

Milam Elementary School
Student Handbook
“#WeAreMilam”

2022-23



5000 Luke Street
El Paso, TX 79908
(915) 236-0325
Fax: (915) 512-6448

Mission Statement

Milam will promote a safe and positive learning environment which strives for academic excellence in which every student realizes the importance of being a life-long learner.

Vision Statement

Milam's team of educators will prepare all students to become successful members of a global community in a safe, challenging, and disciplined environment.

School Colors: Red, White, and Blue

School Mascot: Mustangs

School Information:

School Hours: 7:45 AM- 3:25 PM

Bell Schedule:

8:00 AM First Bell Rings
8:15 AM Tardy Bell
3:25 PM Dismissal

Office Hours: 7:30 AM- 4:00 PM

On behalf of the Milam Faculty and Staff, we welcome you and your child(ren) to the 2022-2023 school year. It is important for you to review the information in this Student Handbook with your child(ren) and please call us at (915) 236-0325 if you have any questions or comments.

ABSENCES - Definitions

EXCUSED ABSENCES - Temporary absences will be excused if they result from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or extenuating circumstances acceptable and approved by the principal. Absences due to observance of specific religious holidays, which are not school holidays, shall be excused by the principal upon receipt of advance written notice from the parent or guardian. School assignments must be made-up in the same number of days that the student was absent. An absence of more than three days will require a note from the doctor.

UNEXCUSED ABSENCES - Absences which do not fall into the above categories **will not be allowed make-up work**. Unexcused absences may result in court action.

ACCIDENTS - Milam and EPISD are not liable for any accidents that occur on school grounds. For the benefit of parents who do not have insurance or have limited health insurance, the school district is making available a VOLUNTARY STUDENT ACCIDENT INSURANCE PLAN. Applications may be picked up in front office.

AFTER SCHOOL - All students must leave the school grounds as soon as they are dismissed. If a student is picked up 10 minutes later than dismissal time, the parent/guardian must come inside to sign them out. A meeting will be scheduled with administration for repeated incidents. CPS will be notified if children are continuously not picked up on time. This applies to Pre-Kinder students as well. Please obtain information on dismissal locations from your child's teacher.

APPOINTMENTS - If your child has an appointment *before the 10:00 AM cutoff time, a doctor's note is required so that your child will not be counted absent.*

STUDENT PICK-UP - Only a guardian or responsible party may sign out students leaving during the school day. You must complete a release form listing individuals allowed to pick up your child(ren) and return it to the office. Please provide any updates on the pick-up list to the front office.

Parents who continually sign out their child early may be asked to provide justification.

ATTENDANCE - It is important for your child to attend school every day and to be on time. Students not in school at 10:00 am will be counted absent even if they report later in the day (**see exception below in appointments*).

If your child needs to be absent, please call the school office at (915) 236-0325 between 8:00 AM and 10:00 AM. If you do not call to excuse an absence, a note will be required the next day explaining the reason why the student was absent.

Doctor notes are always required when a child is out for a doctor's appointment.

- *Students with good attendance are more likely to succeed.*
- *Frequently absent students are more likely to cause classroom disruptions and have behavior concerns.*
- *Missing class increases the risk of falling behind.*
- *Chronic absences are linked to higher drop-out rates.*

BATHROOM ACCIDENTS- It is important for all Pre-Kinder, Kinder and First Grade students to have a change of clothing in their backpack or in the classroom. Accidents happen and no child should have to sit in wet/soiled clothes while waiting for dry clothes.

BICYCLES – Any bicycles brought to school must be chained to the bicycle racks located by the main entrance of the building. Skateboards are not allowed on school grounds.

BIRTHDAYS - Birthday acknowledgements sponsored by parents are limited to cupcakes only, as they are easier to distribute. Cupcakes will be distributed to students at dismissal time only. We ask that you notify your child's teacher, 24 hours in advance, that you will be bringing cupcakes. Also, please be sure to label your child's cupcakes with their name and teacher's name to ensure that the office staff delivers to, or sends for, the appropriate student.

DO NOT BRING BALLOONS, CAKES, ICE CREAM, PARTY FAVORS, ETC. IN VIEW OF THE GROWING NUMBER OF PEANUT ALLERGIES, PLEASE DO NOT BRING PEANUT PRODUCTS TO SCHOOL.

