



MOMENTOUS  
SCHOOL



MOMENTOUS SCHOOL

# 2024-2025 *Family* Handbook

## Dear Momentous Families,

I am so pleased to welcome you to the 2024-2025 academic year.

This year, we will build on the great momentum that launched last year by Principal Andrew Hagman, Deans Jessica Banda and LaKeisha Leonard, and the entire Momentous team. Working together, we look forward to welcoming you and quickly refocusing on academics, social emotional health, and community.

In fact, let's take a moment to talk about LA COMUNIDAD. Your choice of Momentous School speaks to your understanding of the importance of working together to help our students succeed. Thank you for your willingness to link arms, build on strengths, navigate challenges, and celebrate each child's unique gifts and achievements.

I'm looking forward to another year of learning, growth, and inspiration!  
Nos vemos pronto.

—*Dr. Jessica Gomez, Bilingual Licensed Psychologist & Executive Director*



## Hello, Momentous School Families!

My name is Andy Hagman, and I am thrilled and honored to be the Momentous School principal. I've been an educator for 29 years, including 15 years as a principal, and I look forward to starting my second year at Momentous School!

Elementary school is a magical time and space for kids. It provides kids with opportunities to explore, to create, to play, to problem-solve, to learn from others and to learn with others. We ground all these activities at Momentous School in social emotional health, which is fundamental to every student's success. We firmly establish trusting relationships between students and adults, and we intentionally teach students how to self-regulate so that they have the space to develop their intellectual and interpersonal skills. We build self-awareness in our kids so that they learn how gratitude, optimism and resilience affect their view of the world and their ability to thrive in it. With greater self-awareness comes the ability to see others' perspectives and to empathize with them. By the time students leave Momentous School for the next step in their educational journey, we expect them to be examples for others through their kindness, compassion, and enduring sense of hope.

The partnership between families and Momentous School is strong, and we will work hard to maintain that bond. Through our open communication and joint efforts, we prepare our kids to take full advantage of what the world has to offer, and we learn from each other in the process. When you have questions about Momentous School, please don't hesitate to reach out to me at [ahagman@momentousinstitute.org](mailto:ahagman@momentousinstitute.org).

Thank you for choosing Momentous School, and we look forward to a wonderful 2024-2025 school year!

—*Andy Hagman, Momentous School Principal*



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# About Us

For more than 100 years, Salesmanship Club of Dallas has been committed to philanthropy and strengthening the mental health of youth and families.

## ABOUT MOMENTOUS INSTITUTE

Momentous Institute is dedicated to providing innovative mental health services, education and professional training to strengthen children, families and communities.

## MOMENTOUS INSTITUTE MISSION

We are dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

## MOMENTOUS INSTITUTE VISION

A world of emotionally thriving people reaching their full potential.

## ABOUT MOMENTOUS SCHOOL

At Momentous School, we partner with students and families to leverage social emotional health and strong academics to cultivate a community of Changemakers.

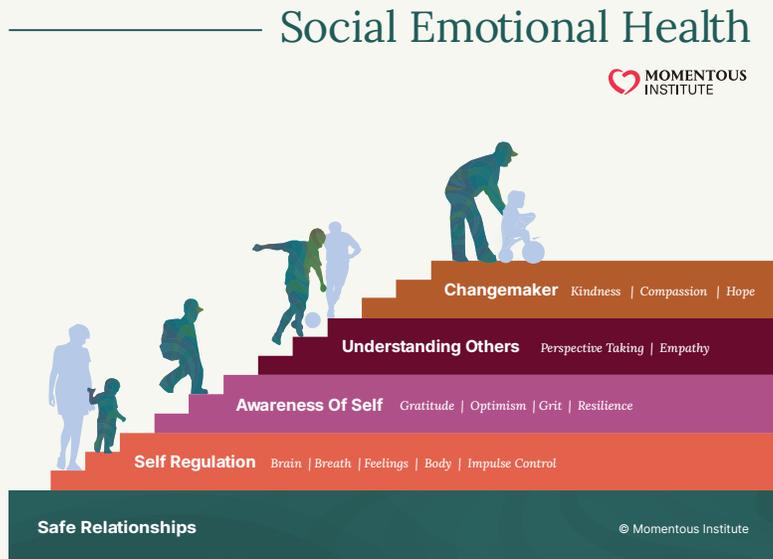
## OUR APPROACH

Founded in 1997, Momentous School is a unique Dallas laboratory school where students ages three years old through 5th grade are engaged with a rigorous curriculum woven with rich experiences for building strong social emotional health – a key predictor of a child’s academic achievement and lifelong success. Our program is underscored by deep parent engagement as students thrive when they can be recognized and celebrated both at school and at home.

Our model for social emotional health begins with safe relationships. Building on that strong foundation, we teach children how to self-regulate and build their awareness of self, which gives them the capacity to better understand others and ultimately become a Changemaker in our society.

## ACCREDITATIONS

Momentous School is accredited by COGNIA, a global school accreditation organization that focuses on school improvement and student achievement. Our Pre-K 3, Pre-K 4 and Kindergarten program is accredited by the NAEYC, an organization focused on the highest standards in early childhood education.



## LICENSING REQUIREMENTS

The three-year-old class and the pre-kindergarten classes are licensed by the Texas Department of Family and Protective Services (DFPS) and comply with the standards put forth by that agency.

As a licensed facility, you are entitled to see the following information and may ask the Principal or Director of Early Childhood to show you the most recent copy of:

- The minimum standards for licensed childcare centers (these are also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or at the local DFPS office)
- The most recent Licensing Inspection Report
- The most recent Fire Marshall's Inspection Report
- The most recent Health Department Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The center's operational policies important numbers to know are:
  - Texas Abuse and Neglect Hotline (800) 252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org)
  - Texas Department of Family and Protective Services Dallas Stemmons Office (214) 951-7902

If at any time you have questions or concerns about the policies and procedures at Momentous School, you may schedule an appointment to speak with the principal. We welcome your questions, opinions, and input about your child's education in our school.



