



*Ben Milam Elementary*

*3800 N. Main*

*McAllen, TX 78501*

*(956) 971-4333*

*FAX (956) 972-5649*

Website: <http://milam.mcallenisd.org>

August 2018

Dear Parents,

Milam Elementary has been providing an excellent education for our students since 1967. The success of our program is a result of the efforts of our experienced teaching staff and the strong support and involvement of our parents.

This handbook addendum is written to help you understand the guidelines and policies that help us manage our campus. Please read it carefully. More detailed information on McAllen ISD policy will be found in the student code of conduct online @ [www.mcallenisd.org](http://www.mcallenisd.org)

If you need clarification at any time, please call the school office: 971-4333.

Sincerely,

*Christian Quintanilla*, Principal

*Jessica Mendez*, Assistant Principal

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## **Welcome**

The faculty of MILAM ELEMENTARY SCHOOL would like to express our sincere welcome to all parents and children to the 2017-18 school year.

## **Campus Mission**

Through collaborative efforts and a balanced comprehensive, rigorous curriculum, Milam Elementary will guide students to become responsible world citizens, develop individual talents, and be internationally minded, lifelong thinkers and inquirers.

## **Principal's Office Hours**

The Principal is available to conference with parents by appointment only. Contact Principal's secretary, Mrs. Pat Garcia at 971-4333.

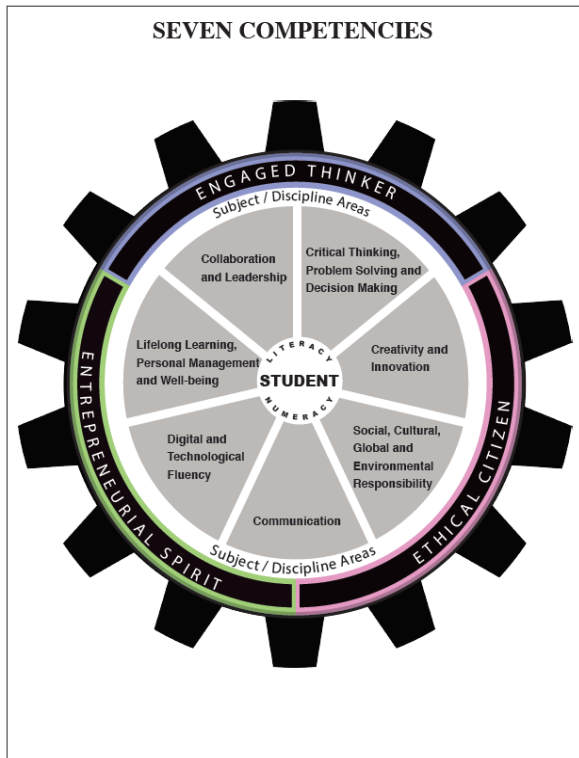
## **Empowering Statement**

When I care about myself and others...am principled, open minded, reflective, balanced, a risk-taker, a thinker, an inquirer, a communicator and am knowledgeable, I soar into the future as a lifelong scholar.

August	Empathy (Caring)
September	Leadership (Principled)
October	Self Regulate (Open-minded)
November	Self Awareness (Reflective)
December	Personal Management (Balanced)
January	Motivation (Risk-Taker)
February	Critical Thinker & Problem Solver
March	Lifelong Learning (Inquirer)
April	Communicator & Social Skills
May	Creativity & Innovation (Knowledgeable)

## *STEAM + Student Learning of the 7 Competencies & Emotional Intelligence*

During the school year, teachers will be implementing the Framework for Student Learning: 7 Competencies & Emotional Intelligence. Each six weeks, teachers and students will be engaging in the different components of the 7 Competencies and Emotional Intelligence.



© Alberta Education. Framework for Student Learning: Competencies for Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit. Edmonton, AB. 2011, with permission.



Positive behavior is encouraged and stressed each month through Milam's Empowering Statement.

