

# **The Manor School 2011-12 Kindergarten-Grade 6 Policies**

To ensure your child's health, safety and comfort at The Manor School

## **ATTENDANCE**

Your cooperative support and follow-through of these policies is essential.

**PURPOSE:** In order to ensure that your child receives the maximum benefits of his/her experience in our learning environment, and feels very much a part of it, he/she must attend regularly and arrive each day **no later than 8:00 A.M. by the side-gate entrance.**

**ROLL PROCEDURE:** Roll is taken promptly at 8:10 A.M. When your child arrives late, report to the Office immediately, and bring the Tardy Slip to the classroom. Your child's record must be corrected from absent to tardy, so the Office does not contact you.

**ABSENCE PROCEDURE:** When your child is absent, notify the Office as soon as possible by phone or in person. It is essential we know your child is safe.

**EARLY PICK-UP PROCEDURE:** If you are picking up your child early, or have a trip planned, please notify the office by completing the *Application for Permission to be Absent* form.

**AFTER SCHOOL CARE:** From 2:30-5:00 for \$4.00 per hour or fraction thereof. Make specific, mutually agreeable arrangements with Mrs. Sooknanan for care after 5:00; \$10 after 5:00.

**NO** Elementary student may be **unsupervised** after school; must be with an adult or tutor.

## **GRADES 1-6 DRESS CODE**

**CLOTHES & SHOES for Females:** Official "Manor Plaid" skirt with sleeveless vest, or one-piece jumper (styles may vary; straps without a bib are NOT acceptable) and a short or long-sleeved white, collared uniform or polo shirt, or navy blue ankle-length, non-jeans type/style slacks with a uniform blouse and "Manor Plaid" vest or an official Manor T-shirt; navy blue, black, white or gray belts must be worn with slacks or shorts that have belt loops; regular navy, black, gray or white socks; and navy, black, gray or white closed-toed, non-sneaker type shoes are the components of the Manor uniform. For Kindergarten through Grade 6 ONLY, knee-length pants (not gym or sports shorts) may be worn with Manor polo or T-shirt, or blouse and vest. Skirts and jumpers may be no shorter than the tops of kneecaps. Manor collarless T-shirts or shirts may NOT be worn with skirts or jumpers. Shirrtails are to be tucked in and vests on at all times **while on campus** or at school activities. Manor Plaid ONLY at Uniform City.

**CLOTHES & SHOES for Males:** Navy blue non-jean type/style slacks or knee-length pants (not gym or sports shorts), short or long-sleeved white, collared uniform, or official Manor tee; navy blue, black, white or gray belts must be worn with slacks or shorts that have belt loops; navy, black, gray or white socks; and navy, black, gray, or white closed-toed, non-sneaker type shoes are the components of the Manor uniform. Slacks must be worn close enough to the waistline so no underclothing or inappropriate outlines of body parts are visible, and shirrtails are to be tucked in at all times **while on campus** or at school activities.

## **KINDERGARTEN-GRADE 6**

**HAIRSTYLES for FEMALES and MALES:** Hairstyles for are to be neat, clean, trimmed and representative of the traditional image of The Manor School.

**JEWELRY:** Jewelry is to be simple and age-appropriate. Acceptable jewelry includes: Small pierced earrings and small, inexpensive chains. NON acceptable Dress Code items include bracelets, and any large, distracting, expensive or sentimentally valued jewelry pieces.

**EXTRA CLOTHING:** **At all times** every Kindergarten child must have at least one set of labeled, extra clothing. If desired, send additional sets of clothing and plastic bags for soiled items. Replace used clothing with fresh sets to ensure you child's comfort.

**FEMALES and MALES:** **Non Acceptable Dress Code Items--**Jeans, shirts with non-Manor emblems or messages, sandals, flip-flops, sneakers (except for P.E.), basketball or tennis shoes, as well as caps, hats, head coverings, durags, bandanas and sunglasses are NOT part of the acceptable Dress Code. Manor team shirts may be worn only by players.

**PARENTS:** Agreeing to follow The Manor School Dress Code is a part of the Manor enrollment contract and commitment of students and parents each school day. Students not in proper uniform will be sent to the Office to call Parents to either bring needed uniform items or come pick them up. Check for proper Dress Code each day **BEFORE** leaving home.

