

Welcome!
Together Everyone Achieves More
At Newman School

The following will help you understand school programs and policies to help you make the transition to Newman School. **The policies are in alphabetical order for easy reference. Please take time to read the policies thoroughly. Keep this handbook to refer to throughout the school year.**

Newman Elementary School
El Paso Independent School District
(“EPISD”)
10275 Alcan
El Paso, Texas 79924

Office and Administration:
(915) 236-5825

Please call the attendance office (236-5825) prior to 10:00 a.m. whenever your child will be absent, will be late to school, or will leave early. Failure to comply will result in an unexcused absence.

Thank you for your cooperation!

EXCELLENT ATTENDANCE = ACADEMIC SUCCESS
NEWMAN ELEMENTARY SCHOOL
APPROVED UNIFORM DRESS CODE POLICY

THE EL PASO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES APPROVED ON MAY 10, 2005 THE IMPLEMENTATION OF A MANDATORY SCHOOL UNIFORM POLICY BEGINNING AUGUST, 2005. NEWMAN PARENTS PARTICIPATED ON THE COMMITTEE THAT DEVELOPED THE UNIFORM POLICY THAT WAS SUBMITTED FOR APPROVAL. THE FOLLOWING POLICY WILL BE IN EFFECT:

The counselor has uniforms that may be loaned to students. If a uniform is available to loan to a student, it will be. If a child requires a loan more than twice, the Assistant Principal will be notified, and a discipline referral filled out.

UNIFORM:

- **Clean button polo, long or short sleeves in either dark blue or red only must be worn daily. Shirts must be tucked in at all times unless it is a uniform sweatshirt.**
- **A Newman School logo is requested on the front of the shirt. The logo must be screen printed or embroidered (unless waiver is requested).**
- **Undershirts worn under uniform polo shirts must be in school colors (red, blue).**
- **Uniform Jumpers.**
- **Clean and appropriately fitting Navy Blue or Khaki pleated or flat front pants must be worn daily. All bottoms must be hemmed. NO DENIM PANTS OR SHORTS ALLOWED. SEE PROHIBITED**
- **Clean and appropriately fitting shorts, skirts, skorts, or uniform jumper dresses also in Navy Blue or Khaki may be worn.**
- **If shorts, dresses or jumpers are worn, the length is to be no shorter than at or below the fingertips when arms are fully extended down the side of the body. Shorts cannot fall below the knee. No slits are allowed on skorts or shorts. Long skirts are not allowed.**
- **Belts must be worn if the student is in grades 2 – 5 when belt loops are present. This requirement has been waived for students in Pre-Kinder, Kinder and Grade 1.**

SHOES:

- **Shoes must be flat rubber soled athletic shoes (tennis shoes) ONLY. SEE PROHIBITED.**
- **Socks must be worn with shoes.**

FOR THE WINTER MONTHS:

Coats of all colors/styles may be worn before school, after school and during lunch; however, they may not be worn in class or hallways.

ORGANIZATION/CLUB CLOTHING:

- **School club shirts may not be worn in place of the uniform shirts, but may be worn for special occasions such as School Pride Day or Say No to Drugs. These days will be announced.**

Clean and appropriate dress is required during school hours and anytime a student or parent is on school property. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. See page one that describes the standards of excellence set for Newman School.

Visitors are prohibited from wearing pictures, emblems, or writings on clothing that:

- are lewd, offensive, vulgar, obscene, or promote weapons
- advertise or depict tobacco products, alcoholic beverages, or drugs
- is gang related

During winter months, please send your child to school dressed appropriately with warm clothing, jacket, gloves or mittens, depending on weather conditions. Parents are strongly encouraged to take an active role in determining how their child dresses for school. Inappropriate clothing will be brought to the attention of the parent(s).

PROHIBITED:

- **Denim/jeans/stretch materials and or unacceptable styles**
- **Cargo, carpenter, camouflage, and athletic wear**
- **Bells, flairs**
- **Overalls**
- **Designs on pants, shorts, skirts, or skorts**
- **Flip-flops, slides, sport sandals etc.**
- **Hip huggers or low-rise pants or shorts**
- **Sagging where underwear or boxers are showing**
- **Caps, hats, bandanas, or stocking caps in building**
- **Weapon-like accessories like spiked necklaces or bracelets, chains or hair-picks**
- **Heelies (shoes with wheels)**
- **Musical Shoes**
- **Foul language, obscene topics, or clothing that shows (state) weapons are never allowed**
- **Weapon like accessories like spiked necklaces or bracelets, chains or hair pick are not acceptable. No caps, hats, bandannas, or stocking caps may be worn in the building.**
- **Hairstyles and unnatural hair color that distract from the learning environment. Ex: Mo-Hawk, designs razored in to the hair, purple, green, or pink hair or any other unnatural colors.**

TOGETHER EVERYONE ACHIEVES MORE

Newman Elementary Free Dress Guidelines

In order to participate in free dress, the guidelines listed below must be followed. Failure to follow guidelines will result in withdrawal of the privilege of free dress. Students wearing inappropriate clothing will be sent to the office to contact parents for a change of clothing. If you have any questions, please see administration.

