

# Reagan Parent Handbook 2023-2024

For your convenience, **items are alphabetized.**  
Your handbook is an important reference for use throughout the year.

## **A**

### **Arrival at School**

**Students arriving at school later than 7:40 a.m. must obtain a tardy slip in the office.** Students will not be allowed in class without a proper slip. Students returning from a medical appointment with proper documentation will not be marked as tardy. If a student arrives prior to 9:30 a.m., the attendance is marked as a tardy. Arrival after 9:30 is considered an absence.

### **Attendance (Students)**

Reagan Magnet School students are expected to maintain an attendance rate of at least 95% (**a maximum of 9 absences**).

Students may not leave the campus during the day unless they are signed out in the office by the parent or guardian. The parent is to sign their child back in at the office if they return during the school day. The office will notify the classroom teacher to send the student to the office. **Parents may not go directly to a classroom to pick up their child.**

**A child's attendance, including tardies, are both included in set criteria for receiving Perfect Attendance acknowledgement at the end of each 9-week grading period and during the Annual Awards Assembly held at the end of the year (See PERFECT ATTENDANCE).**

### **Perfect Attendance**

**For a student to receive acknowledgement for perfect attendance they must attend the entire school day (leaving at 3:15 p.m. is leaving early).** The only exception would be if a student had a doctor's appointment, attended at least a portion of the school day, and the parent provided the office with documentation of the appointment within 5 days of the absence.

**Upon receiving a third tardy, a student is also ineligible to receive acknowledgement of perfect attendance (*ECISD Elementary Handbook*).** Strangely enough, it is possible for a student to receive *Perfect Attendance* for a 9-week period and be ineligible to receive recognition at the end of the year (e.g. one tardy in August, one tardy in January, and one tardy in April).

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### **Permits to Leave School during the Day**

Students may not leave the campus during the day unless they are signed out in the office by the parent or guardian. The office will notify the classroom to send the student to the office. **If a student has a late doctor appointment, please pick them up before 3:45.**

### **Attendance for students**

If a student is absent please call that student in daily and bring a doctor note when they return.

**Awards: Students** (At the conclusion of each 9-week grading period, students may be eligible to receive the following awards, depending on grade level):

#### Academic Awards

- *A Honor Roll*: Straight A's (all number grades 90 and above and conduct does not apply)

#### Citizenship Award

- Perfect citizenship for a 9-week period (E's in every 9-week period)

#### Perfect Attendance Award

Perfect Attendance for the entire 9-week period; NO "leave early's"; 3 or more tardies during the year will disqualify students from receiving Perfect Attendance Award.

#### Perfect Homework Award

For completing all homework on time with no late assignments.

### **Awards Assembly-Annual (End-of-Year)**

An awards assembly will be scheduled at the conclusion of the year to honor students who have received specific awards for all four 9-week grading periods. Students will receive advanced notice if receiving an award. Pre-Kindergarten & Kindergarten will be recognized for *Perfect Attendance*, *Perfect Homework*, and/or *Completion of Pre-Kindergarten/ Kindergarten*. Grades 1-5 recognitions will include *Principal's Award*, *Perfect Attendance*, *Year long A Honor Roll*, *Perfect Homework*, and *Perfect Citizenship*.

- *Principal's Award (End of Year Only)*: Straight A's (all number grades 90 and above each of the four 9 weeks); all letter grades are E's; all E's in conduct
- *Perfect Attendance Award for Whole Year*: NO leave early's and less than 2 tardies all year
- *Perfect Homework Award for Whole Year*
- *Year A Honor Roll: Straight A's all year long, no lower than S in conduct, including special areas' conduct*

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Grade 5: Fifth-graders receive awards during their graduation ceremony. In addition to the awards available to all students throughout the grades, graduating fifth graders are eligible to receive the *President's Education Award* and special recognition for perfect attendance throughout their elementary school years.

- *President's Education Award: 90 or above per semester from the first semester of 4th grade to the first semester of 5th grade.*

Traditionally, students dress in *Sunday best* attire; clothing for both boys and girls must adhere to the campus dress code.

## **B**

### **Birthday Parties**

Students are not allowed to distribute party invitations of any kind at school unless **every child** in the classroom receives an invitation. Although the *Texas Public School Nutrition Policy* (FMNV) states that parents are allowed to bring treats for their child's birthday, **these items will not be shared with the students in class until the end of the school day**. During this time, teachers are helping students prepare to leave for the day, and it can be quite hectic. Individually wrapped items are much easier to pass out. We are also seeing more and more food allergies with our students, which creates another potential problem. **Other ideas instead of food items if you chose to share your child's birthday celebration with the class might be to send a slightly used or new book to be dedicated to your child, adding to the classroom library collection. Students also love pencils, bookmarks, and other inexpensive trinkets.**

### **Breakfast Program**

ECISD has adopted a federally-funded breakfast program throughout the District's elementary schools. Student participation is optional; **however, students may NOT bring their own breakfast.**

## **C**

### **Cafeteria**

**Students may have 2 guests and no younger siblings. Other students will not be allowed to join guests unless they are related to guests.**

A 35-minute lunch period is scheduled for all grade levels. A monthly menu is available on the ECISD website.