## 2024-2025 MOMENTOUS SCHOOL ADMINISTRATION

### ***Executive Director, Bilingual Psychologist***

Dr. Jessica Gomez, Psy.D., L.P.  
[jgomez@momentousinstitute.org](mailto:jgomez@momentousinstitute.org)  
214-944-5713

### ***Principal***

Andrew Hagman, M.Ed.  
[ahagman@momentousinstitute.org](mailto:ahagman@momentousinstitute.org)  
214-915-1828

### ***Dean of Early Childhood***

Lakeisha Leonard, M.Ed.  
[lleonard@momentousinstitute.org](mailto:lleonard@momentousinstitute.org)  
214-944-4350

### ***Dean of Upper Elementary***

Jessica Banda, M.Ed.  
[jbanda@momentousinstitute.org](mailto:jbanda@momentousinstitute.org)  
214-915-1834

### ***Family Guidance Coordinator***

Monica Arellano  
[marellano@momentousinstitute.org](mailto:marellano@momentousinstitute.org)  
214-915-1822

### ***Literacy Specialist***

Meredith Gunter  
[mgunter@momentousinstitute.org](mailto:mgunter@momentousinstitute.org)  
214-915-1817

### ***Library & Media Specialist***

Renesha Adams  
[radams@momentousinstitute.org](mailto:radams@momentousinstitute.org)  
214-915-1839

### ***Student Information Specialist***

Margarita De Leon  
[mdeleon@momentousinstitute.org](mailto:mdeleon@momentousinstitute.org)  
214-915-1861

### ***School Administrative Assistant***

Maria Roque  
[mroque@momentousinstitute.org](mailto:mroque@momentousinstitute.org)  
214-915-1866

### ***Education Outreach Manager***

Clarissa Garcia  
[clgarcia@momentousinstitute.org](mailto:clgarcia@momentousinstitute.org)  
214-915-4756

### ***Camp Director***

Fred Lines  
[flines@momentousinstitute.org](mailto:flines@momentousinstitute.org)  
214-915-4798

### ***School Mental Health Professional***

Alexandra Balbuena, M.S.W., LCSW  
[abalbuena@momentousinstitute.org](mailto:abalbuena@momentousinstitute.org)  
214-915-1839

# 2024 - 2025 Momentous School Calendar



The school day begins with breakfast 7:30 AM - 7:50 AM  
Classes begin at 7:55 AM

August 2024							September 2024							October 2024							November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

December 2024							January 2025							February 2025							March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4							1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16		18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30			23	24	25	26	27	28		23	24	25	26	27	28	29
																					30	31					

April 2025							May 2025							June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

- Campus Events
- Classes Resume/End
- 1:00 PM Release
- Testing
- No Classes
- Student/Staff Holiday

**August 2024**

- 5 - 9 Home Visits (In-person)
- 14 Family Open House  
10 AM - 12 PM
- 15 First Day of School

**September 2024**

- 2 Labor Day Holiday

**October 2024**

- 4 No Classes / Changing the Odds Conference
- 11 No Classes / Staff Development

**November 2024**

- 6 No Classes / Staff Development
- 22 No Classes / Parent Conferences
- 25 - 29 Fall Break and Thanksgiving

**December 2024**

- 20 Early Dismissal 1 PM
- 23 - 31 Winter Break

**January 2025**

- 1 - 3 Winter Break
- 6 No Classes / Staff Development
- 7 Classes Resume
- 20 Martin Luther King Jr. Holiday

**February 2025**

- 17 No Classes / Staff Development
- 18 - 19 No Classes for PK3 & PK4
- 28 No Classes / Parent Conferences

**March 2025**

- 10 - 14 Spring Break

**April 2025**

- 15 3rd - 5th Grade STAAR (Reading)
- 18 No Classes / Staff Development
- 22 5th Grade STAAR (Science)
- 29 3rd - 5th Grade STAAR (Math)

**May 2025**

- 2 Dia del Niño Carnaval
- 26 Memorial Day Holiday

**June 2025**

- 13 No Classes / Parent Conferences
- 18 Last Day of School & 5th Grade Graduation

# Things *to* Know

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## **DAYS AND HOURS OF OPERATION**

The 2024-25 calendar year begins with home visits on Monday, August 5 through Thursday, August 8, 2024, and classes begin on Thursday, August 15, 2024. Our school year ends on Wednesday, June 18, 2024.

School hours are Monday through Friday 7:30 a.m. until 3:00 p.m. On Wednesdays, all classes are dismissed at 1:00 p.m.

## **THREE-YEAR-OLD CLASS SCHEDULE**

The morning class begins with breakfast in the classroom from 7:30 a.m. - 8:00 a.m. and instruction ends at 10:50 a.m.

The afternoon class begins with lunch in the classroom from 12:00 p.m. - 12:30 p.m., and instruction ends at 2:55 p.m. There is no afternoon class for three-year-olds on Wednesdays.

## **MEAL SERVICE**

Momentous School provides breakfast service to all PreK4 - 5th grade students from 7:30 a.m. to 7:55 a.m. in their classrooms. Momentous School provides lunch service to all PreK4 - 5th grade students between 10:50 a.m. - 12:40 p.m.

Momentous School partners with a food service provider that is responsible for the preparation and distribution of meals daily. The provider is inspected daily by the Texas Department of Agriculture Meat Assurance Division, and ensures nutritious meals are available for all students.

## **EARLY CHILDHOOD PROGRAM REST PERIODS**

Active learning experiences requires a great deal of energy from children. Every day after lunch, our youngest students have a rest period of approximately 30 minutes. We provide individual cots for each child, and we ask that parents of our Pre-K 4 and Kindergarten students send a small blanket or towel for their child to keep at school for use during naptime. Blankets are sent home every Friday to be washed and should be returned each Monday morning.

## **ATTENDANCE**

Your family has made the choice to be a part of our school community and daily attendance is required during the entire school year including June. Together, we work hard to make sure that your child receives the best education possible, and that all begins with being present throughout the school year.



## TARDIES

Instruction begins at 7:55 a.m. Students are tardy at 7:56 a.m.

Children who arrive late to school miss important instruction and may also feel out of step with their class for the rest of the learning day. Your family has made the choice to be a part of our school community and arriving to school on time is one way to show respect. Please inform the school if tardies are due to unforeseen circumstances. **Twelve tardies will result in a review scheduled with your family and administration to determine if continued enrollment at Momentous School is appropriate.**

## ABSENCES

When a child will be absent, please inform the School Information Specialist or School Administrative Assistant by calling 214-915-1890.

Families are expected to provide documentation from medical care providers for absences related to illness. These should be turned in to the Student Information Specialist. Please inform the school for any extended absences due to illness or unforeseen circumstances. It is best teachers know at least two weeks in advance of extended absences so they can prepare work for the student to continue practicing while they are away from school. If your child misses a total of ten or more days of instruction without proper medical documentation, a school review will be scheduled with your family and administration to determine if the student should be promoted to the next grade level, or if continued enrollment at Momentous School is appropriate.

## DROP-OFF OF STUDENTS

Students may enter the building beginning at 7:30am each morning. All students will enter through the front door. Parents of students in PK3 and PK4 will park at the end of our driveway near Cumberland St. or close by the school, walk their child to the classroom and sign them in each day.

## PICK-UP OF STUDENTS

Parents need only go to the youngest child's pick-up site. Older students will join their younger siblings at pick up.

- **2:55 p.m.:** PreK3 and PK4 will dismiss from the front of Momentous School.
- **3:00 p.m.:** K-3rd grade will pick up from designated grade level stations in front of Momentous School.
- **3:00 p.m.:** 4th and 5th grade pick up at designated grade level stations in back of Momentous School on Storey Street. Students should only enter a car from the school side of Storey St. No student should cross Storey to enter a car. Parents should drive and turn around so they're on the correct side of the street.