1. No torn jeans or clothing with visible holes
2. Any shorts and skirts worn must come to the knee (Girls must wear leggings underneath if shorts, dresses or skirts are shorter than this)
3. No tank tops or spaghetti straps (All shirts/tops or must have sleeves or be covered with a jacket)
4. No shirts worn off the shoulder or shirts that are strapless
5. No shirts with inappropriate language or pictures
6. No autographed t-shirts
7. All shirts must cover the mid-area completely
8. No slides slippers or flip flops may be worn for shoes
9. Caps and hats are allowed but must not be worn inside the building or classrooms at any time.

Our goal at Newman is to provide a safe, nurturing, positive learning environment for all our students. In order to achieve this goal, every member of our family must have a clear understanding of the expectations.

Setting the Standards for Language

1. Polite greetings towards others is expected.
2. Words of praise will be shared when justified.
3. Language that shows respect will be expected from all persons at all times.
4. No profanity is allowed.
5. No abbreviated forms of profanity will be tolerated.
6. No language with sexual implications will be accepted.
7. No verbal abuse towards others will be accepted (to include name calling or slanderous or racial remarks).
8. Speak to others how you would like others to speak to you.

Setting the Standards for Behavior

1. All interactions with others should be positive and/or supportive
2. No unwelcomed physical contact with others
3. No fighting, pushing, slapping, tripping, biting.
4. Treat others how you would like them to treat you.

Setting the Standards for the Care of the School

1. Take pride in maintaining our campus.
2. Keep off of the landscaping.
3. Respect the work and displays throughout the building.
4. Use all facilities properly.
5. "Think Safety" when moving in the parking lot / when walking in the building.
6. Treat your school as you would want someone to treat your home.

ABSENCES:

Please call the school office at 236-5825 before 10:00 a.m., to notify the staff that your child will be absent. If there is no answer, please leave a clear and detailed message. The attendance clerk checks the messages each hour. Failure to notify the school will result in having an unexcused, unverified absence posted. Parents will be asked to fill in an emergency card so that the parents or a responsible adult can be contacted at all times. If you do not have a telephone, tell the school on the emergency card how you can be reached. Make sure your correct contact information is kept updated by the school.

If your child misses more than one day, call the school office for your child's make-up assignments. By doing so, your child may be able to keep up with the class and not fall behind upon return.

State law (TEC 25.092) requires that students attend classes for at least 90 percent of the days that classes are offered. Otherwise, the student will not receive credit for the class except as provided by TEC 25.092, the student may appeal denied credit to the school's attendance committee. Students absent more than eight days a semester, EXCUSED OR UNEXCUSED, may not receive credit for the school year.

If the absence is not called in the actual day the student is absent; it will be unexcused unless a doctor's note is brought in within 24 hours. On the third unexcused absence you will receive a court warning. If a court warning is issued, any absences thereafter must be accompanied by a doctor's note. After the fifth absence a truant officer will be sent to investigate excessive absences. Parents will be required to come in and meet with an administrator to set up an attendance plan. **Please be aware that continued absences will result in court intervention.**

ACADEMIC ACHIEVEMENT PLAN:

The following are qualities of a "reasonable plan for success" for the student:

- A reasonable plan must address the subject matter for which the failing grade of 50 or lower is reported.
- A reasonable plan can consist of the making up of missing assignments or opportunities to redo assignments previously not mastered, in order to receive a higher grade.
- A reasonable plan can consist of new or varied assessments to measure content knowledge (oral, written or project).
- A reasonable plan must include notification to both students and parents as soon as the grading period ends and can be provided in combination with report cards.
- A reasonable plan must allow students to turn in the completed plan assignments within a two-week time period from receipt of the assignments.
- Students must be responsible for obtaining and completing the assignments in a satisfactory manner and within the two-week time period.
- The successful completion of the plan will be documented on the next progress report.
- Please review the updated district policy on grading on our website.

ACCESSIBLE FACILITIES:

El Paso Independent School District facilities and programs, a) are located at sites that are readily accessible to both minority and non-minority communities, b) do not identify the facility or program as intended for non-minority or minority persons, c) provide equal access without regard to race, color, national origin, gender, or disability, and d) are readily accessible to students who are mobility impaired.

ACCIDENTS:

All accidents involving students, teachers, or parents must be reported to the school nurse.

ANIMALS:

We are not permitted to have any warm-blooded animals on the school grounds. Do not bring your pets to school with you when you pick up your children. Any animal that is on school campus must have gone through quarantine and medical checks by EPISD live materials center in order to be allowed on campus.

ASSIGNMENT NOTEBOOKS:

Grades 2 through 5 will be provided with an assignment notebook every nine weeks. Teachers require students to have their Assignment Notebooks in class daily. Students are required to take Assignment Notebooks home daily and must be signed by a parent/guardian.