BREAKFAST – Breakfast is served daily in the cafeteria from 7:30 AM to 8:00 AM. Children must be in the classroom by 8:10 am for morning arrival procedures.

BULLYING- Our goal at Milam is to bring awareness to bullying so that it can be recognized, identified, and eliminated. We also teach students to accept one another regardless of individual differences. We believe all students have the right to be treated with dignity and respect by faculty, staff, and their peers. We do not tolerate or ignore any form of bullying. Students are provided with strategies and counseling lessons regarding bullying.

If you have concerns that your child is being bullied, please communicate your concerns with your child's teacher or report it using the following site:

<https://www.episd.org/Page/4599>

CHANGES - It is important for you to notify the office of any and all changes in employment, telephone numbers, addresses, guardianship, etc.

COMMUNICATION- Communication is important and a key to a successful school/family/community partnership. Milam will communicate via SchoolMessenger, Facebook, and through classroom communication apps such as ClassDojo and Remind. Please contact your child's teacher for the app information.

COUNSELOR – The school counselor will provide counseling services to fully develop each student's academic, career, personal, and social abilities. Students may be referred for counseling services at the request of an administrator, teacher, or parent/guardian. Please be aware that the counselor will intervene on behalf of any student whose immediate personal concerns or problems put the student's continued education, career, personal, or social development at risk. Temporary group counseling services are offered based on a needs assessment and the number of students participating. Children must have a permission form in order to participate in group counseling services. If you have any questions or concerns, feel free to contact Ms. Roxy Pendelton, Milam Counselor.

DELAYED START - In the event of a delayed start due to inclement weather, students will have a 2-hour delay and will report by 10:00 a.m. Students should not arrive before 9:45 a.m. On days with inclement weather, EPISD will send out an automated phone call to inform and provide instructions to the public. Local television and radio stations will also send out updates.

TO RECEIVE TEXT MESSAGE ALERTS FROM EPISD, SIMPLY TEXT "YES" TO 68453

DISCIPLINE - Proper behavior is expected of all students and at all times. The faculty and staff want school to be a positive experience for your child. Elementary school years should be full of wonderful memories that he/she will always cherish. We believe that students should be rewarded for good behavior and corrected for inappropriate behavior. Through school-wide effort, your child will understand specific, reasonable rules of expected conduct along with consequences for both positive and negative behaviors.

Students must comply with the Student Code of Conduct and Milam Elementary's PBIS 3 B's - Be Responsible, Be Respectful, and Be Safe.

POSITIVE INCENTIVES- Students who follow the 3 B's will be given verbal praise, classroom privileges and can be awarded "Mustang Money". This money can be traded in for a variety of prizes. Students can also be nominated by faculty/staff to be acknowledged as the "Mustang of the Week".

REPRIMANDS-

1. Verbal Warning/Conference with teacher and/or administration
2. Parent Contact
3. Lunch Detention
4. After-School detention will be from 3:25 p.m.-4:00 p.m. in the office. Parents are responsible to pick up their child on time and to provide their own transportation home.
5. Community Service
6. In-school or out of school suspension
7. About Face: District Alternative Educational Placement (DAEP)

DRESS CODE – All students at Milam are required to dress in a manner that is appropriate in order to promote self-respect, pride, and improve proper school safety conduct. Students must be in compliance and follow the guidelines at all times.

The following is encouraged:

- Shorts, skirts, and dresses that are fingertip length
- Rubber sole, closed toe shoes
- Milam spirit shirts on Monday
- College shirts on Fridays

The following will not be allowed:

- Spaghetti strap shirts or dresses
- Muscle shirts/ A-shirts
- Halter tops, midriff, cropped shirts
- Torn, ripped, holey clothes
- Short shorts or mini- skirts
- Caps, hats, or hoodies inside the building
- High heeled shoes or slippers
- Open toed, strapless, flip-flop shoes
- Any clothing/accessories that, in word or image, promotes alcohol or tobacco advertisements, illegal drug symbolism, profane language, obscene graphics, racism or depictions or harmful or violent acts

If administration determines that the student is in violation of the dress code, the parent will be contacted to provide an acceptable change of clothing. Repeated offenses may be subject to disciplinary actions.

EARLY RELEASE DAYS- EPISD will have early release on the following days: **September 13, 2022, December 16, 2022, February 14, 2023, and May 26, 2023.** Please make sure to pick up your child on time. On early release days, students are dismissed at 12:15 PM.

