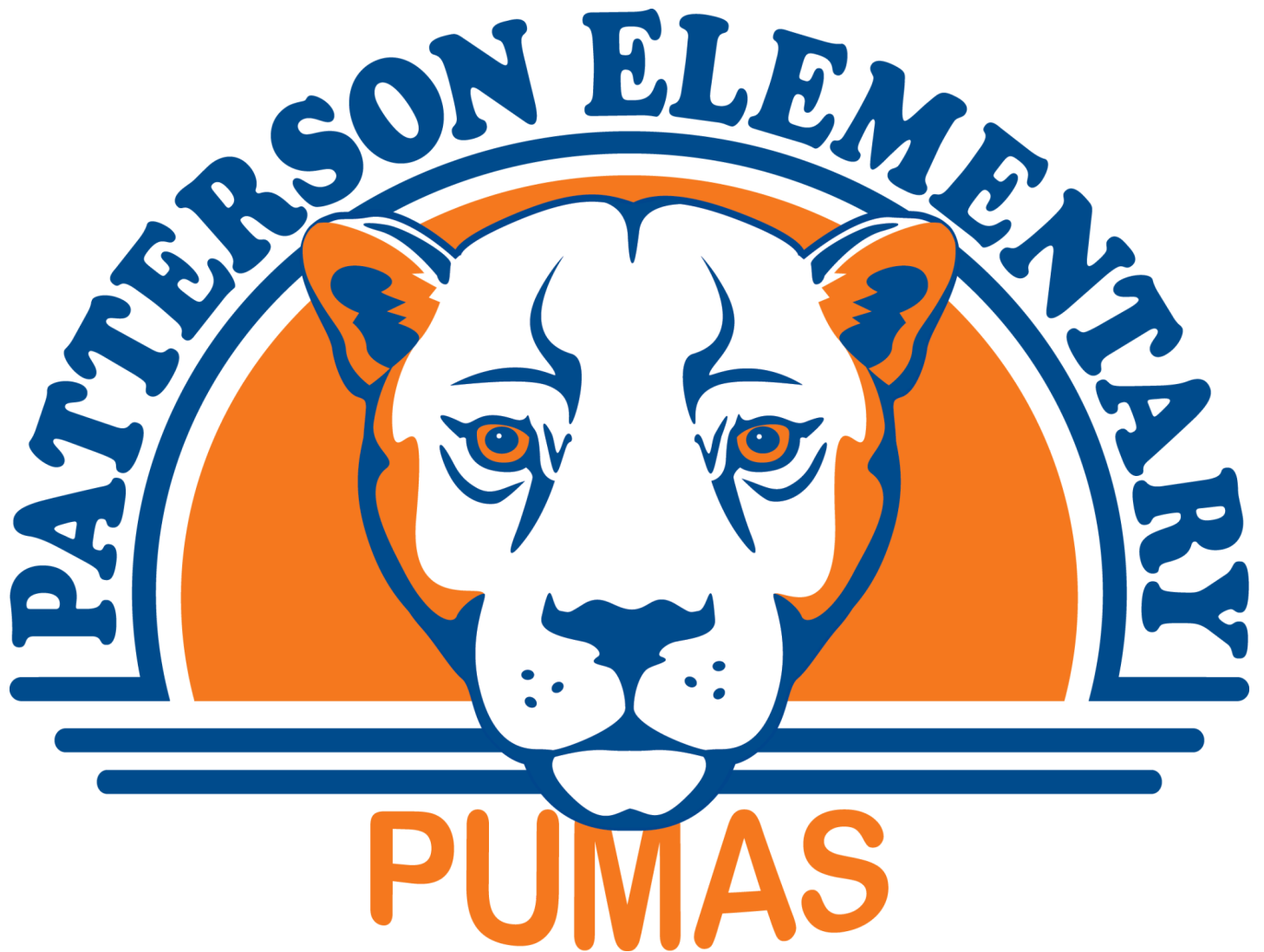


Welcome to  
Patterson Elementary School  
2023-2024







**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# 2023-2024 School Calendar

Approved 1/17/2023

<b>August 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>December 2023</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>April 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July 2024</b> S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

 **Holiday**  
 **Workday for staff**  
(No students)

 **Staff development**  
(No students)

 **Inclement weather day**  
(Students)

 **Early release**  
(Students)

## Report Cards

Individual campuses will report distribution date for report cards after each grading period.