The Momentous School front entrance has one curb lane for cars to stop and open doors on the curbside for student drop-off or pick-up. The center lane is only for cars to enter in order to leave the school grounds. This center lane should never be used to stop and open car doors at any time. This presents a dangerous situation for both children and drivers. Teachers and staff will not deliver children to the center lane.

Please stay in line to drop off or pick up students in the curb lane. Please do not leave children unattended in your vehicle at any time. Leaving a child in a vehicle is punishable under the Texas Penal Code, Title 5, Chapter 22, Section 10.

Please be prompt for pick-up. At 3:10, Momentous School staff will bring the remaining students back into the school. Parents will need to come into the school lobby to check out their children.

To ensure that your child will have a safe and timely ride home, the school maintains a list of designated adults whom you have authorized to pick up your child. Children are released only to an adult previously designated by his/her parents. For unexpected pick-up changes, please notify the School Administrative Assistant before 2:30 p.m. to ensure that your child's teacher receives the message. Please honor our teachers' instructional time with

students and do not contact teachers directly to inform them about a change in pickup.

To maximize the learning time for all our students, it is strongly encouraged that families avoid scheduling medical visits during normal instructional hours. Students are released at 1pm on Wednesdays every week, offering a great opportunity to schedule such visits. In the event that a student does need to miss class, it would be best for them to return to school afterwards in order to stay on track with their peers and continue their learning.

Texas Penal Code, Title 5, Chapter 22, Section 10. Families should avoid idling vehicles while waiting in the parking area, unless your vehicle needs to idle in extreme heat or cold to maintain interior or engine temperatures.

### **CHAMPIONS AFTERSCHOOL PROGRAM**

Momentous School has agreed to a partnership with an organization named Champions to provide safe and accredited after- school programming. Students that participate in Champions will have access to enrichment opportunities, such as STEM learning, literacy, arts, exercise and more. Champions will offer before-school care from 6:30am-7:30am, and after-school care for students grades Kindergarten - 5th grade from 3:00pm to 6:00pm five days a week, including at 1:00pm on Wednesdays. Families will register directly with Champions, and all payments will be made to Champions according to their payment policies. Financial assistance is available, including county subsidies / a stipend from Momentous Institute for interested families. For more information about enrollment and financial aid, contact the Momentous School front desk.



# Uniforms

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## DRESS CODE

All students at Momentous School must wear uniforms every day. Students must wear a red collared top with khaki shorts, slacks, skirts, or jumpers. Students in 1st – 5th grade are also expected to wear a plain black or brown belt. Students must wear athletic shoes with laces or Velcro and socks every day because students will participate in daily PE classes and/or outside play. Girls may wear white or black tights or leggings. Only a Momentous School sweatshirt, red jacket or red sweater may be worn during the school day. No coats are allowed in the classroom. They must be kept in lockers. Uniform pieces may be purchased at major retail stores. Excessive headbands, jewelry, makeup, and fake nails are not acceptable at school. Hair must be neatly groomed and away from the face. When opportunities arise for alternative dress, expectations and guidelines will be shared with families.

Three-year-olds, pre-kindergarten and kindergarten children need an extra set of clean clothing to be kept at school for emergencies, such as an illness or a bathroom accident.

This extra set of clothing should be sent in a plastic bag and labeled with your child's name.

Families in need of slightly used uniforms can contact school at 214-915-1890 or ask at the front desk. Parents who would like to donate their children's outgrown uniforms for another child's use are encouraged to bring laundered uniforms to the school office.

## APPROVED BOY UNIFORM



## APPROVED GIRL UNIFORM



## APPROVED BELTS



## READING BUDDIES

**Goal:** The Reading Buddy program is part of our school academic schedule. We harness the power of community volunteers to provide individual weekly reading opportunities to help students not only master their reading comprehension skills, but also increase their confidence and nurture their love of reading. Research has shown that hearing fluent oral reading that is immediately followed by a one-to-one engaging conversation with a child over a shared book is beneficial for language development, reading comprehension, reading fluency, and helps students think beyond the text. A Reading Buddy volunteer meets with their assigned student for 30 minutes, at a regularly scheduled time. This weekly mentorship can make a marked difference in how a student learns

**Who:** Every student, Kindergarten-5th grade, is eligible to be matched with a Reading Buddy volunteer. (Parents are allowed to opt out of this program for their child. See below, #2.) Reading Buddy volunteers include Salesmanship Club members or member's spouses, Momentous staff members, or well-known community friends.

**Process:** Prior to being matched with a student, a Reading Buddy volunteer must submit a yearly Background Check release and receive clearance, complete a comprehensive online training program on child safety, sign Guidelines and Code of Conduct documents, and attend a mandatory Orientation and Safety/Security meeting that includes:

- Policies and Procedures to be followed to ensure safety and security for all participants, such as reading with buddies only in open areas with other groups of readers throughout the school. Reading areas include: the Learning Commons, cafeteria, seats in school hallways, and outdoor tables during nice weather.
- All contact with students occurs during the designated reading time and only on school premises. No personal contact information is allowed to be shared between Reading Buddies and students, i.e., no email or phone numbers. Volunteers are also not allowed to support any student in events outside the school facilities.

**When:** Reading Buddies meet to read once a week on either Tuesday or Thursday, immediately before or after lunch. Most classes will have half of their Reading Buddies read on Tuesday and the other half on Thursday. Reading Buddies will begin reading Tuesday, September 17 and stop reading Thursday, May 29.

**Acknowledgement to and by Parents:** Parents will receive a letter the week of September 2 with information containing the Reading Buddy program's purpose and procedures. Included in the letter:

1. Your child's designated reading time will be sent to you along with his or her Reading Buddy's name. Parents are encouraged to meet their child's Reading Buddy during their weekly reading time. In addition, the school will host a gathering in the fall for family members and Reading Buddies.

Confidentiality of personal contact information is strictly maintained. No personal contact information will be shared for volunteers or students.

2. A Parent's permission form to accept or decline their child's participation in the Reading Buddy program. Please return the form by Monday, September 9, 2024, or contact Dhara Lad, Reading Buddy coordinator, at 214-915-4760 or [dlad@momentousinstitute.org](mailto:dlad@momentousinstitute.org). If a child does not participate, he or she will remain in the classroom with other students not reading that day.

