



Parent
Information Packet
2017 – 2018

Table of Contents

<u>Topic</u>	<u>Page #</u>
School Contact Information	3
General School Information	4
Arrival at School	5
Arrival Procedures	5
Attendance & Tardies	5
Birthdays	5
Bus Expectations	6
Conferences	6
Dismissal Procedures	6
Discipline	7
Dress Code	7
Electronic Devices	8
Field Trips	8
Information to Parents	8
Internet Use Policy	9
Meals	9
Medication	10
Newsletters	10
Parent Concerns	10
Parent Connect	11
Planners	11
Progress Reports	11
Report Cards	11
STAAR Testing	11
Tuesday Folders	11
Visitor Check-in	11
Melillo Discipline Guidelines	12
Melillo Discipline Categories	13

School Contact Information

Address: 9220 Hughes Road
Houston, TX 77089

Phone: 713-740-5260

Administrators: Diane Wheeler
Principal
DWheeler@pasadenaisd.org

Chris Bui
5th Grade Assistant Principal
CBui@pasadenaisd.org

Adriana Saavedra
6th Grade Assistant Principal
ASaavedra@pasadenaisd.org

Jackie Carmona
5th Grade Counselor
JCarmona@pasadenaisd.org

Lilliana Monita
6th Grade Counselor
LMonita@pasadenaisd.org

Websites: <http://melillo.pasadenaisd.org>
<http://www.facebook.com/melilloms>

Student Handbooks and Code of Conduct and other important information may be found online on our website.

General School Information

School Office Hours:	8:00AM – 4:30PM
School Year:	August 21, 2017 – May 30, 2018
Student Class Hours:	8:40AM – 4:00PM
Regular Bell Schedule:	1 st Period 8:40 – 9:50 2 nd Period 9:54 – 10:54 3 rd /4 th /Lunch Period 10:58 – 1:37 5 th Period 1:41 – 2:41 6 th Period 2:45 – 3:45 Homeroom 3:49 – 4:00
Altered Bell Schedule:	1 st Period 8:40 – 9:40 2 nd Period 9:44 – 10:34 3 rd /4 th /Lunch Period 10:38 – 12:56 5 th Period 1:00 – 1:50 6 th Period 1:54 – 2:44 Special Event 2:48 – 3:45 Homeroom 3:49 – 4:00
Early Dismissal Hours:	8:40 AM – 1:00 PM December 22, 2017 May 30, 2018
School Holidays:	September 4, 2017 – Labor Day October 6 & 9, 2017 – Staff Dev. Day November 20 - 24, 2017 – Thanksgiving Dec. 25, 2017 – Jan 8, 2018 – Winter Break January 15, 2018 – Staff Dev. Day February 16 & 19, 2018 – Staff Dev. Day March 12-16, 2018 – Spring Break March 30, 2018 – Good Friday May 28, 2018 – Memorial Day
STAAR Testing	5 th Grade: April 10 & 11 (Reading / Math) May 16 (Science) 6 th Grade: May 14 & 15 (Reading / Math)

Arrival at school

- Arrival time is **8:00 AM** for breakfast. Breakfast will continue to be served until 8:30AM.
- First bell rings at **8:30 AM** for students. Students will be allowed to place items into their lockers at this time.
- Tardy bell rings at **8:40 AM**. Any student who is not in their scheduled class at 8:40am will be considered tardy to school.

Arrival Procedures

- Please pull cars forward as much as possible to flagpole area.
- Students should exit the car when all cars come to a stop along the front porch. This should allow for at least 7 cars to drop off students. This may be a line of cars that extends from the flagpole to the corner of the building by the entrance of the parking lot.
- Children cannot exit the car on the left side of the car.
- **Do not let students out in the parking lot or in the bus lane.**
- Enter the building using doors closest to flagpole. **Students who arrive before 8am should sit along the side of the building in a single row.**

Attendance & Tardies

Absences

- A written excuse must be sent each time a student is absent. The excuse must be turned into the front office within 2 days of the absence. If it is not returned within 2 days, the absence becomes unexcused.
- Perfect Attendance awards will be given out during the year to encourage students to be in class on a daily basis.

Tardies

- Excessive tardies (5) will result in In School Suspension.
- Excessive tardies (5) for picking up your child after school will also result in In School Suspension.
- (see PISD student handbook for absences and tardies)

Birthdays

Student birthday invitations may not be passed out at school. Parents may bring cupcakes to celebrate their child's birthday. Cupcakes must be store bought and will remain in the office until 3:45pm. The front office will deliver the cupcakes to the Homeroom class at 3:45pm.

