



Student and Parent Handbook
2022-2023
“Where the Magic Happens”

6401 Arnot Street
Houston, Texas 77007
Jose Hilario Cordova, Principal



Memorial Elementary School

A Dual Language and International Baccalaureate Candidate School

6401 Arnot Houston, TX 77007

Phone (713) 867-5150

Principal Jose Hilario Cordova

Dear Memorial Community,

It is my distinct pleasure to welcome you to the 2022-2023 school year! I hope everyone was able to get some rest this Summer and build some fond memories as a family. The staff at Memorial have been busy working to make this school year as "magical" as possible. We are committed to providing an experience that is focused on student safety and academic achievement. We have an excellent group of educators who are ready to develop the whole child here at Memorial. It is an absolute privilege to serve as the principal of this great school and I am looking forward to build upon our recent success.

This past year we celebrate lots of accomplishments! We maintained our rating of an A campus, experienced a big increase in enrollment, focused on campus beautification, and most importantly built great memories with your students! As we look to improve upon our recent successes, I want to empower our valued Memorial families to ensure they abide by the set policies and procedures found in the handbook. We want to ensure that we are working in unison as much as possible. Your child's success is our success and we are deeply devoted to it.

This handbook was made to keep families and students informed of our expectations and be your one stop shop to any questions you may have. If you still have questions or need assistance, please visit our website or contact the school, we are at your service. Our goal is to always communicate with excellence so that you are kept abreast on all things Memorial Elementary. We are honored that you chose Memorial Elementary, and we look forward to a "magical" 2022-2023 school year for all!

Go Mustangs!

Mr. Jose Hilario Cordova
Proud Principal



As of: 8/12/22

Communication in the District

Child Protective Services.....	800-252-5400
Family and Community Empowerment (FACE).....	713-556-7290
HISD Information Center.....	713-556-6000
Parent and Community Assistance Office.....	713-556-7121
Elementary School Office 1.....	713-556-8996
Transportation.....	713-613-3040

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Grade Level Administrator
 - a. Mr. Cordova (PK-2)
 - b. Ms. Lashway (3-5)
3. Principal (Mr. Jose Cordova)

Most questions and concerns can be addressed at the building level. Please reach out to the school first.

Notice of Nondiscrimination and Prohibition of Harassment

It is the policy of the Houston Independent School District to comply fully with the nondiscrimination provisions of all Federal and State laws and regulations by assuring that no student shall be discriminated against, or harassed, on the basis of by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The policy of Houston ISD is that all students and employees shall be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken very seriously by students, faculty, staff, administration, and parents. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Notice Regarding Directory Information and Parent's Response

Regarding Release of Student Information

Certain information about students is considered directory information and will be released in accordance with federal laws, Board policies and guidelines. A parent must notify the District in writing within a designated time period if he or she objects to the release of directory information about his or her child. Understand that once information on your child is included in student publications, district publications, yearbooks or on the district's webpage or social media, it may be subject to public release.

Directory information for Houston ISD students has been classified into three separate categories:

1. Items for use only for school-sponsored purposes.
2. Items for use for non-school-sponsored purposes; and
3. Items for all other purposes.

School Use

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by a student.

Non-School Use

For the following non-school-sponsored purposes—

1. Directory information of current and former students may be released upon request to publicly elected officials in Texas. Directory information released to publicly elected officials may include student name, address, telephone listing, major field of study, participation in officially recognized activities and sports, dates of attendance, and the most recent previous school attended by a student.
2. Directory information of former students may be released upon request to alumni groups and student reunion committees. Directory information released to alumni groups and student reunion committees may include student name, address, telephone listing, dates of attendance, and the most recent previous school attended by a student.

2022-2023 Memorial Elementary Student and Family Handbook

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, sexual orientation, veteran status, or political affiliation in its educational or employment programs and activities.

SCHOOL MASCOT

MIGHTY Mustangs

SCHOOL COLORS

Red, Blue, and White

MISSION

Memorial Elementary is a school of choice for Houston families. We nurture the total development of every student through the IB and Dual Language Curriculum, so they can become critical thinkers, responsible decision makers, and college/career-ready learners. This is accomplished through the focus of the Social and Emotional well-being of our students, rigorous differentiated instruction, and with the active participation of all stake-holders.

SCHOOL MOTTO

Together we Love, Laugh, and Lead to produce Lifelong Learners!

MEMORIAL MUSTANG CREED

I am a Memorial Mustang. I believe in kindness, respect, and being an IB student. I strive to make myself, others, and my community better each and every day. I understand that good choices result in positive consequences and poor choices result in negative consequences. I am responsible for my own behavior and choices. I know things are not easy, but through hard work and determination I can make my dreams a reality. I am a proud Memorial Mustang.

PRIDE AND SPIRIT

Memorial's school colors are red, white, and blue. These are used in all letters given by the school and in the uniforms worn by the students. The school mascot is the Mighty Memorial Mustang, which showcases the fighting spirit of Memorial students, staff, and community.

Contact

Address	6401 Arnot Houston, Texas 77007
Main Office Phone	713-867-5150
Main Office Fax	713-867-5151
School Email	MemorialElementary@HoustonISD.org
Attendance Office Fax	713-556-4282
School Website	https://www.houstonisd.org/memorialelem
School Twitter	https://twitter.com/MemorialElm

Hours of Operation

Office Hours	7:00 a.m. to 3:30 p.m.
School Hours for Students	7:30 a.m. to 3:00 p.m.
School Hours for Teachers	7:30 a.m. to 3:15 p.m.

