

IMPORTANT 2010-11 MANOR INFORMATION--Please read all!

Our Staff was hard at work in our summer programs and is preparing for the new school year. The classrooms will be bright and fresh from floors to ceilings with the work of our Maintenance/ Janitorial Crews--Soto Maintenance, Ms. Parris, Ms. Daniel, Mr. Augustine. We appreciate your enrollment referrals, and look forward to many more. A great year is ahead, as well as a busy one, as we will be completing our re-accreditation. We will be calling on parents for assistance along the way. We need your total support in fundraising and activities' attendance to replace the scholarship award money, and to support our students. You are very important to us!

STAFF: Office: Headmistress--Mrs. Judith C. Gadd; Office Manager--Ms. Rochele Hanley; **Elementary and Jr./Sr. High Staff:** Kindergarten--Mrs. Sooknanan & Ms. Royer; Lower Elementary Teacher--Ms. Therese Weathered; Upper Elementary Teacher--Ms. Erin Layton; Art/Art History--Ms. Cindy Male; Language Arts 7-12--Mrs. Judith C. Gadd; Algebras I & II, Geometry, SAT/ Computer Science, Trigonometry, Pre-Calculus/Physics, P.E. 7-8--Mr. David McCoy; History, Economics, Literature, Sr. Research & Composition--Mrs. Sally Rodriguez; Life, Earth, Physical Sciences; Biology, Chemistry, Psychology; Website Supervisor--Ms. Sandra Lashley; Social Studies & Spanish 7-9--Ms. Diana Garcia; Spanish 11-12--Ms. Marisol Lebron. **Special Services & Enrichment Programs:** Positive Behavioral Support Program & Counseling--Dr. Ron Herron & Dr. Catherine Giraud; Janitorial Staff--Mr. & Mrs. Daniel & Ms. Parris; Courier Service--Ms. Parris; Groundskeeper--Mr. Troy Brown; Maintenance--Mr. Jack Soto; Jr. Ranch--Col. Cuffy, 1st Sgt. Santos, Staff Sgt. Villafane; Steel Pan--Mr. Bill Bass; Soccer--Coach Daniel; Male Volleyball--Coach Dowling; Female VB--Coach Stevens; Softball--Coach Thomas; Basketball to be confirmed.

Student Orientation for Grades 7-12 with Headmistress Gadd and Advisors will be held in the Math/Computer Lab Wednesday, September 1--Grades 7-8 from 8:30-10:30; Grades 9-10 from 10:30-12:30; **Thursday, September 2--**Grade 11 from 8:30-10:30, Grade 12 from 10:30-12:30. **Attendance is mandatory, promptness a must; class schedules will be distributed. Seniors will have a special workshop at Gertrude's on Friday, September 3 from 9:00 A.M.-3:00 P.M. for special presentations to prepare for Senior year and post graduation, with breakfast & lunch included.**

Elementary Parent Orientation with Teachers will be held in their classrooms from 5:30-6:30 P.M. on Thursday, September 2, 2010. All Manor parents of students in Kindergarten through Grade 6 should attend. Students are not required to attend this session.

"Helpful Hints" Meeting for 7-12 Parents will be held Saturday, September 18, 2010, from 10:00-12:00. School-wide Mini Conferences and Progress Reports Parent/Teacher Meetings will be held October 9 from 10:00-12:00, followed by a Pot Luck Luncheon in the Science Room.

Ms. Hanley or her substitute will be in the Office during the month of August from 9:00 A.M.-3:00 P.M., Monday-Friday except Friday, August 6th and 9th. Payments may be made, supplies and Manor shirts purchased, referrals for new families made, and any needed information gathered. I will be off-island until 9/28/10, but if you cannot resolve an issue in the office and it is critical, call me on my cell at 626-3735.

All Parents need to be sure to do the following on or before Friday, September 3, 2010.

- 1. Be sure your account is up-to-date.** (Plan "C" began July 1, or upon registration for new students.)
- 2. Submit your child's/teen's completed Manor medical form, Grades 1-12.** Each Kindergarten Student MUST submit the Human Services form prior to entrance, as stated in V.I. Law. **NO EXCEPTIONS!!**
- 3. Submit copies of birth certificate, immunization record, latest report card, address of previous school, social security card, completed/signed Application/Contract.** (Both parents must sign if applicable.)
- 4. Provide school clothing only as specified in the Dress Code.** Students must be in proper uniform! Available in the office are Manor T-shirts for \$9.00 and Manor Polo Shirts for \$16.00; at Uniform City ONLY is Manor 60" wide Plaid Material, or pre made uniforms until the material arrives. The distributor is currently out-of-stock. The **Dress Code** is in effect as long as the student is on campus. Another copy of the Dress Code is enclosed.
- 5. Provide student supplies as listed on the enclosed sheet, including separate Homework Assignment Book.** Items sold in the Office are on the **Supply List.**
- 6. Provide a minimum of six water resistant book covers to cover all student text and workbooks.**
- 7. Verify bus pick-up area & time by contacting Abramson's Bus Company at 772-0359.**