Bus Expectations

- Students are to follow the bus behavior expectations as mentioned in the PISD Student Code of Conduct. The district transportation department has set strict guidelines as to the consequences a student will receive for serious, major, and minor offenses.
- Consequences for bus referrals can range from In School Suspension (ISS) and/or a **suspension** from the bus for 5, 10, or 15 days. In extreme situations, students may be removed from riding the bus for the remainder of the year. Students must remember that riding the bus is a privilege, which can be taken away at any time.

Conferences

- Classroom teachers will share with you their conference time.
- Teachers will conference with you at least once a semester by phone or in person.
- Please schedule conferences in advance with any staff member in order for the staff member to provide a proper amount of time for the conference and to collect any required information needed for the meeting.

Dismissal Procedures

- Regular dismissal is **4:00 PM**.
- Early dismissal is **1:00 PM**.

CAR RIDERS

- Car riders are picked up on the front porch. Parents cannot walk up to the porch to get their child(ren). This is drive-thru only. Please follow the directions of the faculty who are directing the traffic flow.
- Car tags with name of student must be displayed on the rear view mirror. If you need extras, please ask the front office.

WALKERS

- Parents meeting their students must wait on Riverstone Ranch Rd. Allow students to cross Riverstone Ranch Rd. with the crossing guard. Children will meet you on the other side.

BUS RIDERS

- Please make sure your child knows which bus stop to get off. If you have any questions, please contact the school, transportation, or visit the district transportation website to determine your child's bus stop.

- If you wish for your child to ride a different bus, the parent must send a note to the front office for administrator approval. The note should detail the date, the reason, appropriate bus number, and a contact number for a parent so the front office can call for confirmation or ask any questions.

Discipline

- Students are required to follow the PISD Student Code of Conduct. Please review the code of conduct with your child. Any student not following the code of conduct will receive the appropriate consequences as determined by the district and school administrators.

Please see Melillo's Discipline Procedures handouts at the end of this packet

Dress Code

Please review the complete dress code of Melillo. The following are key points:

School Dress Code (See Melillo's official dress code handout for all rules)

- Students may not have backpacks with wheels.
- **Shirts** shall be appropriately sized with sleeves and free of inappropriate designs.
- Pants, jeans, and capris may be any solid color. Extra pockets/loops, cargo style, or designs are not allowed. Leggings/Jeggings are NOT allowed.
- Belts are required for all students. Students who do not have a belt will have a zip-tie placed on their belt loop.
- Shaved hair designs and mohawks are not allowed at any time.
- Hair color should be of natural colors such as blonde, black. Other colors such as neon green, blue, bright red, purple, etc are not natural hair colors and are not allowed.
- Piercings are not allowed for any student with the exception of female students having no more than two piercings in the ear lobe.

P.E. Dress Code

- 5th Grade: Regular School Dress Code
- 6th Grade: Regular Gym Uniform provided by district
- Proper Shoes – No shoes with heels, wooden soles, rubber cleats, flip flops, etc.
- No Jewelry in P.E.

ELECTRONIC DEVICES

Cell Phones and other Communication Devices:

Students are not allowed to have in their possession any personal electronic device during the regular school day. Electronic devices must be off while in the school building. These items must be placed in the locker between 8:30am and 3:45pm. If the electronic device is found outside of the locker during these times, the faculty member will confiscate the item and turn it in to the front office by the end of the same school day. The front office will place the item in a storage cabinet and log the item and student's name. Parents may come and pick-up the item during school hours. Any electronic device will require a return fee of \$15 for the return of the item.

Kindles, Nooks, and Tablets:

These electronic devices may be used for reading appropriate material only during the school day. However, if they are used for anything other than reading, such as games or taking pictures/videos, they will be confiscated and the return fee of \$15.00 will apply.

Field Trips

Field trips are considered a privilege for students who are good role models both academically and behaviorally. Students should not have any missing assignments, failing class averages, or any In-School Suspension, Out of School Suspension, Guidance Center placement, or Summit placement. Students will be notified prior to the fieldtrip when grade checks will be completed by the administration. Students also will be notified of when the behavior window will begin in which the discipline consequences will be considered. Administration will always have discretion on who will or will not attend a field trip.

Information to Parents

- Call outs will be made to inform parents of important events and to serve as a reminder about these events. Please make sure that you update your contact information with the front office as soon as possible.
- Notes go home on a regular basis – Please read all notes sent home. Most notes will be sent along with the Tuesday folder.
- Parents may also opt-in to the PISD Text Messaging service. Send the message “subscribe” to the number “68453” to opt-in. Make sure that your mobile number is the primary number for your child's contact information.

Internet Use Policy

- Students will have the opportunity to use school computers during class time. Students must follow district guidelines regarding proper use of the internet and computers. Any student violating these guidelines will receive appropriate consequences including loss of computer privileges.