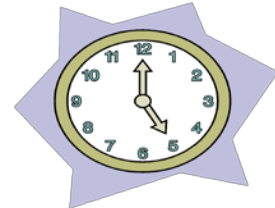
Just as good behavior is rewarded, unacceptable behavior has consequences. Each teacher has classroom Essential Agreements that outline class expectations. If a student breaks a rule he/she is issued a demerit or conduct slip, which is to be signed by the parent.

If a student is sent to the office for a serious infraction with a referral, detention or suspension may be issued as a direct consequence- the Student Code of Conduct will be followed. Student will receive a U for conduct if the student receives a disciplinary referral. In addition, campus grade levels will establish additional guidelines to address behavior and events. A copy of this referral is sent to the parent.



## **Tardies**

Classes begin at 7:45 a.m. for all students (Pre-K – 5<sup>th</sup> grade).



The Tardy bell rings at 7:50 a.m. Students are tardy if they are not in their classroom by 8:10 a.m. (Students that are held in hallway during announcements are not counted tardy).

Three tardies within a six-week grading period will result in the student not participating in “Good Behavior Celebration.”

## **Absences**

A parent’s written excuse is required when a child is absent from school and must be turned in to the office within 3 days of the absence. Attendance verification is done on a weekly basis. Excuses will not be taken after three days. If a child leaves school for a medical appointment during the attendance period, he/she will be counted absent if proof of the visit is not turned in to the Data Clerk, Pam Ramirez within 24 hours of the appointment. State requires 161 days attendance per year. If absences exceed three consecutive days, a note from a doctor is required. If students have three unexcused absences within a four week period, a warning letter from MISD will be sent home to the parents. If unexcused absences continue, parents may be summoned to court.

## **Request to Leave School Early**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal and given to the teacher. The time and reason for leaving should be included. The student is to come to the office at the designated time and is to be picked up by the parent who signs out the

child. Class is not interrupted to call a student to the office. When possible, medical and dental appointments should be made outside of school hours. **Early pick-up for appointments will not be allowed after 3:00 p.m. A student may not be released early on a continual basis.**

A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up a child.

NO child will be allowed to leave the school grounds WITHOUT his/her parent or guardian SIGNING OUT in the office.

### **Telephone Calls**

School office phones are to be used for official business only. Students are to use these phones for school business only after they have received permission from the office staff. **Students are not allowed to have cellular phones in their possession during the school day.**

Students are not called out of class to answer the telephone except in extreme emergencies.

Telephone calls requesting that a student be told of a change in transportation, after school care, or pick up time are not accepted. Relaying these messages is very disruptive to the learning process and trying to relay such messages at the end of a school day is very difficult.

### **Change of Address, Telephone Number or Transfer**

If you change your address, home telephone number, or parent's work number, please notify the school office as soon as possible. If you move to an address outside the **Milam** area, you must request a Special Needs Transfer to remain at Milam or register your child at the new school.

### **Withdrawal from School**

Notice should be given to the teacher or office three days in advance in order to have time to average grades and get the child's records in order. All textbooks, iPads, iPods, and library books must be turned in.

## Report Cards

Report cards are issued the Wednesday after the end of each six-week period. Progress reports are sent home the Monday of the fourth week of each period.



## Textbooks

Students are responsible for their textbooks. We ask the students to have all books covered. Lost or damaged books must be paid for at the time of withdrawal from school or at the time such books are collected.



## Backpacks

Backpacks with wheels are a hazard in the halls as well as in the classroom. They also cause a major storage problem since they do not fit in the student lockers. Backpacks with wheels are allowed only for major medical reasons. The principal must sanction permission for the use of this type of backpack. Please encourage your child to take home only those books needed for that evening. Please label your child's backpack with their name.

## School Parties

\*According to new federal/state guidelines to help address the increasing problem of childhood obesity, schools must serve nutritious meals during the school day. **School parties will not be allowed this school year. You may, however, bring treats for the entire class the last fifteen minutes of the school day.**

## Cafeteria

Students may eat in the cafeteria, bring sack lunches or go home to eat. Students going home **MUST** sign out in the office before leaving campus. All students eat free. Bottled water and selected 100% juices will be on sale.