ATTENDANCE:

The following attendance policy is intended to be a valuable resource for all parents and students in clarifying compliance with the district and school attendance policy. Questions regarding the content of these policies are to be directed to the Assistant Principal.

Compulsory Attendance

1. Once enrolled in pre-kindergarten or kindergarten, a student shall attend school under the same State regulations as all other students.
2. If the student, Pre-K to 5th grade, is absent (unexcused) from school on 10 or more days or parts of days within a six-month period in the same school year or on 3 or more days or parts of days within a four-week period, the student's parent is subject to prosecution (TEC 25.093), and the student is subject to prosecution. (TEC 25.094)

Excused Absences

1. The student has a documented appointment with a health care professional during regular school hours.
2. If the student commences classes and returns to school on the same day of the appointment.
3. The appointment should be supported by a document such as a note from the health care professional licensed to practice in the United States or in Mexico. The medical professional must practice in the state or country where their license is valid.
4. The student's parent or guardian must notify the office of the student's absence before 10:00 a.m. When the student returns to school, a physician's note or a note from their parent or guardian justifying the absence must be submitted to the office before 8:30 a.m.

5. The school office is open from 7:30 a.m. to 4:00 p.m. When an absence is called in, it is recorded in the TEAMS computer system as documentation.
6. If the office is unable to verify the absence, the Assistant Principal will send notice to the parent of the need to provide justification of the absence in the form of a letter. The letter must be returned to the office within 24 hours.
7. Excused absences are illness, observing holy days, documented appointment with a health care professional.

Make-Up Work

1. Make-up assignments or tests shall be made available to students after any absence except for unexcused absences (truancy). Any unexcused absence will result in lost credit for assignments for those days (zeros).
2. A student with an excused absence shall have at least one school day to make up work.

Truancy: Parent Liability

1. If the parent does not require the student to attend school as required by the law, and the student has absences for the amount of time specified under TEC 25.094, the Assistant Principal shall file a complaint against the parent.
2. Newman Elementary takes several steps to avoid getting to the point of a court referral.
 - The office is staffed from 7:30 a.m. to 4:00 p.m. to record absences called in by parents /guardians.
 - A notice of absences and need for conference is delivered by the district truant officer to those parents of students who have two or more unverified absences in a 4-week period. Failure to respond will result in a court referral.

Unforeseen Emergencies

The Principal or Assistant Principal must be notified as soon as the parent/guardian is aware that the student will have a temporary absence due to a family emergency. A student *may* be excused for temporary absence for a cause acceptable to the Assistant Principal or Principal.

Excused days for travel shall be limited to but not more than one day for travel to and one day for travel from the site for the excused absence. The excused absence will be a total of three (3) days, any more and the absences will be considered unexcused.

Written justification of the family emergency must be submitted on the student's return to school, or it will be considered an unverified unexcused absence.

Texas Education Agency Code requires that all children between the ages of 6 and 17 attend school. The Agency also requires that a student must attend class 90% of the school year in order to receive credit for the class. Remember 3 or more consecutive or excessive absences (over 5) require a doctor's note.

BIRTHDAYS:

Last 15 minutes only. Store purchased bakery items permitted by law.

BICYCLES:

Children are permitted to ride bicycles to and from Newman with the consent of their parents. Students must walk their bicycle on school grounds. A bicycle rack, located in the front of the building, is available to park bicycles. All parked bicycles must be chained and locked. Bicycles are brought to school at your own risk. The school is not

responsible for lost, damaged, or stolen bicycles. Bicycles, rollerblades, and skateboards are never to be ridden on school grounds.

CAMPUS WEBSITE:

Visit Newman’s website at: <http://newman.episd.org/>

CARE OF TEXTBOOKS:

(d) Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. As provided by policy of the board of trustees or governing body, a school district or open-enrollment charter school may waive or reduce the payment requirement if the student is from a low-income family. The district or school shall allow the student to use textbooks at school during each school day. If a textbook is not returned or paid for, the district or school may withhold the student's records. A district or school may not, under this subsection, prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma. The commissioner by rule shall adopt criteria for determining whether instructional materials and technological equipment are returned in an acceptable condition.

No book cover	\$.50 each incidence
Marking in book	\$1.00 per page
Marking on edge of book	\$1.00 per edge
Excessive markings	Full price of the book
Torn Page	\$1.00 per page
Page torn out	Full price of the book
Broken or bent cover	\$2.00
Missing or unreadable bar code	\$1.00
Willful damage, unfit for use or reissue	Full price of the book

If charges for the damage exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed for the book.

Textbooks are issued to students by textbook number. It is the responsibility of the student to turn in that text book in good condition. Once a textbook is issued, it must be covered with a book cover at all times. Books are not to be lent to friends. The school is not responsible for any items that disappear.

CELLULAR OR ELECTRONIC DEVICES:

Newman Elementary School will enforce the District Policy: Student Conduct: Telecommunications Devices.