Meals

- Breakfast: 8:00 AM – 8:30AM
Cost: Free
- Lunch: Cost \$2.20 (student) / \$3.50 (adult)
- Parents can manage their child's cafeteria account at <http://www.myschoolbucks.com>
- Free and Reduced applications must be completed every year for eligibility. Parents must apply within the first 30 school days to become eligible for the new school year. The deadline for application is Monday, October 2. Parents may apply online at <http://www.schoollunchapp.com/> or may request a paper application from the front office. Applications can take up to 10 days to be approved. Parents need to plan to provide meals or send money for their children until the application is approved. The reduced lunch price is \$0.40.
- The following items are **not** allowed:
 - canned drinks such as sodas, Hawaiian punch, tea
 - carbonated beverages such as sodas
 - fast food such as McDonalds, Burger King, Whataburger
 - extra servings of French fries, desserts, etc.
 - large bags of chips or candy which are more than one serving size
- ❖ At no time is any food or drink item allowed in the classroom with the exception of bottled water.
- If any of the items listed above are brought to school, then the items will be kept in the front office until the end of the day. It will be the

responsibility of the student to come get the item at the end of the day. Items not picked up at the end of the day will be thrown away.

- Prepay for lunch any day of the week.
- All lunch payments must be in an envelope with the child's name on the envelope.
- If students do not have money, they will be given a cheese sandwich and milk. (no charge)
- Parents will be allowed to eat lunch with students starting on Monday, September 18, 2017.
- Let teacher, principal, assistant principal, and the school nurse aware of any special diet needs.

Medication

- School must have a written request to administer the prescription medication.
- Must be prescribed by a US physician, current in original container and issued & labeled by a US pharmacy.
- Over the counter medication may not be given at school. Cough drops are considered over the counter and are not permitted.

Newsletters

- Monthly newsletters will be sent home with important dates and information.
- Parents are encouraged to make a note of important dates.

Parent Concerns

At Melillo MS, our first concern is the safety and education of your child. If you have a concern regarding an incident that occurred in the classroom or regarding your child's grades, please contact the teacher **first**. If your concern has not been resolved after speaking with your child's teacher, please contact the appropriate Assistant Principal or Principal regarding your concern. Staff members will always do their best to return any voicemails, messages, or e-mails within 48 hours of the original contact.

If you would like to have a face to face conference, please contact the staff member and set up an appointment. This allows for the staff to set aside the appropriate amount of time for the conference and to collect any information needed for the meeting.

Parent Connect

Students and parents can access a student's grades by logging into Parent Connect at <https://parentaccess.pasadenaisd.org/PC/>

If you need any assistance in creating an account, please contact one of the school counselors.

Planners

- All students will receive a planner for free at the beginning of the year. Additional planners will be sold for \$3.00 each.
- All students will bring home a daily planner. Homework assignments are written in them by the student daily. The use of the planner is a school requirement.

Progress Reports

- On Tuesday of the week following the third and sixth week of each 9 weeks, a progress report will be sent home.
- Please sign and return.

Report Cards

- On Thursday of the week following each nine week period, an official report card will be sent home.
- Please sign and return.
- Make a conference with the teacher, if needed.

STAAR Testing

- Classroom teachers will discuss standardized testing and any other pertinent testing throughout the year.
- 5th Grade students are required by the state to take the STAAR Math, Reading, and Science tests.
- 6th Grade students are required by the state to take the STAAR Math and Reading tests.

Tuesday Folders

- Tuesday folders will be sent home each week containing graded papers and other pertinent information.

Visitor check-in

- Check in with the office upon arrival on campus.
- Picture ID will be required to be allowed in the building.
- All visitors must use front entrance of the building.

Melillo MS
2017-2018 Discipline Guidelines

Melillo Middle School will utilize discipline procedures as outlined below. On the back of this page, the discipline categories describe various student behaviors with the possible maximum consequence. In any student situation, the administration will have the ultimate decision on the consequence unless the district's code of conduct specifically requires a particular consequence such as expulsion or DAEP placement.

Discipline Procedures

When an inappropriate student behavior is observed by a staff member, the following procedure will take place.

1. Staff member will conference with the student(s) to investigate the situation to get all important details.
2. If the staff member decides to give a consequence, the staff member will refer to the discipline categories to determine the appropriate disciplinary action.
3. The staff member will complete and submit the appropriate behavior incident report form. Students may be sent immediately to the office depending on the type of incident.
4. If the student is receiving a consequence, the teacher detention form or the behavior incident form will be sent home for a parent signature. Please return the form on the next day. A parent phone call will be made to inform the parent of the consequence.
5. Please remember that according to the PISD Student Code of conduct, teacher detention, main detention, ISS, and Guidance Center placement are not appealable. However, administration will be willing to hear any additional information from parents or students which may change an administrator decision.