For each school day, please do the following:

1. **Organize your household** to provide consistently prompt **school arrival by 8:00** and **departure at 2:30** unless student is in approved After School Activities whose time schedules must be followed.
2. **Grades 7-12 Homework** must be submitted to Monitors BEFORE 8:10. Tardy Homework is to be initialed by Office personnel, then delivered to the teachers. **Elementary** submit upon entry into class.
3. **Plan daily prompt departure.** The Office & Child Care Staffs leave at 4:30 P.M. Child care is \$4.00 per child per hour or fraction thereof, beginning at 2:30 P.M. A late fee of \$10.00 is charged for pick-up after this time unless you make special arrangements with Mrs. Sooknanan.
4. **Make plans so students avoid unnecessary phone calls.** Students may use the school phone only for critical, important calls, with Mrs. Gadd's permission. Routine daily calls about transportation, schedules, forgotten items, and lunch are not emergencies. Please plan these in advance to avoid calls.
5. **NO CELL PHONES at MANOR!!!** Be sure your child's/teen's phone stays at home or with you.
6. **Follow attendance procedures.** Attendance is taken at 8:10 each morning and absentees reported to the Office. Parents of the absentees who have not notified us by then are called to verify. For advanced absences, complete and submit a "Blue Slip".
7. **Tardy students** report to the office **BEFORE** going to class so attendance cards can be changed from "absent" to "tardy," and lunch and snack ordered if needed.
8. **Plan for rainy days** so your child/teen knows what to do rather than having to call each time.
9. **Use designated delivery and pick-up areas and procedures. DO NOT BLOCK the MAIN ENTRANCE and DO NOT drive inside the campus** because it endangers the students' safety. **Primary parents use ONLY the side street**, small gate entrance/exit, and accompany children onto the campus. **Grades 1-12 parents** use the front, main entrance/exit.
10. **Provide your child/teen with nutritious food daily.** Breakfasts and lunches are especially important for quality school performance and good health. Elementary classes set snack time; Grades 7-12 have snack 3rd period. Students may bring lunches, (Elementary are asked to do so), or order at school at 8:10 in classrooms, or in the Office if tardy. Juices, water, limited sodas, and snacks are sold at lunch and after school. Only water and juices will be sold to Elementary students. Juices & snack items may be ordered at 8:10 for 3rd period delivery. **Students are NOT permitted to leave campus, and must order lunch in the Office upon late arrival.** Menu items & prices from Chicken Shack, Princesse Snackette, Sam Woo's, Quality Grocers, and Domino's are available in first period classes. To avoid daily cash, send a check or cash per week or month to the Office, and individual student debit accounts will be used for orders. (prices range from \$3.00 to \$7.00). Seniors usually have weekly Food Sales, CloseUp and Mrs. Sooknanan also sponsor sales, so check the Manor Notice.
11. **Provide a special Homework area and daily routine. Supervised Homework monitors and Peer Tutors may be arranged through Mrs. Gadd.**
12. **Check the "Manor Notice"** sent home the first day of each week with your child/teen for activities, student achievements, announcements and weekly test/quiz/major project schedule. Please read the **Manor Notice**; it is our main source of information for Staff, Students and Parents. It is also on line!
13. **Check Homework Assignment Books.** Each student in Grades 1-12 MUST have a separate, specifically designated Homework Assignment Book in which every assignment is written every day. Specially designed Manor ones are on sale in the Office for \$3.00.
14. **Know and support school rules and procedures and be sure your child/teen does so.** Encourage your child/teen to seek assistance needed. Be sure only permissible items come to school.
15. **Student Drivers must obey rules and procedures.** Each student driver must submit a copy of his/her license, follow all rules and guidelines to retain driving privileges, and request a parking space.
16. **Monitor your child's/teen's cyber chat** on Face Book, My Space, etc. **through a free download** from **Norton Online Family. Many problems begin on line, then end up at school. MONITOR!**

For assistance any time, call the Office at 718-1448--there is a rollover line, or FAX 718-3651. Check our website at www.manorschoolstx.com for information and up-dates. We look forward to a marvelous year and to your continued support. Thanks for soaring with the Eagles! Keep the student referrals rolling in! Yours are the best!

Sincerely,

Judith C. Gadd, Headmistress