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- **Students and/or parents are not permitted to bring pizza or any foods for other children** (see Food & Treats).
- Students will eat lunch in their designated area for approximately 20 minutes.
- No food or drink is to be consumed outdoors.
- **MAKE SURE THAT YOUR CHILD’S NAME IS WRITTEN ON HIS/HER LUNCHBOX.**

The task of managing and feeding over 624 students within a 90-minute time period can be quite challenging. To help us maintain a safe and orderly environment for your child to eat lunch, we ask that students behave accordingly in the cafeteria:

- Use an inside voice. Voice level 0 or 1
- Use time in the cafeteria for eating and not playing. First 10 minutes are silent for each class.
- Sit in assigned seat unless eating with guests.
- Stay seated until dismissed by adult on duty.
- Clean up area where seated and dump trash when dismissed.
- Request second helpings during the first time through the serving line, as students going back later causes the next grade level to lose lunch time.

<b><u>Lunch Schedule</u></b>
10:45-11:15---Pre-K
11:00-11:35---Kindergarten
11:10-11:45---2 <sup>nd</sup> grade
11:25-12:00---1 <sup>st</sup> grade
11:30-12:05---5 <sup>th</sup> grade
11:40-12:15---3 <sup>rd</sup> grade
11:50-12:25---4 <sup>th</sup> grade

**Parent Lunch (2 guests no siblings)**

Monday Kinder and 5<sup>th</sup> grade

Tuesday 1<sup>st</sup>

Wednesday 2<sup>nd</sup>

Thursday 3<sup>rd</sup>

Friday 4<sup>th</sup> & Pre-K

**Campus Calendar**

A campus calendar is published and sent home with students each month. Another resource for school information would be the Reagan website located on the ECISD Homepage.

### **Cell Phone Policy**

Cell phones: As per the *ECISD Elementary Student Handbook*, the district permits the restricted use of cell phones on school campuses. **All electronic devices must be in the OFF position and in backpacks during school hours. Any electronic devices that rings, beeps, vibrates, or otherwise indicates the receiving of a signal during school hours shall be confiscated. Once confiscated, the device shall be held in the school office until the end of the school.**

### **Code(s) of Conduct (Student)**

Our goal is to provide a positive learning environment where all students feel secure, safe, and respected. In order to meet this goal, exemplary behavior is expected of every student.

The *All\*Star Code of Conduct* is the basis for the Reagan cooperative discipline and management plan. It defines the operating principles for the school community. Students and teachers work together to determine appropriate behaviors for each principle of the code. **Expectations for staff are outlined in the *Reagan Elementary Professional Code of Conduct* (SEE APPENDIX).**

### **The All\*Star Code of Conduct**

I am Respectful

I am Responsible

I am Safe

I am Prepared

I am here to LEARN; therefore, I will:

\*Do nothing to distract the teacher or behave in a manner which interrupts learning.

\*Cooperate with all school personnel

\*Respect myself, others, and the school environment.

By acting this way, I am *Capable, Connecting, and Contributing*

### **Conferences**

Teachers are available for parent/teacher conferences during their conference period, grade level PE time, or at other scheduled times. **Conferences held in the hallway, before/during/after Morning Assembly, cafeteria, workroom, etc. are not appropriate. As a parent, we want you to have the privacy and time that you deserve.** Most teachers can be contacted by email, or you may leave a message on their classroom voicemail and/or with the office for your teacher to contact you.

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## D

### Detention/Time-Out

Detention and/or Time-Out may be assigned by classroom teachers as appropriate forms of discipline. Parents must receive advanced notification if their child is to stay for after-school detention. The notice must be signed by the parent and returned for teacher records. Documentation of Time-Out and/or Lunch Detention should include a note to the parent on a *Reagan Conduct Notice* describing the inappropriate behavior and the action that was required. **All classroom detentions will be monitored by a teacher.**

\*Administrators may also assign detention as a consequence for more severe and/or habitual behavior (*ECISD Disciplinary Action Report*). **These consequences will be documented and monitored by office or designated personnel.** The student's teacher will receive a copy of the office referral describing action taken. For Lunch Detention, the student will be escorted to the cafeteria with the class to pick up his/her lunch before reporting to the detention table. They will remain there until the end of the lunch period, forfeiting their recess time. The student will be dismissed by the assistant principal. A student receiving After-school Detention (3:30-4:30 p.m.) will report to the hallway in front of the principal's office for instructions and dismissal.