Types of Consequences

1. **Teacher Detention** – Teachers may hold teacher detention before school, during lunch, or after school. If the detention is before school, the detention will be in the teacher's room from 8:00 – 8:30. If the detention is after school, the detention will be in the teacher's room from 4:15 – 4:45. If the detention is during lunch, the student will get his/her lunch from the cafeteria and will report to their teacher's room during their lunch period. Parents are responsible for arranging transportation for drop off / pick-up at the appropriate times.
2. **Main Detention** – Main detention will be held in room E-1 from 4:00 – 5:15. Main detention is held only on Monday, Tuesday, and Wednesday. Parents are responsible for arranging transportation for pick-up at 5:15 at the front of the school.
3. **In School Suspension** – ISS will be held at Melillo in room E-1. Students will be in ISS all day and will not go to any of their classes. Students will eat lunch in ISS. Teachers will send work to ISS for the students to complete while in ISS. Students in ISS who misbehave or do not complete their assigned work may be assigned an additional day of ISS. Students will leave school as they would on a regular school day.
4. **Guidance Center** – The Guidance Center is located at 3010 Bayshore, Pasadena, TX 77502. Students may be assigned to the Guidance Center for 5, 10, or 15 school days. Transportation is NOT provided by the school district. Teachers will send work to the Guidance Center. While at the Guidance Center, students are NOT allowed on campus at any time. Parents will have to provide transportation. We understand that this is an inconvenience for the parents; therefore, it is very important that parents speak with their student about the inconvenience this will cause for the family.
5. **Out of School Suspension** – Students are required to remain off campus while serving OSS. Students will complete any missed assignments upon return to school. OSS may be 1, 2, or 3 school days.
6. **Summit** - The Summit is for extreme behavior situations. Students will be withdrawn from Melillo MS and will be enrolled at the Summit. The Summit is located at 1838 E. Sam Houston Parkway, Pasadena, TX 77503. Students may be assigned for extended periods of time such as a full nine week period, semester or remainder of the year. Transportation is provided by the school district.

2017 – 2018 Discipline Categories

Level 1: Teacher detention – Handled by teacher; NOT an office referral; DO NOT send to office
Chewing gum
Dress code violations such as untucked shirt, no belt, no collared shirt, rolled up pants, unbuttoned blouse, sagging
Not completing or turning in homework, classwork, Tuesday folder, progress report, etc.
Tardy to class (first 3 tardies per teacher per semester)
Work refusal
Level 2: Main Detention – Complete and submit incident report; student will be called down by administration
Kissing
Missing 3 rescheduled teacher detentions with documented parent phone call for each rescheduling
Not following teacher directions (after 3 requests by teacher, followed by parent phone call during class)
Tardy to class (4 th tardy and above per teacher per semester)
Throwing / Spitting objects (spit wads, paper balls, erasers, writing utensils)
Use of Profanity (hell, damn, hoe/304, gay, fag)
Vandalism (relatively easy to remove or clean up – may include replacement cost)
Level 3: In School Suspension – Complete Discipline referral and send student to office at that time
Cheating or Forgery
Extreme dress code violations such as uncorrectable low cut/see through blouse, spaghetti straps, shorts, inappropriate skirts, leggings, inappropriate hair color, shaved designs, or holes in pants should be sent immediately to the front office. Parent will be contacted to bring appropriate change of clothes. Student will remain in ISS until corrected.
Fighting (hitting, slapping)
Horseplay
Inappropriate contact of another person (administrative discretion)
Missing 3 Main Detentions
Persistent misbehavior (at discretion of administration)
Persistent name calling
Skipping class
Stealing
Throwing food
Throwing objects (dangerous objects that could harm others such as scissors, desks, chairs, trash can)
Use of Profanity (Fu**, Sh**, Bi***; racial slurs; in any language)
Vandalism (using with permanent marker, paint pen, scissors, etc – not on school building – may include replacement cost)
Level 4: Guidance Center or Out of School Suspension – Office referral AND send to office at that time
Has served at least 10 days of ISS – student will be subject to Guidance Center and/or Out of school suspension
Fighting (administrative discretion)
Inappropriate non-consensual contact of another person (administrative discretion)
Persistent misbehavior (at discretion of administration)
Vandalism (use of permanent marker on school building classifiable as a felony – will include replacement cost)
Level 5: Summit
Has served 3 Guidance Center placements
Conduct categorized as a felony or automatic Summit placement according to PISD student code of conduct