

School Colors:
Blue & White
School Mascot: Tiger



GLEASON ELEMENTARY SCHOOL

9203 Willowbridge Park Blvd., Houston, TX 77064

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

School Hours:
8:40-4:10
Doors open at 8:25

WHO CAN HELP YOU?

Homeroom Teacher	First Contact
Content Teacher	Second Contact
Nicole Bergman	Asst. Principal- PK, Kinder, Third, Fifth
Rosa Threeton	Asst. Principal- First, Second, Fourth
Kari Thompson	Instructional Specialist- Math
Jennifer Stone	Instructional Specialist-Language Arts
Megan Dunn	Instructional Specialist- Primary
Elizabeth Salazar	Counselor
Petra Rios	Attendance Secretary
Annie Traylor	Cafeteria Manager
Deborah Jones	Librarian
Sarah Compton	Nurse
TBD	Diagnostician
Daisy Guerra	Campus Secretary
Christine Melancon	Principal

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

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

TARDIES: Children that arrive to class after 8:45 am are tardy, and need to be signed in by the parent in the front office. Tardy slips will be issued from the office beginning at 8:45 am.

EARLY DEPARTURE: If you need to pick your child up prior to dismissal time, please send a note in the morning stating the time, reason the child needs to leave, and a phone number where you can be reached. **All transportation changes must be made by 3:15 pm. Students leaving early must be picked up by 3:30.** We will make every effort to have the child in the office at the designated time. The person picking the child up from school must show their identification and be listed on the child's Emergency Card.

CHANGE OF TRANSPORTATION: All notes will need to be delivered to the front office. Notes may be faxed only if a signature is included. Emails cannot be accepted.

SCHOOL VISITATIONS

Due to health and safety reasons, we are limiting visitors to the campus this year. We are asking parents to refrain from mid-day lunch drop-offs. If your child does not wish to eat lunch from the cafeteria, please send him/her to school with a lunch. Lunch menus can always be found on the district website.

Visitors should make an appointment to meet with campus staff. If possible, the meeting will be held virtually. If a virtual meeting is not possible, only the person who makes the appointment may attend the in-person meeting to limit the number of visitors to the school at one time.

All visitors (non-students or non-staff) must wear a face mask and answer health screening questions before being allowed on a campus.

If a visitor answers a question unsatisfactorily, they will not be allowed on campus until specific criteria are met.

Lunch visitors will not be allowed during the first semester of the 2020-2021 school year and will be reevaluated prior to the second semester. Volunteers are a vital part of our schools; however, for the 2020-2021 school year, specific volunteer programs are suspended this year.

ARRIVAL AND DEPARTURES

ARRIVAL: All students may enter the building at 8:25 am.

DEPARTURE: No changes in your child's after school transportation will be made after 3:15 pm.

BUS RIDERS: A student may not ride a bus other than the assigned bus. It is the practice of CFISD that no Pre-K student will be dropped off at a bus stop unless a responsible caretaker is there to receive that student. When there is not a caretaker available, the child will be brought back to the school and the parent will be called to pick up the child from school.

PARENT DROP-OFF: Parents should stay in their car and go through the car rider line

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

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

AFTER-SCHOOL CARE: Club Rewind will provide after school daycare at Gleason Elementary. Parents will enroll with Club Rewind. Registration information can be found on the CFISD Website.

***Parents, please do not drop students off or allow them to ride bikes/walk to school prior to our 8:25 student arrival time. There is no adult supervision until 8:25. Please help us keep all students safe.**

Food & Nutrition Guidelines

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

CHANGE OF ADDRESS

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

STUDENT DRESS CODE

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

General guidelines for our Gleason students include:

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

GRADING SYSTEM

The following grading system is used:

PERFORMANCE RATING

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

WORKHABITS AND GENERAL CONDUCT

S	Satisfactory
N	Needs Improvement

AWARDS

- ✓ Distinguished Honor Roll – All A's & all S's
- ✓ Honor Roll – All A's & B's and all S's
- ✓ President's Education Award (5th Grade) - 90 average for 4th - 5th grade and STAAR Mastery on 4th grade Math, Reading and Writing
- ✓ Perfect Attendance

BIRTHDAYS

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

LUNCH SCHEDULE

Pre-Kindergarten	10:40-11:10
Kindergarten	11:45 – 12:15
First Grade	11:15 – 11:45
Second Grade	10:45 – 11:15
Third Grade	1:15-1:45
Fourth Grade	12:45-1:15
Fifth Grade	12:15-12:45

We currently have no lunch visitors due to due to health and safety reasons

CAFETERIA

Meal Prices: Student: Breakfast \$1.00/ Lunch \$2.25
Adult/Visitor: Breakfast \$2.00- Lunch \$3.50
A La Carte: Ice Cream .75 Milk/Juice .50
Cookies .50
Cafeteria Manager - Annie Traylor - 281-517-6807

CODE OF CONDUCT

You may access the District Student Handbook (Code of Conduct) on line at www.cfisd.net under Quick Links and Student Code of Conduct. If you do not have access to the internet you may view the handbook on campus. You are asked to become familiar with this very important document. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks and Dress Code.

MEDICATION POLICY

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

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

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

Let's Stay Connected!

- School newsletter is sent out via e-mail once a month
- Follow "Gleason Tigers" on the Gleason Facebook page
- Keep up with the PTO and volunteer opportunities at Gleasonpto.com



PERSONAL ITEMS

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

EMERGENCY SCHOOL CLOSINGS

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