Students are not permitted to possess pagers, radios, CD players, tape recorders, MP3 players, camcorders, DVD players, cameras, electronic gaming systems, electronic music storage systems. If the cell phone goes off in class or if any of the devices are found by a classroom teacher, the teacher will collect the item and turn them into the principal’s office. Students are allowed to use cell phone prior to the instructional day and after school has ended. This policy calls for an administrative fee of \$15.00 for the return of any cellular or electronic devices taken from a student while on school

property or while attending school-sponsored or school-related activities on or off school property.

CHANGES OF ADDRESS/TELEPHONE NUMBERS:

It is very important that every student maintain an up to date address and telephone record in the school office. **Notify the school immediately if you have a change of address, telephone number, employment, emergency number, etc. during the school year.**

CHECK-OUT OF CLASS:

When a student is to be checked-out from class during school hours, at least one parent with valid ID must come to the office and sign the child out of class. An office attendant will call your child to meet you in the office. This procedure is meant as a safety precaution. A child may never leave the school grounds during school hours without parent permission or prior arrangements. If you have no proof of identification, the child will not be called out of class. Please be ready with your photo id each time you are taking your child out of school before 3:15.

CLOSING OF SCHOOL:

In the rare case of severe weather, the local radio and television stations will announce school closure.

COLORS AND MASCOT:

The school colors are red and white. The mascot is the cowboy.

CONFERENCES:

Parent-teacher conferences are very valuable to the overall education program. Parents can meet with a teacher during the teacher's preparation period, on the days they are not required to attend required meetings with administration. It is recommended that you call the office and leave a message for the teacher requesting a conference.

Know your child's teacher and give him/her an opportunity to know you. Give your child the security of feeling the cooperative spirit, which exists in a friendly parent-teacher relationship. A phone call to your child's teacher can often clarify any concerns and prevent misunderstandings.

DELAYED OPENING:

When the media reports that classes are to begin later than usual; Pre-Kinder students must follow the directive as well. Failure to attend is considered an unexcused absence.

DESTRUCTION OF PROPERTY:

You will be held responsible and strictly accountable for any damage or destruction your child does to furniture, books, or any part of the school buildings or property. Remember that acts of vandalism are punishable by law, and parents will be held responsible for any damages or destruction caused by their children.

DISCIPLINE:

Discipline is handled within the guidelines of EPISD policy. A form outlining the District policy regarding discipline will be sent home with your child during the school year. A parent should sign the form and return it to your child's homeroom teacher.

EARLY DISMISSAL:

As listed on the EPISD School Calendar, there are times when students are dismissed at 12:15 p.m. A flier will be sent home with each child prior to an early dismissal date to remind parents. Please make arrangements so your child will be picked up on time and not made to wait.

EMERGENCY CARD INFORMATION:

Please keep your emergency card information up-to-date. This includes notifying the office of any change of address, telephone number, place of employment, or person(s) to contact in case of emergency. This information is necessary to safeguard your child in the event of an illness or emergency.

FIELD TRIPS:

Permission slips to allow a student to leave campus must be obtained from parents prior to releasing a child for a field trip. No verbal permission will be allowed. If a child fails to bring a signed permission slip prior to the trip, the child will remain at school. No exceptions will be made to this policy. Field trips for students will vary from one grade level to another but are organized and scheduled to enhance current study and coordinate with the curriculum.

Please note that no items of any type should be taken on a field trip unless teachers direct students to do so as part of the requirements of the trip. No toys or other objects should be taken in students’ pockets. No backpacks are allowed to go along with students unless notification has been given prior to the trip.

Any volunteer going on a field trip will not be allowed to take other children on the field trip, whether they are enrolled in our campus, another campus, or are not yet in school. Field trips are to be attended only by the students in the grade level that the trip is scheduled for.

FREE DRESS:

As an incentive to improve attendance, each class will have the opportunity to obtain a Free Dress Day. For each day that your child’s class reports 100% Attendance they will receive a letter towards the spelling of “P E R F E C T A T T E N D A N C E”. Upon completion of spelling, teachers will advise the Front Office of their Free Dress Friday. Classes with perfect attendance will also be rewarded with **Pastries from the Principal.**

GRADING PROCEDURES AND PROGRESS REPORTS:

The El Paso Independent School District system has a numerical grading system.

90 – 100	A
80 – 89	B
70 - 79	C
60 - 69	D
Below 70	is Failing

Grading

In accordance with EIA (LOCAL), grades are to reflect student achievement. Grades are not to be reduced for disciplinary reasons except in the case of late assignments or academic dishonesty.