### Discipline Management / Behavior Standards

*The Reagan Code of Conduct* defines the operating principles for our school community. Teachers and students will develop lists of appropriate behaviors which match *The Code of Conduct* principles (see *Code of Conduct*). Please refer to the *ECISD Code of Student Conduct* concerning severe behavior infractions. **Specific guidelines must be followed and proper forms for minor and/or severe discipline problems are stored underneath the counter in the office (i.e. *Reagan Conduct Note, ECISD Disciplinary Action Report*). Grade levels will develop consistent guidelines for addressing behavioral issues and for how the students will earn citizenship grades. PARENTS must be kept informed of problems before report cards go home. A copy of these grade level guidelines must be turned in to the campus administrators before the beginning of each year. NO child is EVER to be left alone in a classroom or placed in the hallway without direct supervision.**

Behavior Standards: **WE EXPECT ALL OF OUR REAGAN SCHOLARS TO EXHIBIT EXEMPLARY BEHAVIOR.**

**(E) Excellent:** the student consistently demonstrates the following: initiative, responsibility, good listening skills, organizational skills, self-control, the steps of conflict resolution, integrity, respect, and compliance with rules and directives.

**(S) Satisfactory:** the student almost always demonstrates these skills.

**(N) Needs improvement:** the student sometimes demonstrates these skills, but also exhibits a lack of self-discipline, and behavior needs to be monitored.

**(U) Unsatisfactory:** the student seldom demonstrates self-discipline and needs constant monitoring of behavior.

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**Please contact your child's teacher if you have any questions and/or concerns regarding your child's citizenship grade.**

### Conduct Notes

When a student does not demonstrate satisfactory behavior, a standard *Reagan Conduct Notice* will be issued by the teacher. This is just communication between you and your child's teacher in an effort to correct the behavior. The *ECISD Disciplinary Action Report* will only be used when necessary for more severe behavior and/or if inappropriate behavior in the classroom has become habitual and has not improved with regular classroom interventions.

### Dismissal

**The dismissal bell rings at 3:20 p.m.** Reagan is not an extended day magnet school. All students on school grounds not picked up by 3:30 p.m. will be moved to the front foyer where they will continue to be supervised by faculty and staff until 3:45 p.m. **Any student not picked up by 3:45 will be required to wait in the office for parent pick-up. Picking up after 3:45 p.m. will be considered a late pick-up. Like other magnet campuses, parents are allowed no more than "10 early and/or late pick-ups" (ECISD Magnet Contract). Parents will be required to sign their child out in the office to document this late pick-up.**

If a daycare center is providing after-school transportation for your child, please inform them that they must pick up your child before 3:30 p.m.

**Students are not allowed to use the playground equipment after school, even if a parent is present.**

### Dress Code: Students

Reagan faculty and staff will monitor student compliance with the Reagan dress code. The Reagan dress code will include campus-specific policies as well as ECISD District policy (refer to *Reagan Dress Code*). Violation of dress code will result in the student being referred to the office. Parents will be contacted to bring appropriate attire. If a parent is unable to immediately assist with this violation, a garment (example: Reagan T-shirt) will be provided to wear for the day. Any special occasion/event attire should be discussed with the principal.

## **E**

### Early Releases

Checking a student out of school before 3:20 p.m. is discouraged. If validation of a doctor's appointment is *not* provided, the early release will be documented and negate eligibility for perfect attendance awards. **Please pick students up by 2:45 if they have a late appointment.**

### **Exit from Reagan**

Exit from Reagan will ONLY occur if we have taken the appropriate steps in communicating our concerns. It is crucial to have a conference, including the parent, teacher, an administrator, and the child (if appropriate) where all participants are involved in creating a Growth Plan (SEE APPENDIX for the *Reagan Magnet School Growth Plan*). Accurate and solid documentation is imperative and must be provided at a probation conference. Teachers must be able to provide specific data and/or information to support the reason for probation. A plan of action for student support and **follow-up/monitoring must be implemented.**

**It is never the goal for a student to be exited from the program at Reagan.** The goal will always be to do what is in the best interest of the child. It is important that we remember that excellence in academic achievement, discipline, and citizenship form the foundation of the Reagan Magnet School program. As noted in the parent contract and in the Reagan Student Handbook, students will be ineligible for re-enrollment to the program for the following:

- Unsatisfactory behavior
- Excessive absences and/or tardies
- Year-end average of below 80 in any core subject (i.e. Reading, Language Arts, Math, Social Studies, Science)
- Failure to comply with the Reagan Homework Policy (see Homework)
- Failure to meet standard on any portion of the state assessment (STAAR)

Parents will always be informed at the on-set of any problem so that we can, hopefully, work together to resolve the issue at hand.

## **F**

### **Field Trips**

Parents will be notified if students go on a scheduled Field Trip.