Bell Schedule

7:00 a.m.	Building Open to Students – Students report to their assigned waiting area.
7:30 a.m.	Class Begins – All students must be on campus at this time. Breakfast is served in the classroom.
7:35 a.m.	Tardy Bell Rings - Students are marked tardy after this time and parent will have to sign the student in.
9:30 a.m.	Attendance Bell – Students not in class are marked absent for the day.
2:30 p.m.	Building Closes to Visitors – Students are not signed out after this time.
2:50 p.m.	Dismissal – All students must be picked up by 3:15 p.m.

School staff members are **not responsible** for the supervision of students who arrive at school before 7:00 a.m. or for students who remain after 3:30 p.m. and are not involved in a supervised activity

Memorial Elementary School Leadership and Support Staff

Role	Individual	Email
Principal (PK-2 Lead)	Jose Cordova	Jcordov5@houstonisd.org
Teacher Specialist (3-5 Lead)	Molly Lashway	Molly.lashway@houstonisd.org
Teacher Specialist (IB/DL)	Raquel Perez	Rperez26@houston
Counselor	Marisa Elam	Marissa.elam@houstonisd.org
Interventionist (504/IAT/GT)	Yeannete Arredondo	Yeannete.arredondo@houstonisd.org
SPED Chair	Annika Conrick	Annika.conrick@houstonisd.org
Nurse	Elva Acosta	Elva.acosta@houstonisd.org
Wraparound Specialist	Daisy Garay	Daisy.garay@houstonisd.org

General Information

After School and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (e.g., music programs, academic nights, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

Arrival and Dismissal of Students

Students may arrive at school at 7:00 a.m. Students are to report to the designated areas upon arrival.

PK /Kinder	PK/K Hallway
1st Grade	PE Room
2nd Grade	2nd Grade Hallway
3rd Grade	Library
4th/5th/ SLC/PSI/SLL	Cafeteria

All students are to be in class by 7:30 a.m. Staff are on duty to help children that may need additional assistance until 7:30 a.m.

School is dismissed at 2:50 p.m. Your child should be picked up no later than 3:15 p.m. We understand that events will occur which may require a parent to be late. Please call the office to inform us of your arrangements. If you are unable to pick up your child/children on time, please make after-school childcare arrangements. The proper authorities will be contacted on behalf those students who are not picked up by 3:15 p.m. If you are late picking up your child, you will be required to come into the building and sign the sign-out log.

PLEASE NOTE: IN THE INTEREST OF STUDENT AND STAFF MEMBER SAFETY AND BUILDING SECURITY, PARENTS WILL NO LONGER BE ALLOWED TO WALK STUDENTS INTO THE BUILDING FOR DROPOFF DURING MORNING ARRIVAL TIMES.

PLEASE NOTE: Prior to 7:30 a.m., only office visitors or parents/guests with a scheduled appointment will be admitted into the building. After 7:30 a.m., parents or guests must check in at the front desk and have a visitor badge to proceed into the classroom areas – no exceptions.

Walkers are dismissed at 2:50 p.m. A student is a “walker” only if he/she is walking home and being picked up by their guardian.

DRIVING, PARKING, AND PEDESTRIAN SAFETY: Please obey posted signs and driving laws and exercise good safety practices when dropping off and picking up students in the mornings and afternoons. Please follow these rules:

- **Do not** use a **cell phone** while driving in the school area. Distracted driving presents a danger to car riders and pedestrians alike.
- Adhere to the school speed zone limit of 20 mph.
- Cars parking or standing within 30 feet of crosswalks is prohibited by law.
- Cars should not block intersections at any time.
- **Do not make U-turns on streets around the school.**
- Do stop while school buses are stopped to load and unload students.
- When dropping off or picking up students, stop your car on the right-hand side of the street and have your children get in and out of the car on the curbside.
- When crossing the street, students should cross with the crossing guard at the crosswalk.
- Do not park in the front spaces in the school unless you have a handicap tag.
- Do not park in the staff parking lot.
- Do not park your car in areas marked "No Parking". It poses a safety risk to students and police give tickets in these areas.

PARENTAL CHANGE OF STUDENT DISMISSAL PLAN: As an extra safety precaution, any changes requested to a student's afternoon dismissal plan must be communicated directly to the teacher of record and/or the Memorial Elementary office. An email or written letter to your child's teacher is encouraged. The office will require that a parent communicating a dismissal change over the phone must provide the driver's license number that is written on the student's enrollment form on file with the school and/or confirm any other enrollment information. To inform your child of a change in his/her dismissal plans, please notify the office by 1:30 p.m., and the message will be relayed to your child's teacher.

Appointments/Early Departures

We encourage you to schedule your child's doctor and dental appointments around school hours and advise you to keep early departure requests to a minimum. The last minutes of a class day are as important as the first minutes of the day. Teachers use this time to summarize and recap what was learned during the day. They also use the time to organize information for homework. It is very important that children complete the day with their classes.

If scheduling an appointment before or after school is no possible, you must: Come to the main office to sign out your child in order for your child to be released. Your name must appear on the enrollment card. Present a picture I.D.

If your child is cleared by the doctor/dentist to return the same day to school, present the doctor/dental note upon return. Early releases will be monitored by the attendance office. A pattern of regularly leaving the school early is also grounds for automatic retention, non-renewal of transfer and/or court action for you and your child. We request a 24-hour notice of doctor appointments so we may prepare any work the student may miss and send home with them to complete.