Frequent contact and cooperation between the home and school are important factors in a student's success. Parents are encouraged to visit the school throughout the year. Making an appointment with the teacher at least one day in advance is not only a courtesy, but also enables you to schedule the visits for maximum benefit. When your child's academic grades have dropped below passing, you will be notified in writing by a four-week progress report sent by his/her teacher. A parent/teacher conference can be arranged and is encouraged. Each teacher has a 45-minute conference period. Teacher conferences may be scheduled on the days they are not required to meet with school administration. **Teachers cannot stop to confer with parents during their instructional time.** Should you need, or wish to see a teacher, please call the school office to leave a message for the teacher. Teachers are asked to have at least one conference per semester with each student's parents.

Our academic program is based on these characteristics of an effective school:

Instructional Leadership
Instructional Focus
Measurement

School Climate
High Expectations

GRIEVANCE POLICY:

El Paso Independent School District wishes to secure a prompt and equitable resolution of student or parent complaint(s). Grievance procedures are available (District Policy FNG) to any individual or class of individuals who feel they have been discriminated against. The district enforces the established grievance procedure for resolution of complaints and unlawful forms of discrimination based upon race, color, national origin, sex, disability, or age. In most circumstances in which a student or parent has a complaint, the student or parent is strongly encouraged to discuss the matter with the Principal or Assistant Principal.

HARRASSMENT POLICY:

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature; To include when a District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity. Any relationship between a student and a District employee is always prohibited, even if consensual.

Students shall not engage in sexual harassment toward another student or a District employee. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability or religion. A finding of sexual harassment toward another student or a District employee shall result in disciplinary action. All reports of sexual harassment shall be referred to the Title IX coordinator.

HEALTH:

Our school nurse is available daily from 8:00 – 3:20 to attend to children who have become sick or injured at school. If a child runs a temperature or requires medical treatment, the nurse will contact the parent or guardian to pick up the child. This policy is necessary to protect your child's health, as well as the health of the remainder of the school population.

HOMWORK:

Homework should only be supervised by parents and done solely by the student. It is designed to provide students with practice necessary for mastery of subject matter. It is graded at the discretion of the teacher and is checked for completeness and accuracy. This helps the teachers know the progress of students. Homework is included in the Effort grade on the report card. Homework is to be turned in when due. If the homework is graded, there will be a penalty for turning the assignment in late. If your children have an excused absence, you may request homework from the office. Call before 9:00 a.m. so the teacher will have time to prepare the work.

HONOR ROLL AND PERFECT ATTENDANCE GUIDELINES:

All "A" Honor Roll

1. Students must receive a grade of "A" in all subjects including Art, Music, P.E., and Orchestra.

"A-B" Honor Roll

1. Students must receive a grade of "B" or better in all subjects including Art, Music, P.E., and Orchestra.

Perfect Attendance

Students must not have any absences during the nine-week grading period. An absence is counted if a student is not present at 10:00 a.m. **A student may not have more than 3 tardies in any 9-week period to receive an "Exemplary Attendance Award". Students with perfect attendance and no tardies are recognized on a monthly basis by the principal.**

HOURS:

For Kindergarten through Fifth grades school begins at 8:00 a.m. and ends at 3:25 p.m. Students must be here at 8:00 prepared for the school day. The instructional day for all students starts at 8:15 a.m. Students who are going to eat breakfast need to be on campus by 7:55. **Students cannot be dropped off at the campus prior to 7:30 a.m. All students must enter through the main entrance when arriving at school in the morning. Students may not be dropped off at the playground areas. The school does not provide any adult supervision before 7:30 a.m. Students arriving before 7:30 a.m. will have to remain outside at the front entrance.**

Pre-Kindergarten students attend school the same hours as students in grade K-5. An adult or responsible older sibling must drop off all PK Students before school and pick them up after school. Please make sure your child's teacher has all contact information regarding who will be picking up you PK student.

DELAYED OPENING:

When the media reports that classes are to begin later than usual; Pre-Kinder students must follow the directive as well. Failure to attend is considered an unexcused absence.

IMMUNIZATION LAW:

Immunization requirements are part of Texas Law and will be strictly enforced. Students who are new to the district must provide a current immunization record. If you choose not to have your child vaccinated, you must file a waiver with the office which will be kept on file for two year. Please see our school nurse for additional information.

INCLEMENT WEATHER:

When the weather is bad, students will be able to come into the cafeteria or gym before school. Please remind your child to go straight to the cafeteria on bad weather days. Please do not send students to school before 7:30 unless they eat breakfast in the school cafeteria. Breakfast will not be served on delayed opening days (late opening of school due to snow or bad weather). During severe inclement weather, which in El Paso usually means snow, listen to the radio or T.V. for instructions on the following:

- | | |
|------------------------|--|
| SCHOOL WILL BE CLOSED: | The media will announce that there will be no classes for that day. |
| DELAYED OPENING: | The media will announce that students will report to school at 10:00 a.m. or another designated time. By that time, the weather and streets should be clear. Pre-Kindergarten students are included in district decisions. |
| SCHOOL CANCELLED: | Weather conditions have been reconsidered or weather conditions have gotten worse. Students need to go home or be picked up by parents or designated person. |

During any of the above conditions, you need to listen to the radio or T.V. Your child needs to be instructed by you on what to do, where to go if you are not home or working and who is the responsible person that will take care of him/her during this time. Please make arrangements with your children so that they will know exactly what they are expected to do on any day that it is raining or snowing at dismissal time. Also please listen for any callouts from the campuses regarding these cancellations.