ELECTRONIC DEVICES – Cell phones and other personal electronic devices should not be used during the instructional day and while instruction is being conducted. A student who violates this policy shall be subject to established disciplinary measures in the Student Code of Conduct. Any District employee may confiscate any personal telecommunication device seen in use by students during the instructional day, including lunch time and P.E. As per District policy, a \$15 fee is required to recuperate a cell phone or other electronic device that has been confiscated.

EMERGENCY CARDS - EVERY CHILD must have an emergency card on file regardless of the number of siblings in school. All information on your child's emergency card must be kept up to date. Notify the nurse of any changes. *Only those persons listed on the card will be allowed to pick up your child in a medical emergency.*

FIELD TRIPS - Students must have a signed District Parent Permission slip to go on any field trip. Parent chaperones must have an approved volunteer application on file to attend a field trip. Please check with the office staff for more information regarding the volunteer application.

FIRE DRILLS – Fire drills will be conducted monthly. Milam will also conduct emergency crisis practice drills throughout the school year.

GIFTED AND TALENTED (GT)

Kinder - 5th Grade School Wide Enrichment (SWE) Program

Students are placed in a class with a designated GT teacher who will differentiate instruction for the gifted learners in all core content areas. Students who participate in the School Wide Enrichment are required to participate in the Texas Education Agency's (TEA), *Texas Performance Standards Project* (TPSP). For more information on TPSP you may obtain this information on-line at www.tea.state.tx.us.

GT Testing – Gifted and talented testing is conducted **once** a year. If you would like to have your child tested, please fill out the required paperwork and turn it in before the deadline indicated on each form (Nomination Form, Permission to Test and Parent Checklist). If you would like your child tested for GT, please reach out to your child's teacher to begin the process.

GRADES – Grades are **EARNED** by the student, and not **GIVEN** by the teacher. Contact your child(ren)'s teacher as often as necessary to keep informed of your child's progress. Student grades

are also found in EPISD's Parent Portal. Familiarize yourself with the grading scale in grades 2nd through 5th and with the continuum for grades PK through 1st. Visit with your child's teacher for a review of the documents.

Grades 2nd through 5th will record 2 grades per week per subject- English Language Arts, Math, Science, Social Studies, P.E. and Orchestra (5th only). A total of nine grades per grading period for Fine Arts will also be recorded.

PROGRESS REPORTS – These are given to all students every six weeks. Please sign and return the progress report promptly to your child's teacher.

HOLIDAYS/NO SCHOOL

AUGUST 24	TEACHER STAFF DEVELOPMENT
SEPTEMBER 5	LABOR DAY
SEPTEMBER 30	TEACHER STAFF DEVELOPMENT
OCTOBER 3-7	FALL INTERCESSION
OCTOBER 10-14	FALL BREAK
NOVEMBER 11	VETERAN'S DAY
NOVEMBER 21-25	THANKSGIVING BREAK
DECEMBER 19-30	WINTER BREAK
JANUARY 2	WINTER BREAK, CONTINUED
JANUARY 3	TEACHER WORK DAY
JANUARY 16	MARTIN LUTHER KING, JR. DAY
FEBRUARY 20	PRESIDENT'S DAY
MARCH 6-10	INTERCESSION
MARCH 13-17	SPRING BREAK
MARCH 20	TEACHER STAFF DEVELOPMENT
APRIL 7	SPRING HOLIDAY
APRIL 29	MEMORIAL DAY
JUNE 8	SUMMER BREAK BEGINS

INCLEMENT WEATHER – During inclement weather, stay tuned to the local radio and TV stations for possible school closures. It is also a good idea to call the school for more information. Parents can pick up their child early during inclement weather but must follow sign out procedures.

During inclement weather, dismissal procedures will be different than a regular day. Students will be kept inside the building. Students will be dismissed from their classrooms by their homeroom teacher.

LATE ARRIVALS – Any student who comes to school after 8:15 a.m. must report to the front desk to obtain a tardy slip. These students are considered late and a parent/guardian must sign the student in. A meeting will be scheduled with administration for repeated incidents.

LIBRARY – Library hours are 7:45 AM– 3:45 PM daily. Students are encouraged to visit the library. Students will attend reading lessons on a rotational schedule in the library and will be able to check out books. It is their responsibility to return them to the library. If your child loses or damages a book, it must be paid for before checking out any other library books.