If you wish to discuss the Reading Buddy program or have questions, please contact:

***Dhara Lad, Reading Buddy Coordinator***

[dlad@momentousinstitute.org](mailto:dlad@momentousinstitute.org)  
214-915-4760

***Andrew Hagman, M. Ed., Momentous School Principal***

[ahagman@momentousinstitute.org](mailto:ahagman@momentousinstitute.org)  
214-915-1890

## **CELL PHONES**

Momentous School is a phone-free environment and students are strongly encouraged to leave all cell phones at home. In the event that a student does need to bring a phone to school, they will leave it at the front desk upon arrival and retrieve it after dismissal. Students may not use their cell phones while on campus. In the event that a cell phone is used at school, it will be picked up and a parent may retrieve it from the dean or principal.

## **TOYS AND PERSONAL ITEMS**

Toys, personal items and personal devices including other electronics, should remain at home. There is no appropriate time before, during, or after school for toys or electronics to be used or shared. If they are brought to school, a parent may retrieve them from school administration.

## **CLASSROOM PETS**

Momentous School classrooms foster living organisms. All animals on site will meet the health and safety requirements put forth by the state licensing agency.

## **BIRTHDAY AND OTHER SPECIAL EVENTS**

Momentous School does not celebrate student birthdays or holidays during the instructional day. Because of licensing and accreditation standards, we are not able to serve any type of sweets to our students at school – i.e. cupcakes, cookies, candy, etc. Please do not plan to celebrate a birthday with a class party taking away from instruction time. It is not appropriate to bring gifts or balloons to school to celebrate any event. An alternative would be to donate a book in your child's name to our school library. This gift would be something that all the children could enjoy for a long time.

In the event that a student is having a private birthday party and would like to distribute invitations at school, parents must contact teachers directly informing them that their child has invitations to pass out. There must be an invitation for every single student in their class, no exceptions. The teacher will assist the student in distributing birthday invitations during closing circle. Invitations for the birthdays of students currently enrolled may only be distributed to students in that same grade/grade level.

If a family is not comfortable inviting the entire class, they may distribute invitations, but not on campus. We want students to feel included, and more often than not, hurt feelings result when invitations go to some children and not others.

## **FAMILY EVENTS**

Throughout the school year we will have a variety of after-school and evening events to bring families together. We encourage all parents and caregivers to attend and participate in these planned events. Building friendships between families strengthens our school community.



## FIELD TRIPS

Momentous School is fortunate through our privately funded organization to have transportation and many opportunities for field trips provided for our students. An important part of our curriculum is taking students to many places within the community and to our Camp in East Texas to learn in the real world. Parents will be informed of all field trips in advance. Uniforms are to be worn for all school trips unless other information is provided by the teachers. It is important that purchases for students are never made on these trips, i.e., snacks or souvenirs. Field trips are planned to support learning.

On occasion, we are able to invite parents to accompany classes on field trips. Parents who attend must have a current background check on file and pledge to actively participate in the learning with a small group of students. For that reason, we ask that younger siblings not attend. Parents will be informed about their child's participation in water activities. Students participating in water activities will be appropriately supervised.

Field trips, especially ones to Camp, follow a strict schedule as determined and shared by grade level teachers. Once the bus leaves campus, students will not be allowed to join in the trip, and any student that arrives after that departure will be asked to return home for the remainder of that school day.

## COMMUNICATION WITH PARENTS/CAREGIVERS

At Momentous School, we have a variety of ways for parents to stay informed throughout the year about school happenings, including phone calls, email, social media, conferences, meetings, performances, our school website, and home visits. Please ensure that you are signed up for the Remind notification service and that you inform the student information specialist or school administrative assistant about any changes in contact information, including phone numbers and mailing address. Any information that is sent home in writing will always be written in both English and Spanish. We have many staff members who are bilingual and are available to help interpret for conferences and meetings.

## ENROLLMENT

Momentous School families have the opportunity to enroll each year during the spring semester. Families are notified about the process electronically and by mail. Parents are notified about policy changes on an applicable basis through different forms of communication such as Remind messages, family newsletters, communication from teachers and the student information specialist. New families to Momentous School will participate in an orientation meeting where school policies and procedures will be shared in detail. We have an open-door policy and parents are encouraged to share any questions they may have at any time.

## HOME VISITS

Home visits are arranged several weeks before the beginning of school to allow students and some of their family members to meet with their teachers in their family home. Our goal for this summer visit is to begin to establish the relationships that will foster a child's social and emotional health and academic growth.

## STUDENT LEARNING STANDARDS AND ASSESSMENTS

There will be three parent-teacher conferences scheduled throughout the year. During these conferences, you have a chance to discuss your child's progress at school as well as share learning that has occurred at home. Teachers will share a portfolio at parent conferences containing samples of your child's work along with results of any formal or informal assessments that have been administered.

Momentous School uses state standards as defined by the Texas Essential Knowledge and Skills (TEKS) to guide student learning. We utilize a variety of curricular resources to ensure that students are learning the TEKS. Students in all grades are assessed using a **standards-based report card**. Its purpose is to report

a child's progress in meeting state standards as defined by the Texas Essential Knowledge and Skills, and to give specific information on what a child should understand, know and be able to do. Report cards and other academic reports can be provided by the Student Information Specialist. We ask for a week in order to process the request. Students in grades K-5 take the Northwest Evaluation Association's (NWEA) **Measures of Academic Progress (MAP)** assessment three times each year. The MAP is an adaptive computer assessment that measures students' growth against national norms. Students in grades 3-5 are also assessed by the State of **Texas Assessment of Academic Readiness (STAAR)**. To help us evaluate and monitor our students' social emotional health, Momentous School uses the Devereux Early Childhood Assessment (DECA) with our PK3, PK4 and Kindergarten students, the Devereux Student Strengths Assessment (DESSA) with our 1st through 5th grade students, and the SELweb assessment with our Kindergarten through 5th students.

Our Early Childhood program will also use the Early Screening Inventory 3rd Edition (ESI-3) as a universal developmental screener. If you have questions about any of the assessments used with Momentous students, please reach out to the principal, Mr. Hagman.

### **EARLY CHILDHOOD ASSESSMENT**

**The Early Screening Inventory**, Third Edition (ESI-3) is a developmental screening instrument that helps identify children who may need special education services. PK3 students and PK4 students who are new to our program are given this screening in October.

The PK3 and PK4 classes also use instruments called the **Receptive One Word Picture Vocabulary Test (ROWPVT)** and **Expressive One Word Picture Vocabulary Test (EOWPVT)**.

PK3 students are given these tests in September and again in June. In PK4, only students who are new to our program will be given the test in September, and all students are given the test in June.

These tests are administered individually to students by the research team. The test administrator will spend time in the classroom prior to giving the test so the students are familiar and comfortable. Results about growth and progress are shared during parent conferences.

### **SCHOOL CLOSING FOR INCLEMENT WEATHER**

In the case of inclement weather, we will communicate a school closing by text message via Remind by 6 a.m.

### **FEES**

Momentous School requires a school fee for each student. The fee is determined based upon family income. Payment is due on the first day of every month and can be paid online or at Momentous School's front desk. If a family encounters difficulty in making fee payments, please contact Mr. Hagman, the principal, or Ms. Arellano, the family engagement coordinator.