INTERNET:

A copy of the El Paso Independent School District Acceptable Use Policy for Internet Access is provided upon demand from front office. Please read and understand its contents.

LEAVING CAMPUS:

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the office. Permission to leave the school grounds for lunch will only be granted upon written request from the student's parent/guardian. If you need to pick up your child early, please come to the office. Do not go to the classroom. The office staff will call your child to leave. Please do not instruct your child to wait in the office for you to pick him/her up early. Parents are discouraged from picking up students early due to convenience issues (one child is sick, and the parent does not want to come back to the campus later for the other children). If a family is taken to court for attendance, or if the attendance review committee needs to meet for continued absences, the sign out records will also be reviewed to help us document how much instructional time was missed.

LIBRARY:

In addition to each classroom's time in the library, the library is available to students before school, Monday through Friday. Students are allowed to check out books and bring them back to their homeroom. The library is also available after school.

LOST AND FOUND:

Encourage your children to bring a minimum of personal belongings to school. Items should be marked with the child's name. Lost and found items are stored near the stage area of the cafeteria. After school is out for the summer, all unclaimed items are donated to charity.

MANNERS AT NEWMAN SCHOOL (Top 10):**Greetings:**

Great each other with "Good Morning" or "Good Afternoon".

Magic Words:

Remember to say "please, thank you, and I'm sorry" to show you are polite.

Good Character:

Character is what you do and say when no one is watching.

Respect:

Show respect to your teachers, staff, friends, and yourself by treating others the way you want to be treated.

Honesty:

Honesty means telling the truth even when it is not easy to do.

Words:

The words we say to others can be hurtful or encouraging. We practice the saying, "if we can't say something nice, don't say anything at all."

Table Manners:

Never talk with food in your mouth, keep elbows off the table, keep conversations pleasant, don't remove food off others tray, and talk softly.

Being Polite:

Show politeness by holding a door for someone, helping someone up that has fallen, help someone carrying a load, never pointing, laughing or making fun of others.

Healthy Manners:

Cover your mouth when you sneeze, cough, or yawn. Use the crease of your arm or tissue. Wash hands before eating and after using the restroom.

Public Manners:

Whether in a store, movie theater, park, restaurant, or any public place, always show your best manners by the way you act.

MEALS:

Students may bring their own lunch or eat a healthy, hot meal from the lunch line. **No food may be shared, whether it is purchased or brought from home. All students are Newman Elementary are provided a healthy Breakfast and Lunch free of charge.** The EPISD office plans well-balanced meals. A lunch menu is sent home monthly. Parents might consider going over the menu with their child and highlighting days that favorite food will be served.

Parents/guardians of pre-kindergarten and kindergarten students may assist their children for the first 3 days of school. After that, students should not be accompanied through the cafeteria line by their parents. Parents are not allowed to eat off of the plates of their children.

The menu is subject to change without notice. Please contact cafeteria staff for current prices at 915-236-5899

MEDICATION:

All medications must be sent to the school nurse.

MUSICAL PROGRAM:

At the end of each year Mrs. Macik puts on a musical extravaganza that requires students to stay for rehearsals after school beginning in the Spring.

NUTRITION GUIDELINES:

The Texas Department of Agriculture has mandated new Nutrition Guidelines for all Texas Public Schools in an effort to promote a healthier environment. No Food of Minimal Nutritional Value (FMNV); candy (this includes chocolate candies, which were previously allowed) and competitive food can be offered or sold anywhere on the school premises until the end of the last scheduled class period. This applies to school staff, parents, and school organizations. A treat is allowed during the last 15 minutes of the school day if parents wish to purchase a cake or cupcakes for their child's birthday to share with the class.

OPEN HOUSE:

Open House will be held at the beginning of the school year. Open House gives parents the opportunity to meet their child's teacher. It also provides a student the pleasure of showing his or her parents around the classroom. A newsletter or notice will be sent home notifying you of the actual date.

PARENT CONFERENCES:

Parent-teacher and student led conferences will be scheduled and you will be notified as to the dates and times. Your child's homeroom teacher will schedule a meeting time that is convenient for you. Either the parent or teacher may request additional conferences at any other time of the year. Students are strongly encouraged to attend conferences with their parents.

PARENT PORTAL:

This portal builds awareness between parents, teachers and students. Informed parents help students realize their potential and transform education in the process. Go to: www.episd.org/parents.php.

PARENT'S ROLE:

A Parent's role in their child's education is critical. Support of your child's education is the key factor in his or her success in school. Support includes making sure your child's homework is completed and checked, reading with your child every night, and being involved at your child's school (having conferences with the teachers, volunteering, joining PTA, etc.) Each child at Newman is important and special. Each child deserves a parent who cares about his or her education.