In order to help us ensure the safety and security of our children, **students will not be dismissed after 2:00 p.m.** Students will only be checked out to adults who are listed on the enrollment form. Students who leave campus before dismissal will not be called to wait in the front office before parent/guardian arrives. If an emergency requires that your child be released to someone else, you must provide written notice. Students will not be released to anyone under the age of 18.

Attendance and Tardies

Memorial Elementary is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Since attendance represents a critical part in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter states the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance.

The official attendance for the day is taken at 9:30 a.m. A student who is not physically on campus at 9:30 a.m. is absent unless they present official documentation of a visit made that same day to a doctor, dentist, or other medical/clinical professional.

Attendance Guidelines:

1. Daily Absence Reporting:

- a. Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- c. The school encourages parents to schedule doctor and dental appointments after school hours.

- d. Excessive absences/tardiness can result in an automatic retention, non-renewal of transfer and/or court action for you and your child.
 - e. Notes received after 3 days will automatically be considered unexcused.
 - f. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.
2. **Tardiness:** A student is tardy if she or he is not present at the start of class. A student arriving to class after 7:35 a.m. without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass **with their parent**. Students who are frequently tardy may be subject to disciplinary measures. A pattern of regularly tardiness is also grounds for automatic retention, non-renewal of transfer and/or court action for you and your child.
3. **Excused Absences:** The only acceptable excuses for an absence to be excused are:
- Personal illness (fever, vomiting or diarrhea)
 - Dental or doctor appointments (note required from physician)
 - Death in the family
 - Quarantine
 - Weather or road conditions making travel dangerous
 - Emergencies or any unusual circumstances recognized by the principal
 - Observance of religious holidays
 - Health services provided to Medicare-eligible students
 - School sponsored or school sanctioned activities away from the campus (no parent note required)
 - Court appearance of the students-documentation required

When we receive notes from parents with acceptable reasons for absence or notes from a doctor on their stationery, these absences are considered excused absences. Excused absences will cause a student not to have perfect attendance but will not be considered truancy unless there is an extreme number. **Written excuses from parents will only be accepted for 3 absences to be counted as an excused absence. Written excuses from your child's doctor will only be accepted for 5 absences to be counted as an excused absence.** If you need any additional absences to be counted as excused absences, the parent

will need to meet with the Principal or School Nurse to have them excused; otherwise they will count as unexcused absences.

4. **Unexcused Absences:** Family vacations and midyear trips are unexcused. Please plan your family vacations/trips around the 2022-2023 school calendar. Research shows that loss of more than five days of school could greatly impact social and academic achievement. All other reasons will be considered an unexcused absence if not approved by the Principal.

Every moment is a learning moment when your child is at school. We work to make the most of your child's educational experience when they are here.

Compulsory School Attendance Laws

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This section is to inform you of Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six-month period:

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
- The student is subject to prosecution under Texas Code 25.094

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Once enrolled in a Texas public school, all children beginning at age 4 (PK) are subject to the Compulsory School Attendance laws.

ABSENCES AND PROMOTION STANDARDS

Students are allowed to have 5 absences each semester, with no more than 4 unexcused absences in a semester.

Students are allowed to have 10% unexcused absences each school year, with no more than 10 % unexcused absences in a school year. Students with excessive absences will be given an asterisk (*) on their report card, and automatically fail. The failure may be appealed to the Attendance Committee at the end of the year. Students with more than 10% unexcused absences will have to attend summer school to make-up the absences. Excessive absences have resulted in parents being fined by the Court. Please have your child in school every day

Birthday Parties

Per Texas Department of Agriculture policy regarding birthday treats at school, if a parent wishes to celebrate a child's birthday, they may bring store bought cupcakes or cookies (one per student) to school. No other items are permitted such as candy, sheet cakes, juice, sodas, or fast-food items. In order to address any known allergy concerns, label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day. Healthy snacks are encouraged.

To maintain our instructional focus, teachers will allow your child to share store bought cupcakes or cookies with classmates at the end of the day. Parents should send the food items to school in the morning in a sturdy container. **Parents are not allowed to interrupt instructional time to drop off items or supervise this activity.** No party type activities will take place including group photographs, balloons, gifts or party favors. Please do not hand out party invitations at school unless all children in the class are to receive one. We ask that parents notify their child's teacher if they prefer that their child not participate in birthday celebrations, or if a child has a food allergy.

Breakfast and Lunch Menus

HISD offers a state- and federally approved breakfast and lunch program. Menus can be found on the district website.

Food service maintains an account for each student. An account balance, a listing of student purchases on the student's account as well as other account options are available for parents at www.schoolcafe.com. Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast and lunch payments be made online at www.schoolcafe.com.

Students may also bring lunch. Please label lunch boxes with your child's name. Fast-food lunches are discouraged and should not be dropped off at the school.

Free and Reduced Lunch:

Breakfast is currently free for all Memorial students and is provided in the classroom.

Students may be eligible for free or reduced-price lunch based on federal income guidelines. Forms are available in the school office and on the district website. Surveys must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise.

Disclosure of free and reduced-price meal application and eligibility information will be limited in accordance with applicable law.

Breakfast: Monday through Friday 7:30 a.m. to 7:45 a.m.

*(Students who arrive after 7:45 may not be served breakfast) **

Lunch: Teacher will provide daily lunch schedule to parents.

FEDERAL CAFETERIA GUIDELINES

- Food cannot be shared (siblings, parents and classmates may not eat off each other's plates).
- Outside food can only be brought for your child.
- Food may not be taken out of the cafeteria.

Calendar

Please refer to the 2022-2023 Academic Calendar for important dates such as holidays and report card dates. A school monthly calendar will be sent at the beginning of each month in conjunction with our PTO. All school-wide communications will be sent home on Mondays in the students' "Communication Folder".