Additional fees will be assessed for lost or damaged items, including books, Chromebooks, and chargers. We will communicate with families about the cost associated with replacing said items. A student's report card may be held until payment arrangements are made. Questions and concerns should be directed to the school principal.

If you have questions regarding fees, please contact our Student Information Specialist at 214-915-1861.

**JONSSON PARENT CENTER**

Please contact the Family Guidance Coordinator for any questions or information concerning programming. Requests for formal programming will be considered through a process consistent with Momentous Institute guidelines.

**VISITING CAMPUS**

In order to maintain a community of safety, all Momentous families entering the building after 7:55 a.m. will have to sign in and scan their ID to receive a visitor's badge. To prevent disruption of the learning environment, we do not allow parents or caregivers in classrooms during the school day.

**RESEARCH**

All families whose children attend Momentous School are an active part of the educational research that is ongoing on our campus. We have a full-time research department, which will be involved in class activities throughout the year. An important aspect of the Momentous School is evaluating the learning outcomes for each of the students over time.

Knowing that early learning experiences influence how children perform in later years, we also want to stay in touch with our students' families after they leave Momentous. We ask all families to agree to be contacted by the research team on a yearly basis until their children graduate from high school.

# Health *and* Wellness

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All parents are required to fill out a health form for each of their children attending Momentous School to be kept on file in the school clinic. Each child is required to have a record of up-to-date immunizations on file. Students who do not have current immunizations on file will not be admitted until all immunizations are complete. Tuberculin Testing is not required by our school based on the state's recommended immunization schedule. To see which immunizations your child does require, please see the attached immunization document from the Department of Health and Human Services. **See Appendix A**

The school is required to report the number of children who are screened for both vision and hearing. Screening will be conducted for all Momentous School children ages 4 and older according to the schedule prescribed by law. Please see the document entitled Vision and Hearing Screening Requirements. **See Appendix B**

If your child does not pass the vision and/ or hearing screening, you will be notified in writing and will be required to take your child to the doctor for further testing within the designated time frame.

## **MENTAL HEALTH SERVICES**

At Momentous School, we prioritize the mental health of our students and families in collaboration with strong academics and social-emotional health. Momentous School provides a program called School-Based Mental Health, which is a support service that includes but is not limited to check-ins with students, parent consultation and coaching, group programming by grade-level, and the referral process for long-term mental health services and/or the psychological assessment process. Enrollment in Momentous School indicates a family's desire to support students' mental health through available services, and if deemed necessary, families will be informed of these services. If you are interested in learning about ways to support the mental, social, and emotional health of your child, please contact Alexandra Balbuena, our school mental health professional, at 214-915-1818.

## **COMMUNICABLE DISEASES**

To protect all children from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious. Students should be symptom-free for 24 hours before returning to school.

## **EXCLUSION FROM SCHOOL**

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations are in conformance with the requirements of the local health authority (Dallas County Health Department) and adopted by Momentous School. These guidelines serve to protect the health of children, their families and staff.

1. A student with any of the following symptoms must be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated or submits a signed physician's statement that he/she is not contagious.
  - a. Temperature of 100.4 degrees or more
  - b. Student must be fever free for 24 hours, without medication before re-entry
  - c. Pain and or swelling at the angle of jaw
  - d. Undetermined rash over any part of the body accompanied by fever

- e. Undiagnosed scaly patches on the body or scalp
  - f. Nausea, vomiting or diarrhea. \*Student must be symptom-free for 24 hours, without medication before re-entry
  - g. Red, draining eyes
  - h. Intense itching with signs and symptoms of secondary infection
  - i. Open, draining lesions
  - j. Jaundice
2. The administration will notify the student's parent or guardian that the student is ill and will remain in the school clinic, away from others, until picked up by parent or guardian.
  3. It is the responsibility of the parent or guardian to transport the student from school to his/her home.
  4. For readmission, some diseases and illnesses may require a statement from the student's physician affirming that the student is not contagious. In the event a child contracts a communicable disease (chickenpox, measles, etc.) and exposes other children, notice of such exposure will be provided to parents in writing, and parents will be notified verbally when they pick up their children.
  5. For students that are under immunized, as defined as a person who has not received the recommended number or types of vaccines for his or her age according to the current national and local immunization schedules, families will be notified immediately in the event that a student with a vaccine-preventable disease to which children are susceptible occurs in the program. Families with under immunized children will be instructed on recommended health practices and quarantine policies in accordance with national and local health guidelines.



## **MEDICATIONS AT SCHOOL**

If a child needs to take medicine during the day, the school must have written permission from the parents to give the medication. Medications must be in the original pharmacy container labeled with your child's name, the date of administration, directions stating dosage amount and times, and the doctor's name. All medicines are kept in the school clinic.

Parents of children with special health monitoring needs, including asthma or other respiratory problems, are asked to provide the school with the necessary information to provide a safe, healthy school environment.

## **MEDICAL EMERGENCIES**

In case of a medical emergency during the school day, the staff will administer first aid. All teachers and administrators have completed the requirements for Pediatric CPR and first aid. Parents or an authorized adult will be notified as quickly as possible. If immediate medical attention is required, the student will be taken to a local hospital. Emergency phone numbers for parents, guardians, and other emergency contacts must be on file. If any of these numbers change during the year, please notify the teachers and Student Information Specialist immediately at (214) 915-1861.

## **MOMENTOUS SCHOOL WELLNESS POLICY**

Momentous School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children at Momentous School.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education. All school-based activities are consistent with local wellness policy goals.
- All food and beverages made available on campus during the school day comply with the guidelines of the National School Lunch / School Breakfast Program programs.
- All food made available on campus adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

## **PHYSICAL ACTIVITY**

At Momentous School we recognize the benefits of physical activity on a child's development and overall health. Students at Momentous School participate in both structured and unstructured activities in indoor and outdoor spaces throughout the week.

The spaces for physical activity include an indoor gymnasium, outdoor nature classroom and other recreational spaces. Students attend a physical education class for at least 30 minutes two to three times a week. Teachers plan for students to have multiple opportunities for outdoor learning / play. The Momentous School uniform is appropriate for indoor and outdoor physical activity. In the event that extreme weather conditions prohibit or limit outdoor play, teachers will plan appropriate indoor physical activities.

## **OUTDOOR PLAY**

Getting exercise outside is an important component of our early childhood and elementary curriculum. We have large areas of shade on the playground, however, some areas are not shaded. If local public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, parents will be notified in writing. Parental permission is required for staff to apply insect repellent containing DEET, no more than once a day.