PARKING LOT:

As the front parking lot is entered, there is a fire zone that is designated by the red curb and the directions painted which state, "No Stopping on Red Zone". Day Care and School busses need to drive forward so that this space is left for fire and emergency vehicles should they be required to be on school property.

If parents wish to enter this lot during school hours, they must be willing to go to a designated parking space, park the car, and enter the building to pick up their student. This is not a drive-through area. If a bus is in the parking lot in the designated bus pick-up zone, then parents, teachers and staff members will be asked to remain in their cars and not pull out of the parking lot until the lane is clear of traffic. If there is no more room to park in the front parking lot, parents will be asked to drive around the block until a legal parking space can be secured. Remember that parking in the no-parking zone in a free lane, or in a handicapped space without visible documentation on the vehicle, can result in a parking ticket.

Please do not use the faculty parking lot on Sun Valley Street. Parking for parents has been provided in front of our Cowboy Corral (Multi-purpose room) and the front of the school). With everybody's help, students will be safe, and parents can feel secure that students are not endangered by a situation that has become dangerous. **The Newman staff calls the police when unsafe acts are witnessed. Do not drive in the exit of the parking lot, or double park to let students get out of your car.**

PHYSICAL EDUCATION:

P.E. is a vital part of each child's education. Newman offers a fun, yet serious physical education program as a part of the curriculum. A student may be excused from physical education class, if necessary, for a maximum of three days at a time with a written note from the parent. If a parent note is provided more than twice, the school then requires an official excuse from a doctor or a note from the school nurse for any subsequent excuses requested by the parent. A doctor's certificate is necessary for a period of more than three days. Students excused from P.E. will be kept a classroom during the P.E. period **and** during outside lunchtime. **Do not send students to school with equipment needed to play games. Newman provides all physical education equipment.**

PICK UP TIME:

The school day ends for all students at 3:25. Students will not be released before the 3:25 bell rings. We appreciate your patience with the matter. Please arrive early if you need to park

Students must be picked up no later than 15 minutes after they are released from school. Parents will then be contacted to pick up their child. Failure to do so will result in notification to authorities. Students who are not picked up from their assigned locations by 3:40 (Grades Pre-K-2) will be taken to the cafeteria for pickup.

If there are any changes in school start times or pick up times, we will notify you in writing.

PLAYGROUND:

School playground equipment is available for students to use during recess. **Students are not permitted to bring roller blades, skateboards, or baseball bats. Likewise, students are not permitted to pick up and/or throw rocks, woodchips or sand.** Playground activity is supervised during the scheduled time before school and during the lunch period. Volunteer playground supervisors are welcome. Please check in at the office if you are able to assist on the playground. Volunteers must register with the district.

(PTA) PARENT TEACHER ASSOCIATION:

PTA is an important organization at Newman Elementary School. This organization provides many of the awards and incentives that our students earn. The end of the year awards assembly is funded entirely by our PTA. Additionally, they have provided shelves and books for the library, field trips for the students, organized the carnival in October, and have provided all the extra items our students enjoy during field day. They have also provided the marquee in front of the school, the playground equipment outside, the curtains in the cafeteria, and other expensive items that our school would not be able to furnish otherwise. These hard-working individuals have prepared the back to school packets we send home with every student on the first day of school. These include the student planners that the PTA purchases to help students keep track of their schoolwork and provide a system of communication for our parents and teachers.

RETENTION AND PROMOTION:

PRE-K and Kindergarten

Students in prekindergarten and kindergarten shall not be retained. Students who have not achieved the required academic progression will be placed in Kinder or PK for the next school year with required academic support.

Grades 1 – 5

Students in grade 1 shall be promoted to the next grade level by meeting stage 3 requirements for the Texas Essential Knowledge and Skills (TEKS) for grade 1. Students who do not achieve a stage 4 in both mathematics and reading/language arts shall be reviewed by a Grade Placement Committee (GPC) to determine retention or promotion. Promotion to the next grade level in grades 2 – 5 shall be based on the overall average of 70 or above, resulted by averaging the final numerical grade for language arts, mathematics, social studies, and science, and an average of 70 or above in language arts and mathematics.

A student who has not passed the first and second administration of the grade 5 reading and/or mathematics state mandated assessment shall be eligible to attend extended-year program summer school. The extended year instructional program shall be designed to provide accelerated instruction in a small group setting to prepare the student for the third administration of the state mandated assessment in the area(s) in which the student did not pass the first and second administration of the grade 5 reading and/or mathematics state-mandated assessment.

Students in grades 2-5 who do not meet the conditions for promotion are to be provided opportunities for promotion during the school year.

Students in grades 2 working at, but not fully developed in the TPRI/TEJAS LEE and other multiple measures determined shall be eligible to attend extended year program summer school.

Students in grade 3 who do not pass the state mandated assessment reading and/or mathematics shall be required to attend extended year program summer school.