### **First Aid and Illness**

Simple injuries will be treated by the teacher. If a child receives a serious injury, the child will be sent to the office for treatment or assistance by the office staff or nurse. No medications or inhalers are to be kept in the classroom. A signed medication form is required for all medications (see *Medications*). Our campus nurse is in our building on a part-time basis; however, the nurse is always on call. Any student must have office authorization to leave the building.

### **Food & Treats**

*Texas Public School Nutrition Policies* will be enforced. Foods of minimal nutritional value (FMNV) include carbonated beverages, water ices (example: popsicles), chewing

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gum, and certain candies cannot be served to children by the school or food service department. Exception: schools are allowed 3 events a year at which FMNV may be served during the school day. Events for Reagan include Winter Break Party, Track & Field, and End-of-Year Party.

## G

### Grading

Kindergarten students receive letter grades (E, S, N, or U). Numerical grades will be entered for 1<sup>st</sup>-5<sup>th</sup> grade. Special Areas (PE & Music) will enter letter grades (E, S, N, or U). Citizenship will also be posted as letter grades (E, S, N, or U) at the end of each nine weeks. Progress reports for all students will be viewable on the parent portal at three and six-week intervals. It is critical that grades are continuously monitored.

**Although district policy only requires progress reports to be updated every three and six weeks with students whose performance is not satisfactory and/or who may in danger of failing (<70), Reagan parents will be updated in Parent Portal every 3-week and a 6-week Progress Report regardless (SEE APPENDIX for ECISD Grade Reporting Dates). Report cards will be sent home with students at the end of each 9-week grading period. REPORT CARDS MUST BE RETURNED WITH A PARENT SIGNATURE. Most current report cards must be filed in the Student Permanent Folder in office**

### GT Program Design

The ECISD program for identified gifted and talented students is *SIP (Scholars in Progress)* and is supervised by *Advanced Academic Services*.

The interdisciplinary model, *Depth & Complexity*, is the focus of the GT program. GT students are clustered at each grade level, and these students participate in a campus pull-out program. GT-identified students spend an hour and a half during the school day with the campus GT specialists. GT students may not exceed 3 absences during pull-out days. The parent contract developed by *Advanced Academic Services* must be followed to participate in the program.

Designated days are as follows:

<p><b><u>GT Pull-Out Program (SIP)</u></b></p> <p>Tuesday: 5<sup>th</sup> grade/Young 4<sup>th</sup> &amp; 5<sup>th</sup> Tuesday: 4<sup>th</sup> Wednesday: 3<sup>rd</sup> 1<sup>st</sup> and 2<sup>nd</sup> grade will be serviced with an inclusion GT model</p>
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District-wide identification is conducted by ECISD's *Advanced Academic Services* department. Further information regarding identification process/schedule may be found on the ECISD Gifted and Talented website.

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## **H**

### **Hall Behavior**

All students are expected to conduct themselves in an orderly and quiet manner throughout the campus. Students will walk in a straight line and will remain quiet during transition periods (i.e. after Morning Assembly, switching classes, going to special areas, running errands for teachers during the day).

### **Homework**

**The purpose of homework is to support the classroom learning through practice and/or checking for understanding. Homework is used as a formative assessment to gauge the learning of each child. As a formative tool, teachers are able to use homework as feedback to guide instruction according to student needs.** As a parent, you will be able to monitor the learning at home as well. Although parental involvement with homework is important, the question becomes how much help should be given. If a child has great difficulty with an assignment, the teacher needs honest feedback in order to help the student.

**A grade may or may not be assigned to every homework assignment,** depending upon the amount of previous classroom practice that has been provided for that skill. Regardless of grade or not, the important thing is that students have completed the homework assignment(s) so that the teacher can provide appropriate instruction according to the level of learning that has taken place. Homework Infractions will continue to be issued for homework that is not completed and turned in on time (SEE Homework Infractions).

Homework is an extension and reinforcement of the day's learning. Teachers will assign meaningful homework 4 nights each week, Monday through Thursday. Assigned homework is to be completed after school hours. Incomplete class work may also be sent home to be completed if the student did not finish in class. **All homework is due at the beginning of class the following day or on the assigned due date.** Any assignments received after this time will be considered a late assignment and will result in a homework infraction. Assignments turned in after the beginning of class or the following day will be given credit with the following late penalty:

**Kindergarten – n/a**

**1<sup>st</sup> grade – n/a**

**2<sup>nd</sup> grade – 11 points**

**3<sup>rd</sup> grade – 15 points**

**4<sup>th</sup> grade – 20 points**

**5<sup>th</sup> grade – 25 points**

**Because homework has a purpose and learning is not an option for our scholars, any assignment not received after the one-day penalty period will be completed during the school day at the teacher's discretion, receiving a maximum grade of 50.**

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The week's assignments for Kindergarten and 1<sup>st</sup> grade are printed by the teacher and distributed to the students. Students in grades 2<sup>nd</sup>-5<sup>th</sup> copy assignments from the board each day.