Families are encouraged to apply sunscreen prior to students arrival to school as appropriate. Children will play outside every day except under the following conditions:

- Cold Weather Days
  - Children will not be permitted to participate in outdoor activities if the wind chill temperature is below 32 degrees. No child will be allowed to participate in outdoor activities without appropriate cold weather clothing.
- Hot Weather/Ozone Days
  - During the hot days of summer, early fall and late spring, there are frequently ozone alerts. There will be no outside activity if the heat index temperature is 95 degrees or higher, or when a Heat Alert, Red Ozone Alert or Orange Ozone Alert is issued.

## **NUTRITION**

Child development research has proven that the food a child eats influences his or her performance throughout the day. The school provides a healthy breakfast and lunch for the students each day. An afternoon snack is also served in Pre-K 4 and Kindergarten. Our meals and procedures meet the requirements of the National School Lunch and School Breakfast Program. Menus for the month will be sent home and are kept in the school for your information. Water bottles are provided and kept at the students' desks for their convenience. Water bottles will be sent home with students each Friday to be sanitized with soap and warm water and returned to school each Monday.

Knowing Momentous School is not responsible for the nutritional content of lunch from home, we strongly encourage parents to partner with the school by sending only nutritious lunch to school with your child. We ask that you please do not send lunch or drinks that are high in sugar (i.e. soda, Kool Aid, or Sunny Delight). If you send juice, please be sure that 100% Juice is written on the label. Lunch items that do not meet Momentous School nutritional guidelines will be sent home with the student at the end of the school day. Also, please help your child understand that his or her lunch is not to be shared with other students. It is important that parents plan and know what lunch their child consumes. Nutritious lunches include: protein (meat, beans, peanut butter etc.), fruits, vegetables, cheeses, crackers, 100% fruit juice, bread or tortillas etc.

\*At Momentous we understand and appreciate the value of families spending time with their children during meal times. It is a great opportunity to check in and build a relationship. As we aim to create an environment that emphasizes the importance of a balanced diet, we appreciate your support and participation in living out our commitment to eating healthy. If you're bringing a meal with you, please make sure it meets our nutritional guidelines as well. This includes avoiding fast food (such as McDonald's, Chick-fil-A, and more), especially sugary drinks such as sodas and sports drinks. Families that bring food that do not meet these guidelines will be asked to leave it at the front desk and can retrieve it upon leaving. We appreciate you helping us set a positive example for all our students about the importance of powering our bodies and minds with the best nutrients.



# Policies *and* Procedures

## DISCIPLINE

Our goal is to help children learn to self-regulate, self-manage and take responsibility for their actions. A vital part of our curriculum is teaching children the tools they need to have positive relationships with a variety of people. Our learning environment depends upon the respect, safety, and participation of all. Teachers focus on the individual strengths and special needs of learners to promote achievement. Teachers commonly use practices like redirection, positive statements, reminding students of behavioral expectations, and more to encourage positive student behavior and habits. The goal of our practices is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. It is vital that parents and teachers communicate with one another to ensure that each child is guided toward becoming thoughtful, responsible, and competent. Our classroom expectations and core values reflect these goals. Corporal punishment is not an acceptable way to deal with children's behavior at school. Staff may never use physical punishment, psychological abuse, or coercion when disciplining a student.

If a child's behavior repeatedly interrupts the learning community or threatens another student's physical or psychological safety, the appropriate Dean will schedule a meeting with parents to review the set of circumstances. Together, the school and family will develop a written plan that seeks to find solutions, set learning and behavior goals and include follow up conversations to assess our progress. Momentous School will partner with

the family to access services available for the child and family to assist supporting the child in the school environment. If the behavior continues to interrupt learning, a follow-up review will be scheduled so the administration can determine if continued enrollment at Momentous School is appropriate. We want every Momentous student to grow and succeed, but the optimization of the learning environment for **all** students is paramount. Our school policy complies with federal and civil rights laws.

## EMERGENCY DRILLS AND PLANS

Fire drills are practiced once each month to ensure children know how to safely exit the building. Severe weather drills occur every three months to practice quickly moving to an interior location with protection from threatening weather. Lock down and evacuation drills are practiced three times a year.

In case of emergency, we will communicate with families through Remind.

In the event of any emergency requiring evacuation, students will be taken to the fire station #15 at 111 East 8th St.

## CHILD CARE LICENSING

Momentous School's early childhood program is a licensed childcare center sanctioned by the Texas Health and Human Services. Parents may request to review a copy of the schools most recent licensing inspection report, including the minimum standards online, by contacting the Director of Early Childhood. Parents may also request information about how to contact the local licensing office, access the Texas Abuse and Neglect hotline, and access the DFPS website.

## ANTI-HARASSMENT AND BULLYING POLICY

Students have the right to feel safe and respected and to work and learn in an environment that is free from harassment and bullying. Harassment or discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation will not be permitted or condoned. This policy applies to the school campus, all school-sponsored and affiliated events and during transportation provided by the school. It applies to harassment/ bullying between students and between adults (teachers, administrators and staff) and students. Momentous School prohibits all forms of harassment/bullying as defined below.

Bullying occurs when aggression causes emotional harm. More specifically, bullying occurs when the use of behaviors intended to positively affect (maintain, increase, or protect) social status among peers causes emotional harm to the target of the behaviors

Students, staff and parents will be educated in the Circlepoint Method (2016) of bullying prevention and resolving bullying issues.

The aggression involved in bullying can be classified into three different types that reflect the aggressor's intent in terms of the social benefit gained. The behaviors used in each type of aggression, however, can be similar. The following are the three types of aggression:

- **Dominance Aggression:** a type of aggression where behaviors such as light physical contact; a demeanor projecting fearlessness, anger, or strength; and threats of harm are intended to intimidate a target by instilling a sense of fear of personal harm so that the target and observing peers will respect the aggressor.
- **Rejective Aggression:** a type of aggression that uses a characteristic of a target to differentiate the target from peers. The characteristic can be related to anything about the target, real or perceived, and can include, but is not limited to, the target's body size and physical features; personality traits; cultural background; ethnicity; socioeconomic standing; a material possession; a talent or skill; achievements and accomplishments; and group affiliation such a sports team, school, or interest group. This type of aggression is used to reinforce the bonds of a peer group, reaffirm membership in a peer group, gain the approval of higher-status peers, and/or diminish a positive aspect of the target.
- **Relational Aggression:** a type of aggression that is intended to harm the friendships of the target so that the target is left socially isolated. This type of aggression is often used by an aggressor to maintain or protect social status by diminishing the status of the target. This list is not all inclusive; other unwelcome acts may also constitute harassment/bullying.

## DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a type of harassment/ bullying. It may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands for sexual activity; sexual flirtations, advances or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual's body; unwelcome physical contact such as touching, pinching or brushing the body; any type of coerced sexual activity; displays of sexually suggestive objects or pictures; and obscene gestures or materials. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute sexual harassment.

