

Parent Handbook



Cannaday Elementary

2007-2008

WE'RE WILD ABOUT CANNADAY!

This is a guide to answer commonly asked questions about our campus and the expectations at Cannaday

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Welcome to Cannaday

J. C. Cannaday Elementary
2701 Chisolm Trail
Mesquite, Texas 75150
972/882-5060 FAX: 972/882-5070

Dear Parents,

Welcome to Cannaday Elementary! We are glad your child is here. Your child's ability to be successful now and in the future is a priority at Cannaday Elementary!

Our Mission is:

- To prepare and promote successful lifelong learners who have intrinsic motivation and a positive work ethic dedicated to setting and achieving goals,
- To develop productive members of the community through multidimensional ways of learning,
- To create critical thinkers and problem-solvers
- To maintain a safe and orderly environment where diversity is valued.

We have designed this handbook to answer any questions you might have about the procedures at Cannaday. This handbook is written to supplement the MISD Student Code of Conduct. Please read both documents carefully to insure that your child has a successful school year. We will be glad to answer any questions you might have.

Our partnership and positive interaction as a team will lead to a wonderful learning experience for your child.

Sincerely,

J. C. Cannaday Elementary Faculty and Staff

Cannaday PTA

PTA meetings are held once a month, to be determined by PTA at 7:00. The months for these meetings are Sept., Oct., Nov., Dec., Feb.,

and Apr. The membership cost is \$4.50. Details regarding PTA budget, meetings, committees, functions and other special events are available from the current elected PTA officers. One function of PTA is to coordinate the two classroom parties, which are held each school year. These party dates are determined each fall by the staff. If you are interested in helping with PTA please make sure to complete those forms.

Volunteers are always welcome to help out at Cannaday. You must contact the PTA, your child's teacher or the office and complete the criminal background check. These are extensive and cost the district money so please make sure to commit to volunteering on our campus if we complete the background check.

Campus Maintenance

Students are expected to respect school property: books, desks, furniture, and equipment. Your help is needed to maintain the desirable appearance of the campus for this neighborhood. Please be aware of vandals during and after school hours, including weekends and extended holidays.

Attendance

According to Texas State Law your child is required to attend school daily unless illness or a family emergency arises. A written note is required to explain any absence. Attendance is extremely important; we strictly enforce the state attendance law. Please refer to your child's homeroom teacher's policy for securing assignments.

Arrival and dismissal

- ✓ **Arrival:** Please be advised that your child has no supervision on campus BEFORE 7:20 a.m. The first bell rings at 7:45 a.m.; Students are allowed in the classrooms at that time. Morning announcements start at 7:55. The tardy bell rings at 7:55 a.m. If your child is late, send students to their homeroom class. Breakfast is served in the cafeteria from 7:20-7:40 a.m. Fourth and Fifth grade students will report to the Cafeteria and all other students will report to the gym if they arrive at school before 7:45 a.m.

- ✓ **Dismissal:** All students are dismissed from school at 2:55 p.m. ALL Students MUST be picked up by 3:10, unless the student is staying for prearranged tutoring, detentions, etc. There are several day cares in the area that pick up students after school.
- ✓ **After-school care:** In an effort to keep students at Cannaday safe, please provide consistent after-school transportation and care for your children. Please make sure proper arrangements have been made and your child is aware of them before they come to school. If a change is necessary, alert the office and the teacher will attempt to make your child aware of that change. **However, a daily call is not necessary.** According to state law, interruptions to instruction are not allowed. It is imperative that your child have the maximum amount of time for instruction to ensure their success.
- ✓ **Early Release:** Medical appointments should be made outside school hours when possible. Students miss valuable instructional time when they are removed from school early. Students leaving during the school day must be checked out by the appropriate parent/guardian in the school office. For your child's safety NO OTHER procedure is acceptable
- ✓ **District early dismissals are at 1:25 PM:** These will be noted on the school district calendar for your convenience. It is advised that these dates be marked on your personal calendars so that advanced arrangements (transportation, sitters, etc.) can be made for your children.
- ✓ **Dismissal areas:** Kindergarten, First, Second, Third, and Fourth grade students will be dismissed along the front of the building. Fifth and Sixth grade students will be dismissed from the back of the building. To maintain the safety of your child, please stay in the line of cars and wait for your child to be released. Do not park your car in the line and leave it unattended.

Updating contact information

Any changes in employment, phone numbers or addresses will require the appropriate new data be filed in the office. It is imperative that current data be available in case of an emergency.

Bicycle procedures

Children are required to WALK their bicycle upon arrival and departure of school grounds. Bicycles should be secured with a lock. Students are required to proceed immediately to their designated entrance areas.

Skateboards, skates, "heelies," or scooters are not allowed at school.

Note: The school is not responsible for any lost, damaged or stolen bicycles.

Cafeteria

MISD food service personnel serve breakfast and lunch daily in the cafeteria. Breakfast menus remain the same throughout the school year. Lunch menus are given to your child at the beginning of the year for the entire year. Any dietary needs must be addressed with the cafeteria manager as soon as possible after the student's enrollment.

Students may bring lunches from home. Milk, ice cream, and fruit juice may be bought a la carte. Appropriate table manners are expected at all times. To maintain a safe environment for your child, guidelines are in place and are posted in the cafeteria.

Breakfast prices

Adults: \$1.40

Students: \$ 1.05

Lunch prices

Adults: \$2.55

Students: \$1.75

Students can bring money from home to charge their accounts at school. You can also pay online by going to:

<https://paypams.com/HomePage.aspx> and setting up an account.