Cancelations and School Closings

Make a plan for rainy or “bad” days. Be sure that your child is familiar with your plan and can follow it. **Please do not call the school office with instructions and messages. This should be handled in advance.**

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio and television stations. **Please do not telephone the school**, the Police Department or local stations. This will tie up needed communication lines. Whenever possible, the decision will be made before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed.

The principal does not have the authority to cancel or close school. HISD's superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

District Announcements via School Messenger:

Mr. Cordova will make school wide calls outs via school messenger to disseminate important campus wide updates.

Carpool Car Tags

All students will receive a carpool tag. Parents MUST place this tag on the mirror to expedite the carpool process. If you need additional tags, please come to the front office with your ID and we will provide you with another tag.

Cellphones and Technology

Students are allowed to have a cell phone in their backpacks and will store them in their lockers to use only to communicate with parents after school p.m. Cell phones and other electronics are not allowed to be on or used during the school day or on school premises. Cell phones and electronic devices that are visible (seen or heard) during the school day will be confiscated and turned in to the office. The parent will be contacted by either the teacher or an administrator. The student's parent will have to come to the office to retrieve the phone as stated in the Code of Student Conduct to pick up phone. The school will not be held responsible for lost cell phones and other electronic devices.

Note: Memorial Elementary is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

During Testing

Teachers will collect all student cell phones, label them, and secure in a large Ziplock bag until the end of testing. Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment. Parents will be notified of this decision. Student will not be allowed to make up any portion of his/her assessment missed due to this infraction.

Change of Address/Telephone Number

In order for the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes.

Civility Policy

Memorial Elementary has adopted a civility policy (Board Policy GKA). The policy relates to the use of respect and courtesy in relationships and communication among school officials, students, parents and members of the public. A copy of Board Policy GKA is available for review in every school building and on the district's website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is:

- 1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and
- 2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to:

- 1) use of profanity.
- 2) personally, insulting remarks.
- 3) Raising your voice
- 4) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or
- 5) behavior that is out of control.

Students who violate this policy may be disciplined. **Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.**

Classroom Parties

Class parties are limited to two (2) per year by HISD policy. Memorial will hold parties before Winter Holiday and at the end of the school year. Students may distribute Valentine's Day cards, but students will not have a party on this day.

Classroom Placement

Memorial Elementary assigns students to their next year class through collaborative efforts of their current classroom teacher, administrator, and principal. When applicable, special education teachers and/or intervention specialists also provide input. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Parent requests for specific classroom teachers are not accepted. However, some parents may like to offer input as to their children's learning needs. Once class placements have been made, requests for changes will not be considered.

Communication Platforms

Teachers will communicate with parents via telephone, e-mail, school agenda/notes, or personal contact. You are always invited to schedule a conference with your child's teacher during their conference period. Remember not to interrupt your child's teacher during their instructional time as they are responsible for all children's learning.

Parent should expect a Communication Folder to be sent home with each student every Monday. This folder will be a regular form of communication between school and home. Handouts from our campus and the PTO will be sent home via this folder. Each student should return the folder to school every Friday, so it can be used each week. It will also have your students behavior tracker and homework for the week. For additional information, please contact your child's teacher.

Parent Signatures:

In order to keep track of your child's progress in school and maintain awareness of school activities, it is important for parents to monitor what students bring home. The school monitors parent awareness through parent signatures. Please help us keep an open line of communication by signing student folders and reading log sheets, field-trip permission forms, notes, etc.

Class Dojo

Memorial Staff will also frequently post updates on Class Dojo ensure that you are checking dojo often. If you need to contact your child's teacher in relation to a

serious matter, please contact them via email. Do not use Class Dojo to contact school administration.

Counseling Services

For any counseling services we ask that you reach out to the campus and ask Ms. Elam, our wonderful School Counselor.

Wraparound Services

For any needs that you may have as it pertains to necessities to be successful at home and at school, please reach out to the campus and ask to speak to Ms. Garay, our wonderful school counselor.

Criminal Code Notification

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders.

The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the main hallway for public inspection of all offender notices received.

The notice may include any information deemed necessary to protect the public including, name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

District Curriculum Documents

All guardians can access the HISD curriculum and online resources via the link below. The documents are broken down by grade and content. Memorial teachers will use these documents to plan for instruction but are given autonomy to implement best practices as they pertain to Dual Language and IB expectations.

www.houstonisd.org/curriculum

Custody




If you and your spouse are separated/divorced and you have legal/primary residential custody of your child(ren), we need to have a copy of your custody papers on file. If at any time you feel that a problem may occur, we need to have knowledge of this in the school office. This is the only way we can be of any help in preventing additional problems from happening at school.

Deliveries to the school

Occasionally, as students exit their cars in the morning, they realize that they have forgotten a lunch, backpack, instrument, etc. You may leave those items with the front office and we will ensure your child receives it. Items (homework, lunch kits, etc.) forgotten in the classroom after dismissal may not be retrieved until the following day due to safety concerns and encouraging student responsibility of items. Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. **Please don't make a habit of dropping off lunch every day for your child. Ensure all items are in their backpack before you depart your place of residency.**

Dress Code

The faculty and staff of Memorial Elementary School expect students to come to school each day dressed appropriately to insure focus on learning, health and safety for everyone on campus. Each student's appearance should always reflect a positive image of the school at all times on campus and while representing Memorial Elementary at school related activities. Our campus values and needs the support of parents in upholding our dress code. The following guidelines outline appropriate dress for all students.

