at the 4 $\frac{1}{2}$ week period.

Promotion and Retention Policy:

- In Kindergarten and grade 1, promotion to the next grade level shall be based on evidence of satisfactory performance in Reading, Language Arts **and** Mathematics.

- In grades 2nd - 5th, promotion to the next grade level shall be based on an overall yearly average of 70 or above on a scale of 100, in Reading, Language Arts, Mathematics, Science and Social Studies.
- Grading Guidelines will be reviewed by each teacher at Parent Information Night and/or during conferences.

SCHOOL CLINIC

- Montgomery Elementary has a registered nurse available to students Monday through Friday 7:45 AM - 3:40 PM. 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. This form needs to be updated any time a change is made to your contact information or your child's medical needs.
- Medication and Illness: Students are **never** allowed to bring medication to school. An adult must bring any medications to the school clinic (this includes cough drops).
- Specific information is required from parents before medication can be dispensed at school.
- It is very important that you notify our school nurse of severe allergies and health needs/conditions.
- Please refer to the Montgomery ISD Student Handbook for information and requirements relating to medication and the school clinic or call our nurse for specific questions regarding your child.
- 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

- Items forgotten at home by your child should be delivered to the front office, labeled with your child's name and teacher's name. We will deliver articles to the classroom. Please work with your child to develop good habits of responsibility and being prepared every day so forgotten items will not need to be delivered repeatedly.
- Please write your child's first and last names on all binders, backpacks, lunch kits, water bottles, and coats.

- Water bottles: Pre-kindergarten through fifth grade 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 registrar when your child is absent (936.276.3607).
- Send a note with your child to school the day he/she returns, explaining the reason for the absence. Excused absences will be entered for Dr. and Court notes excusing the absence.
- Attendance is officially recorded at 10:00 a.m. each day. When possible, routine medical appointments should be scheduled after the school day.
- Students enrolled in pre-kindergarten - 5th grade are subject to compulsory attendance laws and policies.
- Please plan to take family vacations during school holidays or long weekends.
- To avoid truancy matters, and to ensure the best possible education, communications will be sent home beginning at 5 unexcused absences.
- It is important that children remain in school until the close of each school day unless illness has caused a child to leave earlier.

SCHOOL MEAL PROGRAM

- A prepaid lunch plan may be purchased for your child. The price for a student breakfast is \$1.25 and lunch is \$2.50. A pin number/account number is provided for each student. Parents are encouraged to prepay for their child's meals. Prepayments can be made on-line using the direct link on the homepage or at www.MySchoolBucks.com. Creating an account will allow you the ability to:
 - Make online payments
 - View purchases
 - Check Balances
 - Set up Balance Alerts
 - Set up Automatic Payments

Prepaying the lunches avoids the problem of forgetting or losing the lunch money. When prepaying your child's account with a check that is sent to the cafeteria manager, please include your child's student ID number and grade to ensure crediting to the proper account. If you have questions regarding your child's account, please contact the school cafeteria manager (276.3605).

- PK-5th Grade students may have a maximum of three charges on their account if there is no money available for a meal. Every effort is made to keep your student informed of their meal account balance. An alternate school lunch will be provided after the charge limit has been reached. When a student has charged the maximum number of meals, the student will be receive an entrée, fruit or vegetable, and a milk at lunch. At breakfast, the student will receive cereal, fruit, and a milk. A la carte items are not available for charging.
- A Free and Reduced Meal Program is provided for eligible students. Applications will be sent home with every student on the first day of school and are always available in the attendance office. Parents must reapply for this program for each child each school year. Strict confidentiality is observed with respect to students who participate in this program.
- Breakfast will be offered to MES students between 7:45 AM and 8:15 AM. To ensure our cafeteria staff has sufficient time to prepare lunch, and that our students are in class at an appropriate time, the cafeteria staff will provide all students purchasing breakfast between 8:10 and 8:15 a bag breakfast that will be taken to class. The cafeteria will close promptly at 8:20 each morning.
- A MISD monthly lunch menu can be accessed from the MISD homepage.