This also allows you the privilege of seeing what your child has ordered throughout the year. There is a one-time processing fee of \$10.00 when registering for the first time. If you are bringing money to school to add to their account, please either drop it off in the office

or check in at the office and visit the cafeteria yourself to charge their account.

Note: Birthday treats may be brought to school to share with the entire class at the close of the day only. Please check with your child's teacher prior to bringing the treats.

Campus visitors

All campus visitors must check in at the office upon arriving on campus. All doors to the building are locked from the outside at all times, except the front entrance. This procedure is for the SAFETY of all Cannaday students and staff. Please help us by making sure that you and any other visitors you notice have checked in the office. Our staff and faculty will ask you to check in, whether you are a regular visitor or not.

Parents are welcome to visit our lunch room but please make sure to check into the office for a pass. When you arrive to the lunchroom to eat, sit down at the parent table at the front of the cafeteria. Your child will know to look for you at that table as they enter the cafeteria. No other student but yours will be allowed to eat with you at this time. No birthday treats are allowed, by Texas Law, in the cafeteria.

Textbooks

Textbooks are the sole property of the state of Texas and are issued with book covers to students entering Cannaday each year. Students are responsible for any additional book covers, damage to, or loss of issued materials. All books are expected to have clean book covers. If additional/replacement covers are needed, they will be provided only as long as the supply lasts. Otherwise, books will need to be covered at home using something such as a paper grocery sack or newspaper.

Citizenship

Each teacher has developed their classroom expectations in addition to the campus expectations. These will be presented to students at the beginning of the year and a copy forwarded to you. The Essential 55 and the Student Code of Conduct are our campus expectations to ensure that students do not interfere with the learning process in the classroom.

Parking lot procedures

Please drive very slowly and carefully around our school building. There are crosswalks around our campus; please stop at the crosswalks to check for students before driving across. The speed limit around the school is 20 mph at all times. Cars are not to be left unattended unless they are parked in designated areas. Reserved parking spots are reserved for specific personnel and not to be used by anyone else. Police officers will ticket vehicles parked in the fire lane.

Be considerate of those using the handicap parking zones. Please allow those drivers easy access to enter and exit these special zones.

Fire and civil defense drills

These drills are necessary and are required for the safety of students and staff. Drills are practiced on a regular basis.

Holidays and district calendar days

Report Card To The Public is a newsletter published periodically by the MISD administrative offices informing school patron of upcoming or current events. The calendar and all updates to it are posted on the Mesquite ISD website: www.mesquiteisd.org Our campus website will also provide updates regularly: <http://www.mesquiteisd.org/cannaday/>

Illness and/or injuries

Parents will be notified of serious student illness or injury. Therefore, it is **imperative** that **emergency contact information** on file in the office be current. Each student has a tan emergency card on file listing who may pick him/her up during the school day. If someone other than those listed will pick up your child, you must send a signed note authorizing us to release your child to that person.

Parents are required to make arrangements for the sick students to be picked up immediately because there are no extended provisions for these students available on campus. When students are returning to Cannaday after an illness, it is recommended that they be free from fever for a 24-hour period.

If a student is seriously injured at school, he/she will be made as comfortable as possible while a call is made to contact the emergency number listed as the emergency contact person. If the injury requires immediate emergency treatment, appropriate measures for emergency service will be taken to care for the student.

Lost and Found

Please make every effort to write your child's name on all coats, jackets, mittens or gloves so they may be claimed. Lost items should be searched for, claimed, and removed promptly from the lost and found yellow container in the cafeteria. Unclaimed items will be donated to the MISD Clothes Closet periodically throughout the year.

First day of enrollment folders

During the first few days after enrollment, each student will receive the classroom discipline plan, homework policy, lunch program form, MISD Code of Conduct and other papers to be signed. Please look over all of these papers carefully, sign and return all necessary papers. Please support these policies as they are designed to provide success and safety for your children.

Medications

STATE LAW mandates that medicine, including aspirin, cough drops or any over-the-counter medicines, cannot be administered by designated school personnel unless the medication is in the prescription bottle or written instructions from the physician are attached. A note signed by parents giving instructions and times for the medications are administered is also required. If the medication is needed on a daily basis, it can be left in the clinic.

Parent/teacher communications

Communication between parents and teachers is implemented both formally and informally. This process can vary between each grade level and teacher. Examples are: scheduled campus visits with the teachers, phone conversations, written messages, and routine memos sent home with students. Ideally, prearranged conferences produce positive outcomes. You are encouraged to schedule a conference with your child's teacher during the year any time you have a concern. Contact your child's teacher during school hours to

arrange conferences through voice mail by calling the main number or through email by using their addresses provided on the school's website under Faculty and Staff at:

<http://www.mesquiteisd.org/cannaday/>

Report Cards

Each child will receive a report card after each six-week period. In addition, you will receive notice at the mid-point of the six weeks period. Please sign and return the first copy and you will receive another copy for your records when your teacher receives the signed copy.

Severe Weather

In case of severe weather listen to KEOM, FM 88.5, the MISD radio station. You will hear of school closings and delays as soon as the teachers by listening to KEOM.

Student Dress Code

Please review the "Guides to Good Grooming" as stated in the Student Code of Conduct Book. These guidelines have been adopted by the MISD Board of Education and apply to all students in Mesquite Schools.

Student withdrawal and student records

Parents withdrawing students from Cannaday need to notify the school office a few days prior to the withdrawal date. This ensures ample time to complete the necessary paperwork and withdrawal procedures. *A request for a copy of student records or attendance verification will require a 24-hour notice.*



There are three ways to contact us:

- Visit us on the Web at:
<http://www.mesquiteisd.org/cannaday/>
- Send a note through your child to their teacher, or
- Call us at: 972/882-5060

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Mesquite, TX 75150

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