**Please do not pack carbonated drinks in your child's lunch!**

*Students will go to recess prior to eating lunch.*

<b>GRADE LEVEL</b>	<b>RECESS</b>	<b>LUNCH</b>	<b>BLOCK/CONFERENCE</b>
<b>PK</b>		<b>1:10-1:40</b>	<b>1:30-2:30</b>
<b>KINDER</b>	<b>10:15-10:45</b>	<b>10:45-11:15</b>	<b>12:30-1:30</b>
<b>1<sup>ST</sup></b>	<b>10:45-11:15</b>	<b>11:15-11:45</b>	<b>1:30-2:30</b>
<b>2<sup>ND</sup></b>	<b>11:30-11:50</b>	<b>11:50-12:10</b>	<b>2:30-3:30</b>
<b>3<sup>RD</sup></b>	<b>11:50-12:10</b>	<b>12:10-12:30</b>	<b>10:30-11:30</b>
<b>4<sup>TH</sup></b>	<b>12:10-12:30</b>	<b>12:30-12:50</b>	<b>9:30-10:30</b>
<b>5<sup>TH</sup></b>	<b>12:30-12:50</b>	<b>12:50-1:10</b>	<b>8:30-9:30</b>



## **Deliveries During School Hours**

There may be times when parents “drop off” items (student lunches, fast food items, snacks, money, permission slips, books etc.) for students.

### **Food**

**All food items must be delivered by the parent/guardian directly to the student during the student’s lunchtime.** Mrs. Glissy, front office clerk, will provide parents with a pass so that the parent/guardian is able to deliver the lunch to the student in the cafeteria during the student’s lunchtime. Parents will exit north side of the cafeteria instead of reentering the building.

### **Eating with Your Child**

Parents/guardians **are allowed** to eat with their child/children in the cafeteria. Parents will enter through the front office doors and exit through the north side cafeteria doors. **Parents/Guardians will turn in their passes in to the cafeteria door monitor as they exit on the north side of the cafeteria. Student safety matters.**

\*If you are staying for lunch for an older sibling and they are the next grade up, you may remain in the cafeteria and wait for your other child.

\*Tip-parents may want to park near the cafeteria to access vehicles faster when exiting.

### **\*Attention Prekinder-5<sup>th</sup> Grade Parents/Guardians:\***

As students are learning the cafeteria routines and procedures, parents will be able to join their child/children for lunch as of September 3, 18(one week after school starts). We appreciate your cooperation with this matter! 

### **Essential Agreements:**

#### ***At Ben Milam Elementary Parents/Guardians:***

- *Agree to be principled and go straight to the cafeteria and not wander the halls as they deliver the student’s lunch.*
- *Agree to respect cafeteria rules and guidelines such as enforcing that their child and any other child brought along sit properly and behave accordingly.*
- *Agree that children are independent at Milam Elementary; therefore, if student needs to use the restroom, parents must allow child to go on their own and/or allow campus staff to assist.*
- *Agree that if any conflict arises, the cafeteria staff on duty will be notified immediately, and the parent will allow the staff member to intervene.*
- *Agree that electronic devices are for parent/guardian personal use only.*
- *Agree that lunchtime is not suitable to discuss student related issues with any teacher or staff member. Make an appointment in the front office to see the teacher during their conference time.*

**If the Essential Agreements are violated, the privilege of eating with your child will be revoked.**

**Books, Money, Homework, Snacks etc...**

Books, money, permission slips, homework or such items should be left in the school office. It is the student's responsibility to check with the secretary to see if anything has been left for him/her. Lunches will not be left in the front office. **We do not interrupt teachers or classes to deliver such items.**

**Clinic Schedule**

***Jenna Dimas***  
**971-4336**



<b>7:45 – 8:30</b>	Medications and Parent Conferences
<b>8:30 – 1:00</b>	Clinic open for student illness, injury, and medication
<b>1:00 -1:30</b>	Lunch
<b>1:30–3:30</b>	Student treatments
<b>3:30 – 4:15</b>	Teacher and Parent Conferences

**Taking Medicine at School**

1. Medicine must be in the original container and if prescribed, a current prescription date is required.
2. Medications must be delivered and picked up by parents, as students are not to have medicine in their possession.
3. A signed and dated parent note with the student's name, medication name, the time and amount to be given must accompany the medicine.
4. Medication from a foreign country, i.e. Mexico, cannot be administered at school.
5. Medications prescribed once, twice, or three times daily should be given at home (before school, at 3:30, and at bedtime) to avoid excessive medication administration in the school setting.