LOST AND FOUND – It is located in the cafeteria. We urge you to check it periodically with the permission of office personnel. Items not claimed are donated to a non-profit organization in October, December, March, and June. Remember to mark your child(ren)'s belongings with their name.

LUNCH MONEY – Income eligibility requirements will resume in the 2022-2023 school year for non-CEP campuses. Free meals for all students will no longer be available at these campuses. Parents will be required to complete a [meal application to qualify for free or reduced meal prices](#). Students who do not qualify will need to pay full-price for breakfast and lunch. Each student will have a lunch money account and funds can be added via MySchoolBucks.com.

MEAL PRICES

Regular Breakfast	\$1.35	Reduced Breakfast	\$0.30
Regular Lunch	\$2.10	Reduced Lunch	\$0.40

LUNCH SCHEDULE

PRE-KINDER-----10:30-11:10	THIRD GRADE -----11:45-12:25
KINDER -----11:00-11:40	FOURTH GRADE----12:30-1:10
FIRST GRADE -----11:00-11:40	FIFTH GRADE -----12:30-1:10
SECOND GRADE ---11:45-12:25	

There are no deliveries allowed
Students who bring their lunch must bring it with them in the morning.

Students will have 20 minutes of lunch and 20 minutes of recess time daily (to promote physical health and wellness).

MEDICATION – School nurses *cannot* administer any medication without, both written parent/guardian consent AND the written order of a doctor/dentist licensed in the United States. This applies to all over the counter (OTC) and prescription medications, whether taken by mouth,

inhaled, or applied. Most antibiotics are prescribed for three (3) times daily. This means every eight (8) hours and not breakfast, lunch and dinner. They are best administered at home.

All doctor's orders must be in writing. School nurses *cannot* accept phone orders from doctors. The doctor's order **MUST** include:

- ◇ The name of the medication to be administered
- ◇ The amount (dosage) of the medication to be administered
- ◇ How the medication is to be administered (by mouth, inhaled, topical)
- ◇ Time or frequency that the medication is to be administered

All medications, OTC or prescribed, must be provided by the parent/guardian and must be brought to the school in the original, labeled bottle/container.

Permission and order forms can be obtained from the school nurse. Submitted parent/guardian consents and corresponding doctor/dentist orders will be good for the entire school year. New doctor's orders and parent consent forms are required at the beginning of each school year or if medication requirements change during the year (example: from 20 mg to 30 mg, or from 1 tablet to 2 tablets).

A student carrying medication on his/her person, without a doctor's order and parental consent, will face disciplinary action by school administration, as this violates the Student Code of Conduct.

NURSE – The Nurse's office hours are from 7:45 a.m. – 3:45 p.m. If your child is ill, please keep him/her at home. If your child is running a **fever**, please remember that your child must be fever free for 24 hours without medication before bringing them back to school. Please keep your child home if they have diarrhea or are vomiting. If your child becomes ill or has a major injury at school, the school nurse will contact you.

HEAD LICE – Head Lice can affect anyone, regardless of background or hygiene. Please remind your children to be aware of their surroundings and not to share items that touch their heads, like hats, headphones, helmets, headbands, etc. Avoiding close contact with infected people can help prevent the spread of head lice. A case of head lice can be picked up ANYWHERE and brought to school. You can help stop the spread by checking your child's head frequently and report to the school nurse if lice are found on your child. The spread of lice can be controlled with prompt diagnosis and effective preventative treatment.

VISION AND HEARING SCREENINGS – The State of Texas mandates that vision and hearing screening be conducted in 1st, 3rd, and 5th grades. EPISD requires that all new students be screened for the same. PK & Kinder students are screened for vision and hearing only per state mandate. Parents will receive letters of referral when results of screening are abnormal.

OFFICE AND VISITORS – Everyone must check into the office before entering the campus. You will be required to show a picture ID that will be scanned by our electronic visitor management system. We ask that you visit our campus in a civil manner. Inappropriate language and/or behavior will not be tolerated at our school. If you do not have a visitor’s pass, you will not be allowed in the building. Appointments with administrators must be scheduled in advance, unless an extreme emergency arises.

Parents are always welcomed at Milam and we want to build a partnership with our families. Every teacher has a scheduled daily conference time. Please obtain information on conference times for your child(ren)’s teacher at the front office or with the teacher.

OFFICE TELEPHONE – It is to be used by students only for emergencies. Please make sure you plan ahead who will pick up your child after school and make sure your child brings his/her homework and all school materials to school every day. This policy will be strictly enforced.