NO homework will be assigned on the evenings when school sponsored events are scheduled (i.e. PTA programs, Open House, school-wide parent workshops).

### **Homework Infractions**

Homework infractions must be dealt with on a timely basis. **Parents should be promptly notified when a student fails to turn in an assignment** (*Reagan Incomplete/Missing/Late Note*). Once 4 homework infractions are documented by the teacher, the student meets with an administrator to discuss the *Reagan Homework Infraction Report*. Consequences progress as follows (**K-4<sup>th</sup> grade**):

- First report for 4 homework infractions documented by the teacher will result in a student/teacher/parent conference with the assistant principal and 3 days lunch detention.
- Second report for 4 additional homework infractions (8 total) documented by the teacher will result in a mandatory student/parent/teacher conference with the principal. Students will be placed on academic probation for the remainder of the school year and 5 days lunch detention.
- Third report for 4 additional homework infractions (12 total) documented by the teacher will result in a mandatory student/parent/teacher conference with the principal and loss of privilege to attend one special event. **At this point, students will be ineligible for re-enrollment to Reagan Magnet School the following school year.**
- Each additional infraction(s) will result in the loss of privileges to attend special school events (i.e. Fun Day, Star Wars, Track & Field Day, etc.).

**\*Since re-enrollment is not applicable for 5<sup>th</sup> grade students, the following progression of consequences will be used for our 5<sup>th</sup> grade scholars:**

- First report for 4 homework infractions documented by the teacher will result in a student/teacher/parent conference with the assistant principal and 3 days lunch detention.
- Second report for 4 additional homework infractions (8 total) documented by the teacher will result in a mandatory student/parent/teacher conference with the principal. The student will receive 5 days of lunch detention and the loss of privilege to participate in the next upcoming school event.
- Third report for 4 additional homework infractions (12 total) documented by the teacher will result in a mandatory student/parent/teacher conference with the principal. The student will receive 3 days of *In-Class Suspension* (no rotations, special areas, or recess) and the loss of privilege to participate in the next upcoming school event.
- The fourth report for 4 additional homework infractions (16 total) documented by the teacher will result in a mandatory student/parent/teacher conference with the

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principal. The student will receive 5 days of *In-Class Suspension* (no rotations, special areas, or recess) and the loss of any and all upcoming school events.

**Reagan will adhere to district policy concerning make-up work due to absence:**

*(EIAB Local): Students shall be expected to make up assignments and tests after absences. Students shall be allowed one school day for each consecutive absence plus one day to make up assignments and tests.*

**Reagan will adhere to district policy regarding the re-doing of an assignment or test that resulted in a failing grade (EIA/Regulation):**

Elementary Schools:

- *Teachers shall allow a student up to **five class days to re-do a failed assignment or retake a failed test/exam.** The classroom teacher has discretion on the exact number of days to allow in a particular instance if it exceeds the original five-day window.*
- *Students will **be allowed one opportunity** to re-do this work.*
- *Re-done work shall receive a maximum grade of 75.*
- *If the student fails the re-test/retake the higher of the two grades will be taken.*

**\*Any assignments that are corrected for a grade must be corrected at school.**

It is common practice for the teachers at Reagan to have a student correct assignments as we believe that having our scholars analyze and correct their mistakes is best for student learning. The end result is the learning that takes place. If a student, however, is having to re-do multiple assignments and/or the “re-do” privilege has become excessive, most likely there is a problem, and a parent/teacher conference would be advised.

**It is important to remember that an 80% year-end average is required in each subject area in order to remain eligible for enrollment in the academic program at Reagan.**

**Homework Shelf (located in main hall near front office)**

Assignments will not be automatically provided on the homework shelf until the student has been absent 3 days in a row; however, parents are encouraged to make arrangements with the classroom teacher concerning missed class work and homework. It is the parent’s responsibility to request assignments for 1 or 2 days absence.

L

**Library**

Each child will go to the library weekly to check out books and receive instruction. Book exchange time is also built into the daily library schedule.

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### **Lost and Found**

An area in the building is designated to collect missing items (right inside cafeteria doors by the stage). **It is very helpful if the child's name is written inside all lunchboxes and jackets.** Valuable and small items should be turned in to the office if they are found.

## **M**

### **Media Relations**

Contact with any news media on campus should be cleared with the principal. Media coverage is a positive way for our campus to share the positive things that our students are involved in. Media coverage of events should be made through the ECISD Public Information Office.

### **Medicine/First Aid:**

Teachers will treat simple injuries. Students with serious injuries will be sent to the office and treated or assisted by the office staff or nurse. All inhalers or medication must be kept in the nurse's office with a required signed medication form. Although always on call, our campus nurse is in the building part-time. Any student leaving campus must be through office authorization.