## **CYBER BULLYING**

Cyberbullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with the student's education
2. Creation of a threatening environment
3. Substantial disruption to the orderly operation of the school

## **PROCEDURES FOR REPORTING COMPLAINTS OF HARASSMENT/BULLYING**

The school encourages all members of the Momentous School community to report all incidents of harassment/ bullying, regardless of who the offender may be. The school will take prompt, reasonable action to prevent, investigate and remedy harassment/bullying. Students are encouraged to reach out to any Momentous School staff member if they feel they are experiencing bullying behavior. Staff members will communicate with school administrators to determine next steps.

Following consultation between the involved parties, school administration will determine if further investigation is needed. If so, the investigation will be promptly handled. Appropriate school/agency personnel will interview those involved in a harassment/ bullying case. All interviews will be conducted with sensitivity and fairness. Parents of the targeted student will be notified within three days of the original complaint, and parents of the aggressor will be notified in a reasonable amount of time.

The investigation may include interviews of the complainant, the alleged offender, and others. Depending on the seriousness of the complaint, the principal may become involved.

## **REPORTING HARASSMENT/ BULLYING**

Any student who believes that he or she has been harassed/bullied by an adult or has witnessed an incident of harassment/bullying by an adult, should report the incident to a staff member who will report the incident to the principal. Any student who believes that he or she has been harassed or bullied by another student should speak to the offender directly if comfortable, and request that the harassment/bullying stop. If the student is uncomfortable with speaking directly to the offender or if the harassment/ bullying does not stop, the issue should be reported to the classroom teacher or another trusted adult within the school system. Parents are asked to contact the classroom teacher or an administrator regarding incidents of harassment/ bullying.

Any student, who believes that he or she has been harassed/bullied by an adult or has witnessed an incident of harassment /bullying by an adult, should take the following steps to report the incident: Report the incident to a staff member who will report the incident to the principal. Any parent who believes that a student has been harassed/bullied by an adult should also take the above steps for reporting.

## **ACTION**

Staff members will utilize the Circlepoint Method in working with students affected by bullying behavior. Empowerment of affected students and the cessation of bullying behaviors is paramount. Students who continue to engage in bullying behavior after staff intervention will be subject to removal from the environment in which the bullying behavior occurred and possibly dis-enrollment from Momentous School. Once again, We want every Momentous student to grow and succeed, but the optimization of the learning environment for all students is paramount

## **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN**

A critical piece of our programming relies on fostering safe relationships for our students and families. Recognizing that abuse and neglect have significant impact on the well-being of children, we are obligated to prepare for and respond to situations that occur. Each year Momentous School staff participate in training on preventing and responding to abuse and neglect. We also offer information for families including awareness of warning signs and prevention techniques. Our family guidance coordinator also serves as a resource to connect families with appropriate community organizations. In accordance with regulations from the Texas Department of Family and Protective Services (DFPS), all Momentous Institute staff and service providers are mandatory reporters in situations of suspected neglect and abuse. We also offer assistance for families navigating the procedures for reporting child abuse and neglect.

## **CONFIDENTIAL INFORMATION POLICY**

Information obtained will always be shared with parents during the parent-teacher conferences. Parents are entitled access to all written records concerning their child. Student portfolios are kept in a secure location in the classroom and cumulative student files are kept in locked file cabinets in the workroom. Student information will not be shared with other parties without the consent of parents. Results of all assessments will be kept confidential within Momentous Institute and may be shared with the child's teachers, research department, literacy specialist, family guidance coordinator, school administration and Momentous Institute leadership. If assessment information is shared with members of the school administrative team, it will be in order to plan support specific for your child.

The research department uses the assessments to track growth over time on a group basis only, and no individual family or student will ever be identified in any way in research reports. Research data provided by the child or the family will not become part of school records. Please refer to the Research Program Consent Form provided at registration for more specific information regarding research at Momentous School.

## **CUSTODY PAPERWORK**

Momentous School is committed to partnering with parenting adults to provide the best overall educational experience for their enrolled student(s). As such, any documentation that pertains to custody matters for an enrolled student must be presented to Momentous School. Momentous School will confidentially maintain a copy of this paperwork in order to assist us with navigating the parenting adults' rights to (1) enroll a student, (2) access the student's school records, (3) pick up the student from school, (4) withdraw the student and other issues. Please note that in the case of custody disputes, Momentous School faculty and staff cannot mediate, resolve, or otherwise intervene in these matters.

## **ILLEGAL SUBSTANCES OR WEAPONS**

The safety of each individual at Momentous School is our utmost concern. If any illegal substance (all drugs and alcohol) or weapon is found on the school premises, the Dallas Police Department will be notified. Parents will also be notified immediately in order to plan for the students' well-being and the safety of our community. Additionally, Momentous School is a smoke-free campus.

## **GANG-FREE ZONE**

Momentous School is designated as a gang-free zone. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of our campus is a violation of this law and is therefore subject to increased penalty under state law.

**FEDERAL FUNDS**

Through partnerships with Dallas-area school districts, Momentous School has access to some federal funds available to private schools. We use the funds received to support learning in our classrooms through teacher trainings and resources.

**GRIEVANCE PROCESS FOR PARENTS**

Parents may address concerns about a Momentous School staff member by contacting the dean of early childhood or the dean of upper elementary. If the concern is not satisfactorily resolved by the appropriate dean, parents may refer the matter with a statement to the principal. If the matter is not satisfactorily resolved after meeting with the principal, parents may refer their concern with a statement to the Momentous Institute executive director. In an effort to cultivate collaboration and develop a solution together, family and school personnel may meet together to discuss a plan of action to address the concern. Our goal in this process is to maintain, rebuild, or repair relationships.

**NON-DISCRIMINATORY POLICY**

Momentous School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate based upon race, color, national and ethnic origin in the administration of the educational policies, admissions policies, and athletic and other school-administered programs.

**RIGHT TO AMEND**

Information included in this handbook is subject to amendment at any time during the academic year on an as needed basis determined by the Momentous Institute staff. Notice of amendments will be shared with families via email and text messaging service, and updated copies of the handbook will be available electronically on our school website.

# Appendix A: Immunization Schedule

## 2022 - 2023 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) <sup>1</sup>	Haemophilus influenzae type b (Hib) <sup>2</sup>	Pneumococcal conjugate vaccine (PCV) <sup>3</sup>	Measles, Mumps, & Rubella (MMR) <sup>1,4</sup>	Varicella <sup>1,4,5</sup>	Hepatitis A (HepA) <sup>1,4</sup>
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

↓ Notes on the back page, please turn over. ↓

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<sup>1</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

<sup>2</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

<sup>3</sup> If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

<sup>4</sup> For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy this requirement.