PARENT/TEACHER CONFERENCES – Conferences are necessary to keep you informed of your child’s progress in school. Parent/teacher conferences will be held on **September 13, 2022 and February 14, 2023**. Please make plans to attend as scheduled by your child’s teacher. On these days, students will be released at **12:15 p.m.**

PHYSICAL EDUCATION CLASSES – P.E. is a part of the instructional day. Children need to wear athletic shoes and shorts under their dress/skirt during P.E. class. Students may be excused from P.E. for three consecutive days **only with a written note from the parents**. For a longer period, **a doctor’s note is required**. Students will be graded according to the Texas Essential Knowledge and Skills (TEKS) for Elementary Physical Education.

SCHOOL AGE SERVICES (SAS) – Milam SAS personnel will drop off and pick up students from Milam on a daily basis. Pre-Kinder and Kinder students are picked up from their classroom and walked to SAS. 1st-5th grade students will meet SAS personnel in the cafeteria following the dismissal bell.

Parents, please notify Milam SAS and your child’s teacher of any changes in daycare providers and/or if you discontinue the use of daycare providers. Also notify the school, especially the teacher, if someone other than the daycare provider will be picking up your child. Please refer to STUDENT PICK-UP section regarding persons allowed to pick up students.

SCHOOL ARRIVAL - Please arrange your schedule so that your children arrive at school on time.

The gates will open at 7:45 AM. Pre-Kinder through 5th Grade have designated spots outside and will be picked up by their teacher at 8:00 AM to be escorted to their classrooms. Only students who are

eating breakfast will be allowed inside of the building before 8:00 AM. Students will be tardy at 8:15 AM and must be signed in by a parent/guardian to receive a tardy slip for class.

SCHOOL MESSENGER – It is a telephone system that provides important information (i.e. school events, early releases, testing dates, etc.) to you on the telephone number that is on record.

STUDENT TECHNOLOGY- Devices/chargers are assigned to individual students. Students will be held financially responsible for damages, lost devices, and chargers. Teach them to be respectful and responsible for their “own” device.

If a student is withdrawing from EPISD, their district assigned device must be turned in on their last day in attendance to the corresponding Assistant Principal.

TRAFFIC AND SAFETY- The safety of your children is one of our primary concerns. Please make note of the following traffic and safety guidelines for Milam:

CROSSWALK- Be mindful of all pedestrians and be respectful of the Crossing Guard.

DROP OFF/ PICK UP ZONE – The parent drop off/pick up zone is located in the front on Luke Street.

- Drop off begins at 7:45 AM.
 - Allow extra time and use driver courtesy when waiting in line to use this area.
 - Do not leave your vehicle unattended, as this is not a parking zone.
 - U-turns on Luke Street is illegal and dangerous.
- Please do not use the faculty and staff parking lot to drop off or pick up students.
- Pick up will be at 3:25 PM and will be at designated spots on the campus grounds.

PARENT PARKING LOT – It is located across the street from Milam. Park within the concrete barriers.

SPEED LIMIT- Be courteous and obey posted speed limits.

TROPHIES – These are given at the end of year awards assemblies and are to reward a job well done throughout the year.

A Honor Roll trophies will be awarded for all A’s in all grading periods (2nd grade-5th grade).

NO I’s, N’s or U’s, otherwise the student will be disqualified from receiving a trophy.

A/B Honor Roll trophies will be awarded for all A/B’s in all grading periods (2nd grade-5th grade). **NO I’s, N’s or U’s, otherwise the student will be disqualified from receiving a trophy.**

Exceptional Attendance and Perfect Attendance medals will be awarded to a student who has no absences on the TEAMS system, regardless of reason.

TUTORING- Tutoring may be provided to students who are identified at-risk, HB4545, or who have a classroom skill need. Tutoring may be available before school, after school, and during intercession.

VOLUNTEERS IN PUBLIC SCHOOLS (VIP) – VIP's are very important people! Volunteer your time by providing voluntary services at school in the cafeteria, playground, and office. All parents/guardians who wish to volunteer must fill out the VIPS online application which can be found at www.episd.org. Your application must be cleared (approved) PRIOR to volunteering.

WITHDRAWALS- If you will be withdrawing your child from Milam, notify the office at least two days in advance so that all paperwork may be prepared for you to take to the new school.