### **Morning News Update**

The *Reagan Morning Assembly* begins at 7:40 a.m. This early gathering of staff and students sets the tone for the day and establishes a sense of community. Each classroom is responsible for presenting the news at least once during the school year. Special areas will participate in presenting the *Morning News Update* at designated times. The morning assembly offers the opportunity for special recognitions, acknowledgement of birthdays, announcements, special presentations, etc.

Parents are welcome to attend morning news when their child is presenting the news updates and on their child's birthday. **Please check in with the front office first.**

**Parents are able to drop off students to small gym from 7:00-7:15. Adult supervision is limited at this time. Students dropped off at 7:15-7:39** are to walk quietly to the cafeteria and read silently.

## **O**

### **Orientation**

Each year before the first day of school a *Meet Your Teacher* event is held at Reagan so that students have the opportunity to meet their teacher(s). Within the first two weeks of school, an evening orientation for each grade level is also scheduled. Teachers share specific issues relating to their particular grade level at these important orientation

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meetings. **These meetings should send a positive message and should allow teachers the chance to begin a respectful rapport with parents. Positive and professional communication is the key!**

## **P**

### **Parent Communication**

Communication with families is essential to create, maintain, and support a climate of belonging and partnership in the education of all students. Please look for memos, grade-level *Monday Newsletters*, calendars, and flyers throughout the year. Reagan also has a school website that can be accessed from the ECISD Homepage. We encourage parents to share their thoughts with us. Your input is respected and is invaluable.

### **School Status**

School Status is an automated call-out telephone system that is utilized for a variety of reasons (i.e. reminders of upcoming events, parent notification of emergency situations, etc.). All staff members are able to use School Status. The primary number that a parent/guardian lists on their child's Student Information Card is the number that is saved in the system. This is the number that all School Status messages will call.

### **Parties**

Two classroom parties are scheduled each year. A party is held in December in observance of the holidays as well as the end of the school year. It is customary for students to contribute \$10.00 for each party to cover expenses. Prior to each party, a mandatory meeting will take place with the grade level teachers and room moms/dads. **All parties must have grade-level consistency.** Parents will be given the opportunity to serve as room mothers/fathers to assist with these events. Room mothers/fathers will contact parents in the class prior to planning.

### **Personal Items (Students)**

Non-educational items such as toys and games can be a distraction in the school setting. The teacher must give prior approval before any such items may be brought to school. **Fast Food Restaurant toys are not appropriate and should be removed from the lunch container prior to delivering the lunch to school.** Items of extreme value (jewelry, personal particular electronic items, etc.) should not be brought to school. **NO ELECTRONIC DEVICES WILL BE ALLOWED (i.e. Kindles, Nintendo Switch, etc.) unless prior WRITTEN permission has been given by the teacher for use as an instructional tool in the classroom.**

### **Physical Education**

All students are expected to participate in physical education activities. Exceptions:

- a written excuse from a doctor
- a written excuse from a parent (for a limited time only)
- judgment by a Reagan faculty or staff member that a student should not participate in PE due to a health-related concern

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Notes should be given to Coach Neiman.

Students exempted from PE participation are to sit in the gym if the class is inside. On outside days, exempted students are to sit against the school wall reading a book.

### ★ PE Schedule ★

8:00-8:45-----Grade 5

8:45-9:30-----Grade 3

9:30-10:15-----Grade 4

10:15-10:45-----Pre-K

12:30-1:15-----Kindergarten

1:15-2:00-----Grade 1

2:00-2:45-----Grade 2

**For safety precautions, students must wear closed toed shoes for P.E.**

### **Playground**

Playground rules must be followed at all times by students. After eating lunch, students are dismissed from the cafeteria to play outside for approximately 15 minutes, weather permitting. On inclement weather days, students will remain indoors and be supervised by PE personnel.

**For safety reasons, parents are not allowed to go onto the playground during PE or during recess time. The only adults on the playground should be the PE Coach, PE Aide, or other adult/staff who has been assigned duty. This makes it easier to monitor in the case that we did have an unwanted visitor on the playground.**

**Playground equipment is off limits to all students after 3:00, even if the parent is present on the playground.**

### **PTA**

The purpose of *Reagan Magnet Parent/Teacher Association* (PTA), in common with the purpose of the State and National PTA, is as follows:

1. To promote the welfare of children and youth in home, school, community, and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and school, that teachers and parents may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts to secure the highest advantages in physical, mental, social, and spiritual education for all children.

Reagan PTA provides an opportunity for a strong partnership and effective communication to develop between home and school. Active and meaningful involvement on the part of families and teachers produces a climate of trust, belonging,

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and partnership in the education of all students. All families are strongly encouraged to join and support Reagan PTA and be an active participant in its projects, special events, and activities. Dues are required for membership. PTA meets the first Monday of the month at 6:30 p.m. during most months of the year. Each grade level is assigned a month in which they will present a program during the evening PTA meeting. The program will be presented during the school day for the student body.