## ***Dismissal Due to Illness***

Should it be necessary to send your child home at any time, the school will call home first. **Please be sure you have provided the school with a phone number for you and an emergency phone number if we are unable to reach you.** No child should leave the school grounds without signing out in the office.

### **Your child will be sent home for the following conditions:**

1. Chills
2. Fever – 100 or above
3. Vomiting
4. Diarrhea
5. Cold symptoms accompanied by green or yellow mucus
6. Contagious skin conditions
7. Serious accidents
8. Incomplete Immunization
9. Lice

**If your child has any of these symptoms before coming to school, please keep him/her home and notify the office.**

## ***Emergencies***

In the case of a serious illness or accident, if you or your designee cannot be located, an ambulance will be called to transport your child to the hospital at your expense. A school representative will remain with your child until you arrive.



## ***Important Numbers***

School Office	971-4333
Fax	972-5649
Nurse	971-4336
Counselor	971-4337
Safe & Secure	971-4340
After School Program	632-3633

### School Day

**Supervision** begins at 7:30 am daily. Prior to 7:30 am, all students must be dropped off at the front entrance (Main St.).

**Breakfast** is served from 7:50 am until 8:05 am in the classrooms for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. PK will eat breakfast in their classrooms and Kinder will eat breakfast in the cafeteria with their teachers.

### School Hours

Pre-Kindergarten – 5<sup>th</sup> Grade                      7:45 am – 3:30 pm

Pre-K and Kinder students will sit outside their classrooms until the 7:45 am bell at which time the teacher will take them into the classroom.

**Parents are to leave the building by 7:50 a.m.**

### Library Hours

Before School    7:30 – 7:45 a.m.  
After School    3:30 – 4:00 p.m.



### Visitors to the Building

All visitors to McAllen Public Schools are asked to report to the office when they arrive at the building to sign in and receive a visitor's badge. Visitor's badges need to be worn on the upper shoulder to be visible and returned to the front office before leaving the campus in order to be logged out. We are using V-soft Raptor system, which helps track visitors, students, faculty, contractors and volunteers at our school, thus providing a safer more monitored environment for the students.

When visitors, volunteers or contractors check-in, they will be asked to present a valid state issued ID (driver's license) for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus.

## **Visitor Parking Information**

All parking located on the south side of the school is designated as **STAFF** parking only.



Parents may park in the designated visitor parking area. This area is located on the west side of the school. There are ten spaces allotted for parents and visitors.

## **Student Classroom Drop-off**

PK and Kinder Parents/guardians may walk their child/children to class and wait in the hallway with the child/children until students are let into the classroom at 7:45 AM. Milam PK and Kinder teachers would appreciate this support for the first two weeks of school. After two weeks, parents/guardians may walk their child/children to class, drop them off and exit the building. It won't be necessary for parents to stay in the hallways after the two weeks of school because by that time children understand the routines and procedures and feel more comfortable.

1<sup>st</sup>- 5<sup>th</sup> grade Parents/guardians may walk their child/children to class, drop them off and exit the building on the first school bell at 7:45 AM. It is not necessary for parents to stay and wait in the hallways with their child/children since students are expected to go to the pavilion and play before class starts.

Should parents/guardians have any questions or concerns for the teacher in the morning, a message can be left in the front office or an appointment can be scheduled to meet with the teacher during his/her conference time.

## **Parent Patrol**

Parents/guardians may assist the staff in kindly asking other parents to exit the building and ensuring that **ADULTS DO NOT** use or go into the student restrooms.