Lunch and Recess Times

Lunch	Grade	Recess
10:50-11:20	Pre-K	AM & PM
11:00-11:30	K	10:30-11:00
11:15-11:45	1	10:45-11:15
11:30-12:00	2	12:00-12:30
11:45-12:15	3	11:15-11:45
12:00-12:30	4	12:30-1:00
12:30-1:00	5th	1:00-1:30

PARTIES AND HOLIDAYS

- Parents may bring store bought cupcakes or cookies to be distributed, by the teacher, at the end of the designated lunchtime or at the end of the school day for birthdays. Please contact your child's teacher prior to the special occasion to make arrangements. There must be enough treats for each child in the class to participate. We ask that parents refrain from sending other items (balloons, flowers, candles, etc.).

- Celebrations will be coordinated through your child's homeroom teacher. Specific information regarding each classroom celebration will be communicated prior to each school-wide classroom celebration.

FIELD TRIPS

- Each grade level will take one school-sponsored 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.
- It is school policy that each student rides the school bus to and from the field trip. Parents are required to meet the school at the destination. Bus transportation is not provided for adults other than MES employees.

txConnect Parent Portal

Parent Portal is the MISD parent system, which now provides online access to all your child's class assignments, assignment grades, test grades, as well as attendance, discipline, schedules, progress reports, and report cards. This program will allow a single log in to view multiple children.

Below is a txConnect Parent Portal link to information about the system.

- <https://montgomery.txsuite.txeis.esc6.net/txConnect/Login.aspx>

VOLUNTEERING AT MES

We love to have parent and community volunteers at our school. If you are interested in volunteering your time, you **must** register to be a MISD volunteer from the Montgomery ISD home page under the Parent Information link.

Volunteers who work directly with campuses and with students are required to complete a volunteer services form and an authorization for criminal history background check. The background check is strictly confidential and will be processed through the MISD office of Administrative Service.

If you are interested in volunteering at MES, please complete the below Montgomery ISD Volunteer Services Form and Authorization for Criminal History Background and return it to our front office staff.

- [Volunteer Services Form, Authorization for Criminal History Background & DPS Computerized Criminal History \(CCH\) Verification](#)
- [Information on V-Soft, the visitor tracking system used at MISD schools](#)



2018-2019 School Calendar



First Day of School
Tuesday, August 21

Last Day of School
Friday, May 24

Graduation
TBA

Grading Periods

Elementary [PreK-5th]	{ Nine Weeks }
Aug. 21 - Oct. 12	37 days
Oct. 15 - Dec. 20	44 days
Jan. 8 - Mar. 8	43 days
Mar. 18 - May 24	49 days
Total	173 days
Secondary [6th-12th]	{ Six Weeks }
Aug. 21 - Sept 28	28 days
Oct. 1 - Nov. 2	24 days
Nov. 5 - Dec. 20	29 days
Jan. 8 - Feb. 15	28 days
Feb. 18 - Apr. 5	30 days
Apr. 8 - May 24	34 days
Total	173 days

Staff Development / Workday
Aug 9-20, Oct 8, Jan 7
May 28-31

Holidays

Labor Day	September 3
Student Holiday	October 8
Thanksgiving Break	November 19-23
Winter Break	Dec. 21 - Jan 4
Student Holiday	January 7
Martin Luther King	January 21
Spring Break	March 11-15
Good Friday	April 19
Memorial Day	May 27

Inclement Weather Days
May 28 and May 29

Early Release Days:
Dec 19 & 20, May 23 & 24

Secondary [6th-12th] (11:30 a.m.)
Elementary [PreK-5th] (1:00 p.m.)

Secondary Final Exams
Dec 18 - 20, May 22 - 24

- Legend**
- Staff Development/Workday
 - District-wide Holiday
 - X District Early Release

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

For all testing dates, see
www.misd.org
or contact the appropriate campus.

**MONTGOMERY INDEPENDENT
SCHOOL DISTRICT**
13159 Walden Road ~ Montgomery, Texas 77356
936-276-2000 ~ www.misd.org

MONTGOMERY INDEPENDENT SCHOOL DISTRICT does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all.