PTA funds Teacher Appreciation Week in May. Funds for this event are not to be collected at the classroom level.

## **R**

### **Report Cards**

Report cards will no longer be mailed by the district. These reports will be sent home with students at the conclusion of each 9-week reporting period. The report card includes performance in each class or subject, a citizenship grade, and the number of tardies and absences for the 9-week period. For the success of our students enrolled in the academic program at Reagan, it is critical that we continuously monitor grades and behavior in an effort to provide appropriate support between home and school. **Students must have an 80% year-end average in all subject areas on the 4<sup>th</sup> 9-week report card to be eligible to return to Reagan the following school year.**

**Current report cards must be filed at the end of each 9-week grading period in the student permanent folders. These files are kept in a locked filing cabinet in the office.**

## **S**

### **Safety**

School-wide safety is critical. Each teacher must be familiar with the campus (EOP) Emergency Operation Plan (red folder). Being proactive is working smarter. The following are precautions that we take:

- **All classroom doors and wing doors must remain locked at all times.**
- All staff must assist with monitoring and redirecting visitors with no visitor's pass back to the office. This can be done with tact.
- No students should ever be unsupervised.

### **School Pride**

All students, teachers, and staff are encouraged to demonstrate Reagan pride by wearing our school colors, royal blue, each Friday. Reagan t-shirts, as well as other Reagan Wear, may be purchased through PTA.

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## **School Supplies**

District sets the school supply list.

## **STAAR**

(State of Texas Assessments of Academic Readiness) is the state academic accountability system; at the elementary level, students in 3<sup>rd</sup>-5<sup>th</sup> grade participate in grade level assessments each year: 3<sup>rd</sup> grade/Reading & Math; 4<sup>th</sup> grade/Reading, & Math; 5<sup>th</sup> grade/Reading, Math, & Science. More information regarding STAAR and the yearly testing calendar may be found on the Texas Education Agency website.

## **T**

### **Tardies**

**Parents and students are accountable for excessive tardies. Students returning from a medical appointment and able to present proper documentation for the appointment are not considered tardy and will not receive a tardy slip. It is critical that we are consistent with the implementation of rules for all students.**

Please note the following guidelines for tardies (**process for school staff**):

- **A student is considered tardy if they enter the building after 7:40 a.m. They are expected to be seated in their classrooms for *Morning Assembly* at this time.**
- Students must report to the office to receive a *Tardy Entrance Form* before going to class if they are late.
- With the first tardy, the teacher will begin documenting a Tardy Log for that student. Date, time, and action taken will be noted. White copy of the First Tardy Notice will be sent home with the student to be signed and returned the following day. Yellow copy of the notice should be attached to the Tardy Log.
- Second tardy is documented on the Tardy Log in the same way. White copy of the Second Tardy Notice will be sent home with the student to be signed and returned the following day. Yellow copy of the notice should be attached to the Tardy Log.
- Continue to document third and fourth tardy with date and time on Tardy Log.
- Fifth tardy is documented on the Tardy Log with the date and time. Put the form in the assistant principal's box. Parent contact will be made, and the form will be returned to the teacher's box (action taken will be documented by the AP). Upon fifth tardy, the parent is given warning regarding probation.
- Continue to document the sixth and seventh tardy with date and time on Tardy Log.
- Eighth tardy is documented with date and time on Tardy Log. Form will be put in the principal's box. Parent conference will be held to document that students will be put on probation for the remainder of the school year at the tenth tardy.
- Continue to document the date and time of all tardies thereafter on Tardy Log. The Scholar Support Team will meet to determine re-enrollment eligibility status; parents appealing the decision for nonrenewal will be required to present their case to the campus committee for review.

**Students will not be assigned detention for tardies. Until students can drive and can be held accountable, the communication regarding excessive tardies will be held between the principal and the parent(s).**

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**We realize that everybody is late on occasion. Fortunately, the ECISD and Reagan Magnet Contract allows for 10 tardies with no consequences. Please remember, however, that after the 10<sup>th</sup> tardy a student will be placed on probation. Continued excessive tardies will result in a student being ineligible to return the following school year.**

Cell phones: As per the *ECISD Elementary Student Handbook*, the district permits the restricted use of cell phones on school campuses. **All electronic devices must be in the OFF position and in backpacks during school hours. Any electronic devices that rings, beeps, vibrates, or otherwise indicates the receiving of a signal during school hours shall be confiscated. Once confiscated, the device shall be held in the school office until the end of the school.**

### **Traffic Safety**

The safety of our campus is of utmost concern. All drivers near our campus parking lots, driveways, and nearby streets must always approach with caution in order to safeguard the well-being of our children.