<sup>5</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

### Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.dshs.texas.gov/immunize/school/exemptions.aspx](http://www.dshs.texas.gov/immunize/school/exemptions.aspx). The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



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# Appendix A: Immunization Schedule

## 2022 - 2023 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) <sup>1</sup>	<i>Haemophilus influenzae</i> type b (Hib) <sup>2</sup>	Pneumococcal conjugate vaccine (PCV) <sup>3</sup>	Measles, Mumps, & Rubella (MMR) <sup>1,4</sup>	Varicella <sup>1,4,5</sup>	Hepatitis A (HepA) <sup>1,4</sup>
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

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<sup>1</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

<sup>2</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

<sup>3</sup> If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

<sup>4</sup> For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy this requirement.

<sup>5</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

### Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.dshs.texas.gov/immunize/school/exemptions.aspx](http://www.dshs.texas.gov/immunize/school/exemptions.aspx). The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it.

Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



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# Appendix A: Immunization Schedule

## 2022 - 2023 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

### IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level											Notes			
	Grades K - 6th						Grade 7th	Grades 8th - 12th							
	K	1	2	3	4	5	6	7	8	9	10		11	12	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap)							5 doses or 4 doses	3 dose primary series and 1 booster dose of Tdap / Td within the last 5 years	3 dose primary series and 1 booster dose of Tdap / Td within the last 10 years						<p><b>For K – 6<sup>th</sup> grade:</b> 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4<sup>th</sup> birthday. However, 4 doses meet the requirement if the 4<sup>th</sup> dose was received on or after the 4<sup>th</sup> birthday.<sup>1</sup> For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4<sup>th</sup> birthday.<sup>1</sup></p> <p><b>For 7<sup>th</sup> grade:</b> 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.*</p> <p><b>For 8<sup>th</sup> – 12<sup>th</sup> grade:</b> 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine.*</p> <p>*Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.</p>
Polio							4 doses or 3 doses								<p><b>For K – 12<sup>th</sup> grade:</b> 4 doses of polio; 1 dose must be received on or after the 4<sup>th</sup> birthday.<sup>1</sup> However, 3 doses meet the requirement if the 3<sup>rd</sup> dose was received on or after the 4<sup>th</sup> birthday.<sup>1</sup></p>
Measles, Mumps, and Rubella <sup>2</sup> (MMR)							2 doses								<p><b>For K – 12<sup>th</sup> grade:</b> 2 doses are required, with the 1st dose received on or after the 1<sup>st</sup> birthday.<sup>1</sup> Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.</p>
Hepatitis B <sup>2</sup>							3 doses								<p>For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax<sup>®</sup>) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax<sup>®</sup>) must be clearly documented. If Recombivax<sup>®</sup> was not the vaccine received, a 3-dose series is required.</p>
Varicella <sup>2,3</sup>							2 doses								<p><b>For K – 12<sup>th</sup> grade:</b> 2 doses are required, with the 1st dose received on or after the 1<sup>st</sup> birthday.<sup>1</sup></p>
Meningococcal (MCV4)							1 dose								<p><b>For 7<sup>th</sup> – 12<sup>th</sup> grade:</b> 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11<sup>th</sup> birthday.</p> <p><b>NOTE:</b> If a student received the vaccine at 10 years of age, this will satisfy the requirement.</p>
Hepatitis A <sup>2</sup>							2 doses								<p><b>For K – 12<sup>th</sup> grade:</b> 2 doses are required, with the 1st dose received on or after the 1<sup>st</sup> birthday.<sup>1</sup></p>

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

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<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

#### Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

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For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

#### Provisional Enrollment

All immunizations must be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Student must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

#### Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



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## Appendix B: Screening Requirements

# Vision, Hearing and Spinal Screening Requirements

The requirements for **VISION AND HEARING SCREENING** apply each year for children enrolled in any licensed child care center, child care home or school program at the ages or grades listed below:

WHO MUST BE SCREENED	WHEN SCREENING MUST BE DONE
4-year olds by September 1 <sup>st</sup> Kindergartners Any other first time entrants (4-years through 12 <sup>th</sup> Grade)	Within 120 days of admission
1 <sup>st</sup> -, 3 <sup>rd</sup> -, 5 <sup>th</sup> - and 7 <sup>th</sup> -graders	Any time within the school year (preferably within 120 days)



Children benefit from Vision, Hearing and Spinal Screenings

The requirements for **SPINAL SCREENING** apply each year for all children who attend public and private schools, to detect abnormal spinal curvature in accordance with the following schedule:

WHO MUST BE SCREENED	WHEN SCREENING MUST BE DONE
Girls two times	<b>age 10</b> (or fall semester of grade 5) <b>age 12</b> (or fall semester of grade 7)
Boys one time	<b>age 13 or 14</b> (or fall semester of grade 8)

It is incumbent on schools to identify outliers (i.e., children promoted to higher grades or held back) and ensure their screenings align with appropriate ages rather than grades.

### Contact Information

Health Screening Group  
Dept. of State Health Services  
PO Box 149347  
Austin, Texas 78714-9347

512-776-7420

512-776-7256 fax

vhssprogram@dshs.texas.gov

For more information, visit:

[dshs.texas.gov/vhs](https://dshs.texas.gov/vhs)



Texas Department of State Health Services

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June 13, 2023

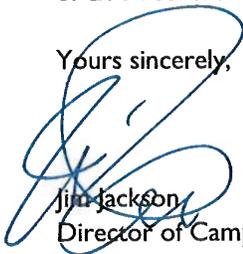
Dear Momentous School Families and Staff,

The Asbestos Hazardous Emergency Response Act (AHERA) requires public and private non-profit schools to inspect their buildings for asbestos-containing building materials. This Act went into effect in 1986 and requires schools to:

- Perform an original inspection and periodic re-inspections every 3 years for asbestos containing material; the most recent triennial inspection at our school occurred on July 22, 2022.
- Develop, maintain, and update an asbestos management plan.
- Provide yearly notification to parents and teachers regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school.
- Perform periodic surveillance of known or suspected asbestos containing building materials.
- Provide custodial and maintenance staff with yearly asbestos awareness training.

The Environmental Protection Agency (EPA) requires a pro-active, in-place management program whenever Asbestos Containing Building Material (ACBM) is discovered and is not removed. Asbestos that has been identified will pose little risk if it is well maintained under an operations and maintenance program. Removal is often not the best course of action to reduce asbestos exposure. In fact, an improper removal can create a dangerous situation where none previously existed. The Environmental Protection Agency (EPA) only requires asbestos removal to prevent significant public exposure to airborne asbestos fibers during building demolition or renovation activities. In our building, the only asbestos containing material present is non-friable mastic located in an area non-accessible to students, faculty and staff. The school's management plans are available for review upon request by contacting Jim Jackson at [jjackson@momentousinstitute.org](mailto:jjackson@momentousinstitute.org) or 214-915-4751.

Yours sincerely,



Jim Jackson  
Director of Campus Operations

A new way of humans being

[MomentousInstitute.org](http://MomentousInstitute.org)