<p>TOPS</p> 	<p>All tops must be short or long sleeve uniform polo type shirts in red, white, or navy blue.</p> <ul style="list-style-type: none"> • Solid colored turtlenecks and/or undershirt (red, white, or navy are preferred) may be worn in cold weather with the appropriate uniform shirt. •
<p>BOTTOMS</p> 	<p>Standard uniform pants, shorts, skirts, skorts, or jumpers in khaki, or navy blue.</p> <ul style="list-style-type: none"> • Cargo, jogging, sweats, athletic and leggings are not permitted. • Trousers must be worn at waist level. • Underwear may not be visible above the waistband of the trousers. • Belts must be worn if needed. • Denim bottoms may be worn on Fridays with spirit shirts, club shirts or college shirts.
<p>College T-Shirt Day and Memorial Spirit Wear (Friday)</p> 	<p>Examples of college shirts are University of Houston, Sam Houston University, UHD, and etc.</p> <ul style="list-style-type: none"> • Memorial spirit shirts are available from our PTO

SHOES	<p>Safe shoes must be worn at all times and must be appropriate for all school activities.</p> <ul style="list-style-type: none"> • For safety reasons sandals, opened toed, or backless shoes are not allowed. • Additionally, tennis shoes with wheels or crocs are not permitted.
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Other:

- Students should not wear jewelry that is distracting or valuable.
- Girls are encouraged to wear shorts under skirts for physical education and recess activities.
- Caps and hats may not be worn inside the school building except for medical reasons. Sunglasses may not be worn.
- Any apparel or adornment which attracts undue attention and disrupts the learning atmosphere of the classroom may not be worn. This includes extreme, bizarre, or unsafe decorations, pictures, or messages on clothing or buttons.
- The classroom teacher and principal will judge the appropriateness of students' clothing and decoration. If students wear clothing that does not meet the requirements of this dress code, parents or guardians will be called, to bring appropriate clothing to school.
- If anyone is in need of uniform, please contact the campus to be directed to our Wraparound specialist.

New Students

Students who come to Memorial after the school year has started will have two weeks to be in compliance with dress code requirements.

Dress codes are implemented to promote school safety and minimize distractions. Please see the Student Code of Conduct for actions that may be taken for disregarding the school dress code. Students who fail to comply with the standards may be warned, sent home to change, provided an alternate article of clothing if available, or disciplined as determined appropriate by the principal.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, headphones, and iPods/MP3 players may be in the student's possession as long as the device remains off and is in the students locker. The school district will not be responsible for lost or stolen items.

Any cell phone usage, picture-taking or text messaging is prohibited during school.

After 30 days, the principal or other administrator will notify the parent of intent to dispose the device that has not been collected. Any electronic device not claimed will be sent to HISD Property Management for disposal.

Emergency Drills

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school.

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of the district and Fire Marshall. Evacuation routes are posted in each room.

You will be notified of crisis situations. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. By providing as many telephone numbers as possible the chances of our being able to contact you in the event of an emergency increases.

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware that staff and children will be prepared in case of an emergency.

Enrollment Information Sheet

An enrollment information sheet for each student must be on file in the office. If there is a need to contact you during the day, school personnel will use the telephone numbers listed. **If there is a change of address or telephone number during the school year, please notify the school office.** It is very important for the safety of our students that the parent's home, business, and emergency numbers are kept current during the school year.

Enrollment Requirements

Students entering kindergarten must be 5 years old before midnight September 1. Students entering first grade must be 6 years old before midnight September 1. All students entering Memorial Elementary for the first time must have a valid birth certificate.

Excused Absence from PE

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

Field Lessons

Field lessons will be arranged by the teacher as an extension of the school curriculum. Parent approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than two days prior to the scheduled fieldtrip. A parent may be required to accompany their child on the field lesson if the teacher has concerns regarding the student's ability to stay with the group or follow directions. Our group represents the school while on field lessons; therefore, the appearance and conduct of everyone should be exemplary. School uniforms are required for field lessons.

Chaperone for Field Lessons

Assisting teachers with field lessons is an important part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all students. All chaperones must complete HISD Volunteers in Public Schools (VIPS) registration and background check prior to any field lesson according to district policies. You must go online and register. Additionally, you must present a copy of your ID to the front office where a copy will be made and placed on file. Allow 4 – 6 weeks for the approval process. It is recommended you complete the VIPS registration at the beginning of the school year. Parents are responsible for updating their status yearly. There is no rollover from year to year. **You must go through the volunteer enrollment process each school year.**

Adults must ride school buses and pay applicable bus and admission fees as required. Parents may drive personal vehicles to field lessons, but those parents may not act as chaperones for other children on a field lesson. Appropriate attire must be worn that is conducive to a school setting. Parents may not bring siblings or other family members or friends on field lessons. Parents on field lessons are there as chaperones to support the classroom teachers. Parents are not to take their child or any children away from the group or outside of the teacher supervision.. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

Grading Systems

PowerTeacher Pro: HISD uses a web-based grading system called PowerTeacher Pro. Parents can use this tool to monitor their child's academic progress throughout the school year. To register for these services, go to www.houstonisd.org and click on the Parents tab. There is a banner at the top of the page titled Parent Student Connect. From here you can register as a first-time user, log-in, or seek help. To register, you will need to have the following information: parent first and last name, student ID number, student address, student date of birth, and the last five digits of the student social security number. If the child does not have a social security number, or if this information has not been provided to HISD, use the last five digits of the "S-Number" provided to your child. Please call the school if you do not know this number.