***Student safety is a priority at Milam Elementary!***

!

## **Designated Car Pick-up Areas**

In an effort to ensure a safer after school pick-up routine, we have designated three different areas for car pick-up. This will help alleviate the traffic congestion in the front of the school. Be sure to display your “pick-up card” on the right dashboard if driving.



Your pick-up card should state your child’s name and teacher’s name in large letters.

**PreK – 1<sup>st</sup> Grade:** Students need to be picked up in the front drive-thru lane (west side, Main Street).

**2<sup>nd</sup> - 5<sup>TH</sup> Grade:** Students need to be picked up at the east side drive-thru lane. (12<sup>th</sup> Street)

\*Siblings may wait together on either the East or West side of the building depending on the parent’s preference.

### **PK – 5<sup>TH</sup> Walkers:**

Many parents choose to walk rather than utilize the drive thru to pick up their children. To ensure the safety of the students, these students will need to be picked up at the pavilion. Students will not be released to the parents until they reach the pavilion from their classrooms. Due to Safe & Secure Program utilizing the pavilion, this area needs to be vacated by students and parents by 3:45pm.

**Parents, please do not block the Northwest exit doors, as the teachers are walking their classes out to the pavilion.**

There will be staff supervising at all designated pick-up areas.

To have a safe and secure environment and to expedite the dismissal of all students, parents are asked to not enter the building during the dismissal time. After 3:35 PM, parents are welcome to enter the building.

**No students should be picked up on the South side by the bus lanes.**  
**There will be no supervision for that area.**

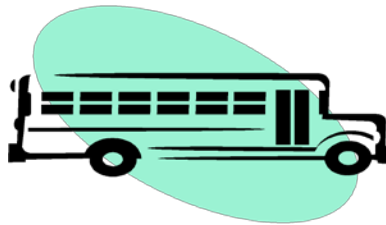
Supervision of children waiting to be picked up after school on the porch will be from 3:30 to 3:45 pm only. To ensure your child’s safety and well being, pick them up no later than 3:45 pm.

**We greatly appreciate your cooperation!**

### **Bus Transportation**

Students who are eligible to ride the bus must live beyond the following boundaries: East of 10<sup>th</sup> Street & West of Bicentennial Boulevard. Only eligible children are permitted to ride the bus.

Commuting by bus calls for appropriate behavior for the safety and comfort of everyone. The bus driver will report inappropriate behavior to the principal and parents. Students must follow all bus rules or will be issued a consequence. If the behavior continues, the privilege of riding the bus will be denied. If you have any questions regarding bus transportation, please feel free to call the Transportation Department (Bus Barn) at 632-3211.



### **Partners in Excellence**

Our Partners in Excellence work with our school and our PTO. It is through our joint endeavors that we have stronger programs, more student incentives, and the realization of special projects.

The staff and students at Milam Elementary are very fortunate to have dedicated partners. Partners in Excellence are a WONDERFUL way for businesses to become more involved in education.

If you have a business or are associated with a local business that would be interested in becoming part of our Partners in Excellence family, please take the time to contact our school office.





## *Milam's After School "Safe & Secure" Program*

This is Milam's 21<sup>st</sup> year to implement our after school Safe & Secure Program. We know it is very important for you as working parents to have a safe and secure environment after school for your children, and the students love our program! In fact, we have trouble getting students to leave with their parents when they come to pick them up.

The children have a homework/study time as well as indoor and outdoor playtime. Daycare staff will provide a daily snack.

We care for Milam students from 3:30 to 6:00 pm each school day in the cafeteria/gym. The cost of the program is \$5.00/day, payable on a monthly basis at the beginning of each month. We do not accept drop-ins.

If you have any questions regarding this program, please call the daycare at 632-3633.



# PTO

The Parent Teacher Organization of Ben Milam Elementary is a team working for the improvement and enhancement of our children's education.