Please become familiar with the following safety guidelines:

- Please observe the use of the cross-walks all students must use cross walks.
- Always drive slowly and courteously.
- **Sign homework, distribute lunch money, etc. *before* arriving in order for the flow of traffic to be maintained.**
- **Do NOT drive through the parking lot (the lane closest to the street) to drop off your child; pick-up/drop-off lane is available for this purpose.**
- Park in the parking lot if you need to walk your child to the door or need to enter the building.
- Do NOT leave a vehicle unattended in the drop-off lane or in the middle of the parking lot.
- Do NOT park in the school bus area. The flow of school buses cannot be blocked.
- Do NOT use 21st Street to drop off or pick up children. Note that dropping off children on 21st Street requires them to cross the parking lot and the continuous drop-off lane.
- **Parents MUST NOT park in private property areas such as: Cielo Vista Apartments directly across from the campus, The Permian Basin Credit Union on Grandview, the Medical Building on the corner of 21<sup>st</sup> St. and Grandview, or the Lutheran Church of the Risen Lord, also on the corner of 21<sup>st</sup> and Grandview. Cars parked in these areas are subject to be towed.**

## **Transportation**

### **ECISD Bus Service**

The Morning Bus will arrive by 7:30.

### **Transportation by Parent**

Students being picked up by parents will exit through the building's east wings (weather permitting/SEE Weather Changes). Students must wait in the fenced area in the front of the school unless parents have provided the teacher with written instructions for an alternate pickup location (form will be sent home for parents to return to their child's teacher). All students not picked up by 3:40 will be moved to the front porch area.

**Students not picked up by 3:45 will be asked to wait in the office for their ride. Parents will be required to come inside to sign their child out as a "late pick-up" as outlined in the ECISD Magnet Contract.**

## **V**

### **VIPS (Volunteers in Public Schools)**

Families are encouraged to participate in the ECISD *Volunteers in Public Schools Program* (VIPS). This program provides an excellent opportunity for parents to become an integral part of the learning environment at Reagan Magnet School. Information and applications will be available at registration and parent orientations. This information will also be available in the front office.

### **Visitors**

All visitors/parents on campus during the school day must **report to the office and sign in using *Hall Pass*, the district-wide visitor management system**. The program requires the visitor coming into the building to scan his/her driver's license in order to obtain a pass, complete with photo and date as he/she enters the halls of the building. Each pass is only good for that day. After the first ID scan, the system saves the information and an ID will no longer be required. Any visitor not wearing a current visitor's pass will be redirected to the office to obtain a pass. All staff has been directed to enforce this campus policy. Should you want to learn more about this management system you are invited to visit [www.HallPassID.com](http://www.HallPassID.com) and/or contact the Reagan office.

**VISITOR'S ARE REQUIRED TO SIGN IN AND OBTAIN A VISITOR'S PASS FROM THE OFFICE IF THEY ARE ENTERING THE BUILDING PAST GOING TO THE OFFICE (I.E. MORNING ASSEMBLY, STAYING FOR LUNCH, CLASSROOM EVENTS).**

## **W**

### **Weather Changes**

During inclement weather, PE classes scheduled for outdoors will remain in the gym. This will be determined by PE personnel.

**\*Alternate Dismissal:** If the weather prohibits us from dismissing students through the east-side wings (i.e. raining, lightning, playground standing in water/mud, extremely cold weather, snowing, etc.) all students will be escorted to the cafeteria/gym and sit in their class line. All teachers will escort and remain with their classes until dismissed on these occasions. **All students will be escorted to the gym.** Parents using the pick-up lane will still have the convenience of staying in their car and waiting for their child/children's names to be called for dismissal. **All other students will remain in the gym and wait for their parent unless the teacher has been provided special instructions from the parent (form will be sent home to be returned to your child's teacher).**

**Students who are picked up at the back fence will still exit out the back for parent pick-up.**

### **Watch D.O.G.S. (Dads of Great Students)**

"A one-of-a-kind school based gathering involvement program." This program is similar to our VIPS program, but is designed specifically for fathers who would like to become more involved at school. Reagan had a great turnout for this program when it was first implemented in the 2011-2012 school year. Fathers are given the opportunity to sign up for duties (i.e. playground, cafeteria, parking lot). Information regarding this exciting program will be provided at the beginning of the school year. To learn more about the program, visit [www.fathers.com/watchdogs](http://www.fathers.com/watchdogs)

## **Handbook Acknowledgement 2023-2024**

I acknowledge that I have read and understand all parts of the Reagan's Parent Handbook. By signing this, I understand that I have knowledge of and I am responsible for all components and contents of this handbook.

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Parent Name (Printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_

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

Date \_\_\_\_\_

**\*Due no later than Friday, August 11, 2023.**