Progress Reports:

Elementary progress reports are sent to parents four times during the year; the fourth week of the six-week cycle. Memorial is participating in HISD's Primary Progress Report system for students in Pre-Kinder and Kindergarten. This is a different type of progress report that charts a child's growth along a continuum, instead of comparing child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements. Students in first-fifth grade receive a letter and number report card. The grading is as follows:

Academic subjects

90-100 A = excellent
80-89 B = good; above average
75-79 C = satisfactory; average
70-74 D = below average
below 70 F = unsatisfactory; failing

Citizenship Traits

E = Excellent
S = Satisfactory
P = Poor
U = Unsatisfactory

If a student is not progressing satisfactorily in any grade level, parents are sent preliminary

progress report at the midpoint of the grading period and at other times as necessary. Parents

must sign and return the reports. Conferencing with the teacher is strongly recommended

anytime a student's progress is affected.

Reports Cards:

A report card will be issued at the end of each six weeks for students in Pre-K through 5 grades.

Promotion Standards:

Each student is required to meet state and district-required academic promotion standards before being promoted to the next grade. These include grades, passing Standardized tests, and meeting standards on a norm-referenced test. Your child's teacher can explain these requirements to you. In addition, the standards can be viewed online at www.houstonisd.org information will also be sent home with students. Students may also be retained due to excessive absences to be sure your child is at school every day.

Homework

Homework is an essential part of the learning process in that it provides students with an opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills being taught. Usually, one hour is the maximum time a child should spend on homework each day. Those in grades K and 1 may require less time completing written work at home while those in upper grades may have a few assignments which require a little more time. Also, in the lower grades, an adult's signature might be required to validate the night's reading assignment. Homework will generally be assigned Monday through Thursday. Generally, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/ or extensive make-up work. Students are encouraged to read for pleasure daily and may be asked to log such reading on the weekend. As an IB PYP Candidate school we often implement PBL (project based learning),

Average Homework/Reading Times:

- PK-1st Grade 10 – 30 minutes daily
- 2nd Grade 25 – 45 minutes daily
- 3rd Grade 20 – 60 minutes daily
- 4th Grade 30 – 60 minutes daily
- 5th Grade 40 – 60 minutes daily

Tech Time

Memorial is fortunate enough to be 1 to 1 in pretty much all of our classrooms. Technology will be used daily during intervention periods (45 minutes). This will allow the teacher to pull small groups and help students with TEKS via district resources such as myOn and Imagine. All laptops will only be used to do research and access HISD digital resources. All laptops must be taken care of and must stay on campus. Exams will also be taken via online platforms in preparation for the STAAR which will be all online starting this school year.

Lost and Found

Many items are left in the building or on the playground. All unclaimed articles are placed in the lost/found area in the building. These things may be reclaimed upon proper identification. Please properly label any of your child's possessions that might be misplaced at school. These items may include lunch boxes, coats and sweaters. All unclaimed items will be placed in Molly (our on campus monster recycle bin) in December and in May.

Medical Information

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day.

School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition.

A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the original pharmacy container that shows the child's name and the type of medication.

Students who become ill at school will:

- be sent home if fever is 100 or above
- be sent home if vomiting occurs

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 9:30 a.m.

Students must be free of fever without fever reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

Chicken Pox	May return to school on seventh day after appearance of eruptions if temperature normal and no complications, no moist lesions.
Diphtheria	Exclude case and/or close contacts until released by City of Houston Health Department
Hepatitis (Infectious A)	Exclude until no fever and no jaundice, or statement of physician that person is non-infectious.
Impetigo	Exclude until treatment begun. Keep covered while in school.
Lice	Exclude until the hair is free of live organisms and nits.
German Measles (Rubella)	May return to school seven days after appearance of rash.
Measles (Rubeola)	Return to school 4 or 5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification
Meningitis Meningococcal (epidemic-type)	Exclude until statement from physician that person is non-infectious. No restrictions on contacts.
Mononucleosis (Infectious)	Exclude until recovered or released by physician. Contacts no restrictions.
Mumps	Exclude for 9 days or until all swelling is gone and temperature normal. Contacts, no restrictions.
Conjunctivitis (Pink eye)	Exclude until recovered, or physician's statement that person is non-infectious.
Poliomyelitis	Exclude until release by physician. Contacts, no restrictions.
Ringworm of scalp	May attend school provided under treatment by a physician. Contacts, no restrictions.
Ringworm of skin	May attend school provided the areas are covered. Contacts, not restrictions (Treatment recommended)
Scabies	Exclude until released by physician. All in household should be treated at same time. School contacts, not restrictions.
Streptococcal Infections: Scarlet fever	Exclude until released by the physician. Contacts no restrictions. (Usually, 24 hours from date antibiotic treatment begun).

Scarlatina "Strep" sore throat

Tuberculosis

Exclude until released by a physician. Household contacts must have release from physician.

Pertussis
(Whooping Cough)

Exclude until free of cough or until released by physician. Contacts, no restrictions.

Parent and Adult Dress Code

Parents and other adults coming onto campus need to be appropriately dressed. Remember that we are children's role models and what may be appropriate at home may not be appropriate in the school setting. If an individual is dressed inappropriately, they will be asked to leave the campus and change before returning.

Parent and Teacher Conferences

Teachers are responsible for instruction and the supervision of students during school hours. To ensure there is maximum instructional time, Memorial maintains a no interruptions policy within each classroom. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. We encourage consistent communication with parents and staff. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet. Whenever possible, please use email to communicate with your child's teacher. Teachers are expected to return your call/e-mail within a 48 business hours. If this is not done so, then please email your child's grade level administrator lead.