We need your support and we invite you to become involved in the following ways:

- 1. Join the PTO! Dues are only \$10.00 per family. With the family membership you also receive a free Milam car magnet (first 100 families). Information on how to join is available at the school.**
- 2. Participate! There are many ways to volunteer your time, energy and money. Check with the PTO officers, the teachers or staff and they will help you find a way to contribute.**
3. Milam T-shirts, hoodies and hair bows will be sold at Meet the Teacher night and throughout the year.
- 4. Enjoy the rewards of watching your children and their friends grow!**

More information about PTO and how you can help will be distributed throughout the school year.

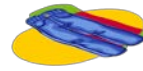
## **Officers for 2017 - 2018**

President	Sarah Meyer
VP of Membership	Laura Garza
Secretary	
Treasurer	Chhaya Bhakta
VP of Ways & Means	
Hospitality	Deena Davidson

Regular meetings are held on the second Tuesday of the designated months.



## *Milam's Dress Code*



2017 - 2018

1. **Hair must be cleaned and neatly combed and styled in such a manner that is not distracting.**
  - Headwear to include but not limited to bandanas, caps, hats and sweat-bands shall NOT be worn unless approved by the Principal.
  - Hoods are NOT to be worn on the head inside the building.
2. **Appropriate footwear must be worn. The following is NOT permitted:**
  - Footwear with steel, hard plastic or similar materials
  - House slippers, flip-flops, beach sandals, shoes with wheels, or other open-toed shoes that do not have straps to secure them.
3. **Shorts, skirts, dresses and skorts are permitted.**
  - They must be NOT shorter than 3 inches above the knee and may be worn over tights.
  - Skirts may have a slit/pleat, which opens no longer than 3 inches above the knee.
  - Skirts must be worn at the waist.
4. **Any clothing that causes distraction is prohibited.**
  - Distractive apparel to include but not limited to, tank-tops, tube-tops, muscle shirts, halter-tops, spaghetti straps, exposed backs or midriffs are prohibited.
5. **Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene or inflammatory (e.g. alcoholic beverages, sex, tobacco, drugs, gangs, etc...) shall be prohibited.**
  - Clothing with patches, emblems or drawings that cause disruption shall be prohibited.
6. **Oversized clothing shall be prohibited.**
  - Apparel to include but not limited to, “baggy” or “sagging pants” shall be prohibited.
  - All pants are to be worn at the waist.
  - Tight fitting pants (e.g. bicycle pants, or spandex pants) shall be prohibited.
  - Pajamas or pajama-like clothing shall be prohibited.
7. **Shirts must fit well and not be over-sized or undersized. Shirts, which are not tucked in must have finished edges and must not extend below the pocket line.**
8. **No gang-related attire shall be permitted.**
9. **Body piercing jewelry, tongue-rings, and tongue studs, “Grills” or temporary decorations on teeth are not allowed.**  
**Allowed – rings, studs, and traditional jewelry worn on the ear.**

### **SPECIAL DAYS OR EVENTS:**

**The campus principal has the authority to allow all or part of the student body at the campus to vary from the dress code requirements for special occasion days or for particular school-sponsored activities.**

## **Annual Public Notice**

### **Child Find**

The McAllen Independent School District will offer a free and appropriate public education to all individuals with disabilities, ages 3 – 21 (0-21 for children with visual or hearing impairments), who qualify for special education. Private school children, religious school children, and home- schooled children with disabilities that reside within the district’s jurisdiction will have the opportunity to access special education services. For Child Find information or to make a referral, contact Rosie Larson at 2604 Galveston Ave. in McAllen or call 632-3285.

If you know or suspect a child, ages 3-21, living within the MISD, of having a disability, please contact the MISD special education department at 632-3285.

Rosie Larson  
Special Education Director

### **Designation of Coordinators**

McAllen Independent School District (MISD) does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services. John Wilde has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendment of 1972, as amended, for students. He has also been designated to coordinate requirements of Title IX for adults. Dr. Rosalba de Hoyos has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the rehabilitation Act of 1973.

### **Grievance Procedures**

Student and Parent Complaints/Grievances can be addressed following these School Board Policies: FNG – Legal and FNG – Local. These policies can be found in our school district’s website: <http://www.mcallenisd.net.org/>