SCIENCE EXPO:

All Newman students are encouraged to participate in the Newman Science Fair. Science projects are required of students in grades 4 and 5. Students in grade K-3 may do projects as classroom instruction allows. All students are eligible to participate in the campus science fair. Awards are presented at the fair.

SECURITY:

Our front door to the school automatically locks after 8:30 a.m. each morning. Access to the building will be granted with proper I.D. Please ring the doorbell when you arrive and wait for assistance. For the safety of our students and staff, entrance will not be allowed into the building if an I.D. is not provided

SIGNAGE:

El Paso Independent School District campuses provide signage at all inaccessible entrances to each of its facilities directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. In addition, signage has been appropriately placed for all parking areas, exits, restrooms, classrooms and stairway for ADA compliance.

Regulations.

SPELLING BEE:

Students in grades 3, 4 and 5 are encouraged to participate in the annual Spelling Bee.

SUPPLY LIST:

During the school year, your child's homeroom teacher will notify you if supplies need replenishing.

STAAR INTERVENTION:

If a student does not pass a portion of the STAAR test, interventions (tutorial programs that will help students master the objectives missed) will be provided. These are scheduled during the enrichment, fine arts or orchestra periods.

TARDIES:

School begins at 8:15 After 8:15 students will be as tardy. If your child is late, he/she must report to the main office. Please bring him/her to the office and sign them in. The student will pick up a tardy slip to take to his / her teacher. At 6 tardies a warning will be issued, and parents will be contacted to come to the school for a mandatory conference with the Assistant Principal. This meeting is necessary to determine what can be done to eliminate the situation that is making the child tardy.

TELEPHONE USE:

Students are allowed to use the office telephone in cases of emergency. A student must have authorization from his or her homeroom teacher to use the telephone.

TESTING:

In addition to the test prepared by the teachers to test the students understanding of specific curriculum units taught at each grade level, the Texas mandated STAAR test is administered to students in the third, fourth and fifth grades. Test dates are marked on the school calendar.

TOYS / TRADING CARDS:

Please do not send your child to school with toys or trading cards. This becomes a distraction from the instructional day. The school is not responsible for toys that become lost, stolen or broken.

TRANSFERS:

When your child needs to withdraw due to a change of address or relocation to another city, please notify the office and fill out the proper paperwork. Give us your child's last day of attendance and allow enough time for us to gather all information necessary for the transfer. **We need at least three days notice.**

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS):

Before becoming a volunteer, the district mandates that a criminal records check be run to clear each volunteer. Additionally, VIPS must go through an orientation both from the district as well as the school and receive a VIPS handbook so that the district and campus rules are explained. Small children keep a volunteer from performing the duties as outlined. Volunteers may not bring children of their own into the classrooms.

Parents are encouraged to volunteer their time to provide assistance at the school. The ways in which each parent can volunteer his or her time are innumerable and as unique as are the individuals who make up the parent population at the school. You are asked to record your volunteer hours either in the front office or on the form provided by our VIPS chairman. Hours worked are turned in to the EPISD office each month.

Volunteers who are selected to go on field trips with students may not take any other children with them on that trip.

The school does not approve of volunteers in the same classroom in which their child is enrolled. The exceptions will be made by the individual teachers. If you are asked to volunteer in your own child's classroom, you are to help all of the students in that class. As a volunteer, you must follow the rules that non-volunteers must follow. You may not walk your child to class. Children must learn to be independent.

VISITING THE SCHOOL:

Please stop by at the office first and obtain a visitors pass before visiting any offices or classrooms on the campus. District policy requires that anyone visiting the campus signs in and receives a pass. A parent who wishes to conference with a teacher during instructional time cannot interrupt the class at any time.

Closing

Our teachers and staff work hard to help your child be successful at school – academically, socially, and emotionally. Please let us know if there is any way we can support your efforts at home with your child. A staff member is always available to discuss your concerns with you.

List of Activities

Patrol boys / girls (grades 4-5)	Policia Escolar (Grados 4 y 5)
Ticket to Read	Ticket to Read
VMATH	VMATH
After school music (begins in January)	Musica despues de escuela (empieza en enero)
DRD / 504 / Resource For those students who qualify	DRD / 504 / Resource Para los estudiantes que qualifican
Field Day	Dia de Participar afuera

Accessibility Information

- 1. The administrative counter is not wheelchair accessible. If you need assistance and the window at the office does not meet your needs because of a handicapping condition, you will be helped at the door to the office.**
- 2. The chairs in the cafeteria have built-in stools. If the seating in the cafeteria does not meet the needs of your handicapping condition, an adjustable table will be set up that will meet the needs of your chair.**
- 3. The Science lab does not have a wheelchair accessible emergency shower. Should this be a need, the student in the wheelchair can use the shower in Room 111 for that purpose.**
- 4. The stage is portable and is not wheelchair accessible. If a student is in a production and can not be placed on stage, then the stage will not be used.**