Parent Meetings:

There are many parent meetings that take place over the course of the school year. Being a participant in these meetings will further enhance the parent/teacher/school relationship. You will be advised on the monthly calendar of these meetings so please plan to attend. See school calendar for parent meeting dates.

Memorial PTO

Memorial PTO is a non-profit 501c3 Parent Teacher Organization that strives to enhance the education experience by encouraging parental involvement and providing both financial and volunteer support.

What does Memorial PTO do?

- **ORGANIZE:** Organizing school events, family activities, and fundraising is a key part of our PTO
- **ENHANCE:** Through fundraising efforts, we help to provide student and teacher necessities, funding for field trips, and other enriching student activities.
- **SUPPORT:** We aim to provide support for our students, staff, and Memorial families
- **INVOLVE:** We help to plan community events, during and outside of school hours, that bring us together in meaningful ways.

To find out more about PTO, to become a member, or to donate to PTO please visit our website at www.memorialpto.com.

We love volunteers! We would love to get you on our Mustang Volunteer Corps list! Please fill out the HISD VIPS application (<https://www.houstonisdpsd.org/dmol/VIPS/index.html#/>) and then email us at volunteers@memorialpto.com.

We look forward to seeing you soon,

The 2022-2023 PTO Board of Directors

Lift Memorial

Lift Memorial has been at work within the community and at Memorial Elementary for over four years. We are a group of parents and community members within the zoned area of Memorial Elementary. We are passionate about creating opportunities for community engagement, loving on our teachers, and advocating for the advancement of curriculum, and supporting the growth of the whole child. We accomplish this through the generous support of our community. We cannot succeed without community donations. Lift Memorial is a registered 501c3. Additionally, we welcome those who want to join and help advance the vision of Memorial Elementary.

If you are interested in learning more, please visit our website LiftMemorial.org, check out our Facebook page, or email us at Info@LiftMemorial.org.

Teacher Communication

ALL Teachers will utilize Class DOJO. DOJO is a free service that lets teachers and parents communicate with one another. It allows teachers and parents to stay in touch without revealing any personal contact information. Signing up is easy. Teachers will send invitations to parents, and parents will follow the instruction to join. It allows parents to see where students are gaining and losing points for behavior, homework, and reaching daily expectations.

The basics

Parent Accounts

See the story of your child's day

Easily stay connected with your child's classrooms on ClassDojo.

You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! You'll also be able to see your child's classwork on their own Student Story.

Any device, any language

Parents can use any iOS device, Android device, Kindle Fire, or computer to connect! You can also read all Class Story posts in your preferred language instantly.

Safe for all

All of your child's information is kept safe on ClassDojo. Only they, their teachers, and you as their parents can see their information.

ClassDojo is COPPA-compliant and fully support FERPA. If ever you'd like to review or remove your child's information, please email the ClassDojo Parent Support team at parents@classdojo.com

How to connect with your child's class

Your child's teachers will need to invite you to join their class. They can either invite you by text, email, or send home a parent code.



Common questions

Parent Accounts



What if a parent was connected last year to their child?

Students can add all of their student codes to the same account and track their progress across multiple classes. It's simple!

How far back in time can parents see feedback points?

Parents can see the last two weeks of their child's feedback points. If parents would like to view a longer history, they can contact their child's teacher or the ClassDojo team.

How do parents connect with multiple classes?

Parents can enter multiple parent codes to their account, letting them connect with all of their children's classes.

When do parents get notified by ClassDojo?

ClassDojo notifies parents whenever they receive a new private message, a new Class Story post is added, their child has posted to their Student Story, and on Friday to review their child's feedback from class.

Helpful resources

ClassDojo Privacy Center

Visit classdojo.com/PrivacyCenter to see how ClassDojo protects its entire community of teachers, parents, and students.

ClassDojo Helpdesk

Visit classdojo.com/Helpdesk to find answers to all of your ClassDojo questions! Still need help? Email us at parents@classdojo.com :)

Parking

Parking is not permitted on the carpool lane from 7:00 a.m. – 8: a.m. and from 2:30 p.m. to 3:15 p.m. Please do not park in the staff lots. Our staff needs those spaces so that they can park and report to duty. Please heed NO PARKING signs posted and respect areas designated as "Handicap Parking".

The parking lot on the back side of the campus is reserved for Memorial staff only. Please show courtesy to our neighbors when parking around the school by not blocking driveways or alleys. Persons blocking driveways may have their cars towed by residents.

Payment of Fees

When paying for pictures, school sponsored fundraisers, or other school activities, please submit payment in exact cash. Change may not be readily available; any checks that are returned due to insufficient funds will result in a \$35 charge. Payments for school pictures and/or field lessons will not be accepted at the Main Office, unless notified otherwise.

Pedestrian Regulations

HISD places a crossing guard at the corner from 6:45 a.m. - 7:45 a.m. and 2:45 p.m. - 3:45 p.m. to supervise our students. Children must cross at one of the supervised areas.

Personal Property

Memorial Elementary is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, when present, should be secured in the backpack. Examples of personal property include but are not limited to, purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks, and book bags.

Recess

Students are expected to go out for recess each day for 30 minutes. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is above 35 degrees Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess. If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required. Equipment allowed on the playground will be determined by the building principal.

Reporting Safety Concerns

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to the Main Office or to an administrator, such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

School Supplies

Each student will be expected to have the supplies necessary for him or her to successfully function in the learning environment. Copies of supply lists will be

provided by your child's teacher and are listed on our schools' Web Site. If you need assistance obtaining any supplies, please contact the Main Office.