### **KINDERGARTEN DRESS CODE**

**Clothes and Shoes:** It is suggested though not required that Kindergarten students wear blue shorts and Manor T-shirts with socks and comfortable shoes that enable safe running and easy removal. Clothing must be comfortable & removable by student for bathroom use.

### **KINDERGARTEN REST TIME**

**REST TIME MAT:** Each Kindergarten child will rest. Send a labeled quilt or cloth mat. A Kindermat is unacceptable (not durable, very hot). Fridays, the mat goes home to be laundered.

### **NUTRITION**

**BREAKFAST:** Each child needs a nutritious breakfast before school. Suggested items: fruit, unsweetened cereal, milk, eggs, wheat toast, peanut butter/honey, yogurt, muffins.

**SNACK:** Nutritious snacks are provided through the Registration Fee, prepared and served by the children under Mrs. Sooknanan's supervision. Snacks include: fresh vegetables or fruits, crackers with peanut butter or cheese, dried fruit, popcorn, muffins, rice cakes...

**LUNCH:** Each child needs nutritious lunch in marked, reusable containers. Suggestions: meat; cheese or peanut butter sandwiches (children prefer sandwiches cut in small portions); leftovers--not wrapped in foil--(children prefer leftovers at room temperature); pizza; hors d'oeuvres, such as sliced, rolled meat with olives, pickles or cheese; fresh vegetables, fish or boiled shrimp with dip; nutritious item your child enjoys. Reusable container for water.

**LUNCH SUPPLIES:** Plastic-coated, plain, non logo place mat, cloth napkin, fork, knife and spoon; reusable food and water containers. NO candy, cookies, sweet desserts, or sodas.

### **BASIC HEALTH POLICIES**

**HEALTH FORM:** All students MUST have Health Forms with doctor's report, current immunization and lab results on file in the office in order to attend classes! It's the law!

**PREVENTION:** Check for Head Lice and Pin Worms before school begins, and treat any found. None are at school since there are no children, but Parasites arrive with children and spread if not checked and treated. Prevention pays with these irritating pests.

### **GRADES 1-6 PHYSICAL EDUCATION**

**PHYSICAL EDUCATION:** White or blue shorts, Manor T-shirt (sold in Office), white socks, sneakers, sunscreen, water bottle, white or blue visors or caps ONLY at the Park, on the tennis court, or on the soccer field.

### **GRADES 1-6 SUPPLIES**

**GROOMING:** Labeled comb or brush; hair ties, barrettes, hair bands if applicable.

**CLASS:** Students are to bring in their backpacks: #2 pencils, eraser, washable markers, colored pencils, ruler, Fiskars scissors, glue stick. 2 pocket folders, 1 wallet, envelope or special container to hold money when needed; 1 looseleaf binder with 5 dividers, 1 pack of looseleaf paper, 2 sewnbound notebooks, and 1 pocket sized child's dictionary (all labeled).

**HOME SUPPLIES:** Paper, #2 pencils, eraser, ruler, colored pencils, dictionary; study area.

### **HOMEWORK POLICIES**

**HOMEWORK:** Attend the first Parent/Teacher Meeting to receive all information needed.

### **OBSERVATIONS and PROGRESS REPORTS**

**PROCEDURE:** Each Quarter each parent of Kindergarten students signs up for an observation of his/her child's class. It is important to observe the dynamics of the class as well as the individual child's work. Conferences with written Progress Reports are held each Quarter to discuss each child's progress and mastery of specific skills and behaviors. Parent Education Meetings are held a minimum of five times per school year. This is a very important aspect of The Manor Program and philosophy. At Manor we feel that for the child to reach his potential, there must be a strong collaboration between Home and School. Elementary Parents, Grades 1-6, receive Bi-Weekly Work Completions, Quarterly Progress Reports and Nine-week Report Cards, and attend Mini-conferences.

### **WEEKLY COMMUNICATION**

**MANOR NOTICE:** The first day of each week, the *Manor Notice* is sent home with each student. It is also on line [www.manorschoolstx.com](http://www.manorschoolstx.com). Be sure you read all information so you remain current on activities, thank-yous, special student achievement, announcements, and work due. Post the *Manor Notice* in a special place at home each week.