

School Colors: Blue & White

School Mascot: Tiger



# GLEASON ELEMENTARY SCHOOL

9203 Willowbridge Park Blvd., Houston, TX 77064

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

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

## Vision/Mission

To build a solid foundation that leads to opportunities. We will work together to empower students to be 21<sup>st</sup> century leaders.

### WHO CAN HELP YOU?

Homeroom Teacher	First Contact
Content Teacher	Second Contact
Kimberly Alvarado	Asst. Principal- PK, 2 <sup>nd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup>
Kari Thompson	Asst. Principal- K, 1 <sup>st</sup> , & 3 <sup>rd</sup>
Caroline Trahan	Instructional Specialist- Math/Sci
Amanda Crume	Instructional Specialist-Language Arts
Elizabeth Salazar	Counselor-- 1 <sup>st</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup>
Julie Senteno	Counselor- K, 1 <sup>st</sup> , & 3 <sup>rd</sup>
Petra Rios	Attendance Secretary
Mosammat Ali	Cafeteria Manager
Elisa Mann	Librarian
Natasha Hopkins	Nurse
Geraldine Pablo-Toledo	Diagnostician
Katherine Castano	Campus Secretary
Christine Melancon	Principal

**SCHOOL HOURS:** 8:45 AM -4:05 PM

**ATTENDANCE:** Attendance is taken at 9:55am. Please send a note if your child is absent from school. Please check the CFISD Student Code of Conduct for further information.

**TARDIES:** Children that arrive to class after 8:45 am are tardy and need to be signed in by the parent in the front office. Tardy slips will be issued from the office beginning at 8:46 am.

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

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

### SCHOOL VISITATIONS

We welcome your visits to Gleason. For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned and you will be given a personalized nametag for your visit.

**Cafeteria Visits:** To eat lunch with your child, please follow the procedure above; and you must have written permission from the parent to eat lunch with a child. We ask that you refrain from inviting other students to eat with you, as this may lead to hurt feelings. Please say good-bye to your child in the cafeteria before they return to their classrooms, when Tiger 5 is called. Parents cannot attend or visit recess due to the safety of our children. Lunch visitor days are Tuesdays and Fridays beginning the 6<sup>th</sup> week of school.

**Classroom Visits:** Please make appointments with the **Assistant Principal** for 30-minute visitation. Parents or legal guardians may observe. Please allow a 24-hour turnaround so we can check the calendar for testing dates. A visitation request will be sent home with your child to be signed by the parent and returned to school. The principal must approve any other persons observing.

### ARRIVAL AND DEPARTURES

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

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

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

**PARENT DROP-OFF:** Parents should stay in their car and go through the car rider line. If a parent needs to come into the building, they are expected to park in a designated parking place and check in at the front office.

**PARENT PICK-UP:** Parents should stay in the car. The child will be brought to the car. Parents will be given a car rider sign to place in the car window for identification purposes. Driver's license may be requested. You will be asked to park and come in if you arrive after 4:30 pm.

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

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

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

### Food & Nutrition Guidelines

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

### CHANGE OF ADDRESS

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the front office. We will gladly accept emails at [gleason@cfisd.net](mailto:gleason@cfisd.net). In case of emergency, it is vital that we are able to contact you.

## GRADING SYSTEM

The following grading system is used:

### PERFORMANCE RATING

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

### WORKHABITS AND GENERAL CONDUCT

S	Satisfactory
N	Needs Improvement

## AWARDS

- ✓ Distinguished Honor Roll – All A's & all S's (No N's in behavior)
- ✓ Honor Roll – All A's & B's and all S's (No N's in behavior)
- ✓ President's Education Award (5<sup>th</sup> Grade) - 90 average for 4<sup>th</sup> - 5<sup>th</sup> grade
- ✓ Perfect Attendance

## BIRTHDAYS

- ☺ Student's birthdays are acknowledged at school during the morning announcements.
- ☺ Due to imposed health regulations, and FMNV you **will not be allowed to bring cakes, cupcakes, favors, etc., for birthdays or other special occasions.**
- ☺ Due to the Privacy Act, homeroom lists may not be provided to individuals.
- ☺ Students **will not** be allowed to distribute invitations to personal parties at school unless the entire HR is invited. We also do not allow the delivery of gifts such as flowers, balloons, etc.

### Let's Stay Connected!

- School newsletter is sent out via e-mail once a month
- Facebook:  
<https://www.facebook.com/GleasonTigers/>
- Twitter: @GleasonTigers #GleasonProud



## EMERGENCY SCHOOL CLOSINGS

Text "Y" to 67587

## STUDENT DRESS CODE

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

General guidelines for our Gleason students include:

- Shorts must be mid-thigh length or longer.
- Tennis shoes or closed toed shoes must be worn in P.E. and recess.
- Head Coverings – No type of head covering may be worn unless for religious or medical purposes, or on days designated by administration. Headbands with objects protruding more than 1 inch and other head coverings are prohibited.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to midriff tops, tank tops, tops with spaghetti straps, spandex shorts and oversized or baggy clothes.
- Ear piercings must not detract from the learning environment or present a safety hazard.
- Tattoos- Permanent or temporary tattoos must be covered at all times.
- Hair must be well groomed and neat at all times. Hair style and color must not detract from the learning and school environment.
- Backpacks- For space and safety concerns, rolling backpacks are not allowed.

## LUNCH SCHEDULE

Pre-Kindergarten	– 10:40-11:10
Kindergarten	– 11:20 – 11:50
First Grade	– 12:50 – 1:20
Second Grade	– 10:45 – 11:15
Third Grade	– 11:50-12:20
Fourth Grade	12:40 – 1:10
Fifth Grade	12:15-12:45

Lunch visitors will be allowed the 6<sup>th</sup> week of school in order to establish routines.

## Lunch Information

- Visit <https://www.schoolcafe.com/> or the SchoolCafe app to apply.
- Call 281-897-4550 or visit the Food Production Center at 11355 Perry Rd with questions or assistance.
- Paper applications are available upon request.
- Use the QR code to access nutrition services and menus.



## CODE OF CONDUCT

You may access the District Student Handbook (Code of Conduct) on line at [www.cfisd.net](http://www.cfisd.net) under Quick Links and Student Code of Conduct. If you do not have access to the internet you may view the handbook on campus. You are asked to become familiar with this very important document. Please make special note of policies regarding attendance, bus transportation, school visitation, make-up work, medication policies, and dress code.

## MEDICATION POLICY

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

All medicine, including cough drops and chapstick, must be brought to the clinic in the original container clearly labeled as to content, the student's name, and directions for time and dosage. **All medication must be brought to the clinic by the parent, guardian, or responsible adult.** When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school.

## PERSONAL COMMUNICATION DEVICES

The use of cell phones and other portable computing devices such as iPads, iPods, tablets, etc. must be turned off and kept in the backpack while on campus. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited. If your child has a cellular device, including watches, they must be turned off. Students using cell phones or other portable computing devices will be held accountable to the cell phone rule use set. During the school day, students are prohibited from using all personal communication devices such as cell phones, iPads, iPods, and tablets, etc.. Such devices must not be visible and must remain turned off during the school day. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited.

## PERSONAL ITEMS

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