Shared Decision Making Committee (SDMC)

The Shared Decision-Making Committee is an advisory group composed of three classroom teachers; two other professional staff members; one non-professional staff member; two parents; two community members; chosen by the principal; and the principal. The purpose of this committee is to set goals and objectives related to student achievement.

Meetings are held throughout the year and minutes are available to all parents and interested community members on Memorial's website.

Special Education

504 Services

Section 504 protects qualified individuals with disabilities who do not qualify for services under Special Education. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities which adversely affects the student's instructional opportunities. A qualified 504 student receives his/her appropriate AIP (Academic Individual Plan) and all teachers who teach the student receive and implement the student's AIP.

RTI/IAT

Process for delivering scientifically based instruction and interventions to facilitate student learning of academics and behavior.

- All children are taught using high-quality instruction in the general education setting.
- Intervention occurs early when learning and behavior problems are small using universal strategies.
- To meet student academic and behavioral needs we apply graduated levels of interventions (tiers).
- Progress is monitored, and all decisions are database.

Dyslexia

Individuals with dyslexia often need special programs to learn to read, write, and spell. For these students, the district provides multisensory instruction that is explicit, direct, cumulative, intensive, and focused on the structure of language. Multisensory learning involves the simultaneous use of visual, auditory, and kinesthetic tactile pathways to enhance memory and learning of written language.

Student Media Release Forms

Throughout the school year, the district or school might print, photograph, or video students for use in efforts to promote HISD's activities and achievements. Examples might include but are not limited to:

- Materials to train teachers and/or increase public awareness of HISD schools through digital and print media
- A special event or program at a school might be covered by a newspaper or radio/television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, or the districts newsletter
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child's image or information shared for this purpose, please contact your child's school to complete the Student Media Consent and Release Form.

Afterschool Care

Memorial will be utilizing After 3 as its afterschool care provider. If you would like more information about After 3, then please visit their website to do so.

<https://www.after3asp.com/>

Telephone Usage

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not to be called via their cell phone. If a student needs to speak to their parent, they may utilize the office phone.

Textbooks and Library Books

All textbooks are owned by the State of Texas and library books by the school. Lost books must be paid for if lost or stolen. Another book cannot be issued until payment has been made for the lost book. Refunds are given if books are found after payment is made. Payments must be made to the front office and a receipt will be issued.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all school activities

Use of School Cameras

There are school cameras in use in several locations throughout the school. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used during disciplinary procedures.

Visitation during Lunch

Due to limited space in our cafeteria, you are welcome to eat lunch with your child once a semester during their lunch period. All visitors and parents/guardians must be V.I.P.S. approved to ensure the safety of our students and staff when visiting for lunch.

- Parents/guardians will only be permitted to have a conversation with their child and not any other Memorial students.
- Parents/guardians will only be allowed to have lunch at the designated table and interact with only their child.
- Parents/guardians are not allowed to leave the cafeteria with their child for any reason nor visit the classrooms.
- Parents/guardians are not allowed to photograph or record any other students. Failure to do so will result in an administrative conference and rights revoked.

Speak to your child's teacher regarding the time they report to lunch. Any other times must be pre-approved by Memorial Administration.

Pre-Kindergarten	Monday
Kinder and First	Tuesday
Second and Third	Wednesday
Fourth and Fifth	Thursday

Failure to respect and adhere to the visitation expectations, will result in an administrative conference and rights may be revoked. We appreciate your compliance as we know that your priority is also SAFETY FIRST.

Withdrawing a student

Please call the office at least two business days in advance of withdrawing a student from school. Bring the forwarding address and phone number if available.

You must provide the name and district of the school your child is going to attend next. Records will be sent to the new school.

Cafeteria Expectations

The same general rules for behavior apply in the cafeteria as in the classroom. Classes will sit together at their assigned table. Students can talk quietly and may leave their table only when excused.

- Always walk quietly when entering and leaving the cafeteria.
- Keep hands to themselves.
- Pass through the lunch line only once.
- Classes should leave tables, seats, and floor clear of paper and trash.

School-Wide Expectations

All students are expected to obey the following rules as stated in the Memorial Discipline Management Plan which states that students will:

Demonstrate respect and courtesy toward all school personnel, community patrons, and fellow students

- by walking in the hallways and outside corridors.
- by adhering to Level O in the hallways and outside corridors
- by keeping their hands and feet to themselves
- by using appropriate language
- by wearing a school uniform
- by NOT bullying or threatening others with words or actions
- by being an IB student each and every day

Participate in instructional activities to the best of their ability

- by being present in class by 7:30 a.m.
- by completing all class work and homework assignments
- by working cooperatively on class and/or team assignments

Respect school property

- by keeping the building, furniture, and grounds clean and in good working order

Know the Zero Tolerance Policy and immediately report any infractions to the school personnel.

Students may not bring or use laser pointers, electronics or toys that cause disruption to the classroom

Parent and Student Acknowledgement

We are looking forward to a great 2022-2023 school year. This handbook was designed to help you be informed with our school policies, procedures, and expectations. As with anything, the policies and procedures established in this handbook are fluid. They can change at the discretion of the district and Memorial Leadership.

Your signature below indicates receipt of the Memorial ES Parent/Student Handbook 2022-2023. Please read and discuss this handbook with your child. Then, please sign and date this acknowledgement and return it to your child's classroom teacher by August 26th, 2022.

Print Student Name

Teacher Name

Parent/Guardian Signature

Date

Student Signature

Date

#WeAreMemorialProud
#GoMustangs
#WhereTheMagicHappens