## Days of Instruction

	Students	Teachers
1st Semester	84	92
2nd Semester	90	95
<b>Total Days</b>	<b>174</b>	<b>187</b>

## Grading Periods

1st Semester	
Grading period	Ends
1st	October 5
2nd	December 15
2nd Semester	
Grading period	Ends
1st	March 8
2nd	May 23

## Students

Starting date	August 9
Ending date	May 23

## Staff

Starting date	August 1
Ending date	May 24

## Student Holidays

Labor Day	September 4
Holiday	October 6-9
Holiday	November 7
Thanksgiving	November 20-24
Winter Break	Dec. 18-Jan. 2
Martin Luther King, Jr. Day	Jan. 15
Holiday	February 16
Presidents' Day	February 19
Holiday	March 5
Spring Break	March 11-15
Holiday	March 29-April 1
Holiday	April 19

## Student Early Release

December 15
May 23

## Teacher Work Days

August 8
January 2
May 24

## Staff Development

August 1-7	February 16
October 6	March 5
November 7	April 19

## Student Make-up Days

Make-up day for inclement weather (if needed), is:  
**Students**  
February 16





Dear Parents,

## Welcome to Patterson Elementary!

We extend our warmest welcome to you. At Patterson Elementary, we believe a team effort of students, parents, and teachers provides the best education for our students. We want this to be a happy and productive year for your child. Please visit our school and join us in our mission for the success of every child.

The beginning of school is always an exciting and busy time for everyone. In an effort to open and keep the lines of communication clear, I have compiled an overview of Patterson's policies and procedures to assist you. You will also find telephone numbers, websites, and email addresses to refer to throughout the year.

Please consider being part of the Patterson Parent-Teacher Organization. The PTO is a vital part of our school and has avenues for participation for every parent. Thursday, September 7th is Open House and Title I information Night in conjunction with our first PTO meeting. Our front office staff can assist you with any questions you may have.

We look forward to a great year! Please call to schedule an appointment or email me if I can assist you or your child in any way. Working as a team for our children will be a positive experience for all!

Sincerely,

Melissa Ralston

Principal

## Important Phone Numbers & Services

School	936-709-4300
Fax	936-709-4399
Cafeteria	936-709-4391
Transportation Center	936-709-7940

### Patterson Homepage Website:

<http://info.conroeisd.net/elementary/patterson>

**District Homepage Website:** [www.conroeisd.net](http://www.conroeisd.net)

## Straight to the Source:

Melissa Ralston	Principal
Genesis Humphrey	Assistant Principal
Rian Stepp	Assistant Principal
Joselin Sanchez	Secretary
Jessica Corona	Secretary
Nelly Guerra	Receptionist
Nikki Kelley	Counselor
Dana Zuercher	Counselor
Rebecca Betancourt	Registrar
Myla Cobler	Nurse

## Supplemental Information

- School Calendar

## School Hours

School begins promptly at 8:00 am and dismisses at 3:10.

- Students should arrive at school between 7:30 and 8:00 am.
- Breakfast is served from 7:30 am to 7:55 am.
- Students are marked tardy for the school day after 8:00 am and absent after 9:00 am.
- Our campus-wide intervention/enrichment time begins at 8:00 am. Please make arrangements for your child to arrive on time each day so that they do not miss this important instructional time.

## Building Security

The safety of all children at Patterson Elementary is our number one priority. In order to provide a safe environment for all children, the following security measures will be in place. All doors to the exterior of our school will be locked throughout the day, including our portable classrooms. All visitors must enter through the main entrance.



## Visitor Information

- All visitors are to sign in and out at the front office and present a valid ID. Our security system will track all visitors, students, faculty, and volunteers at our school. It also has the ability to provide alerts on individuals who may jeopardize the safety of the campus.
- Once registered, visitors must wear a visitors tag that will include the visitors name, designated date, and purpose of the visit. Badges/tags should be visible at all times to staff and students.

## Early Checkout

When checking out students, parents/guardians must present a valid ID as well as be listed on the child's record as an approved contact. We encourage parents/guardians to have a security word on file to use as an extra security measure. If you need to make changes to this information at any time, contact our receptionist/registrar.

- All checkout procedures will be addressed through the front office only. Parents/visitors are not allowed to go to their child's classroom to pick up students. Students will be sent to the front office once notified by front office staff.
- There will be no early checkout after 2:15 pm due to dismissal procedures.

## Arrival/Dismissal Procedures

### Arrival:

Car Riders will arrive through the gym/cafeteria entrance to the left side of the flagpole. For the safe flow of traffic, it is imperative that entering vehicles form one line. Students must exit the car on the right side. Front porch staff/safety patrol will be present to assist in getting out of the car. Bus riders/Daycare will arrive through the front entrance of our school.

### Dismissal:

Car riders will be dismissed from the cafeteria exit. We are proud of the system in place to help dismiss our students safely and efficiently. Remain in your car and wait for a staff member or safety patrol to assist your child. Do not motion for your child to come to you. A dismissal sign will be provided by the school and must be visible in the car's front window each day. If you do not have a sign, please obtain one before entering the car rider line. A valid ID of a parent/guardian on the students contact list must be presented when picking up a student without a dismissal sign.

Bus riders Pre-K and KG students must be released to a parent or guardian at the bus stop. Parents should come to the bus loading door to receive their child with their bus tag with their child's name visible to the bus driver. Students may be released to someone besides the parent or guardian if the Transportation Department has a *Supervision Waiver Form* on file. This is found on the transportation website. If for any reason a student is brought back to school, CISD Transportation will contact administration and the parent is responsible for picking up the child. After 4 p.m., any concerns regarding bus transportation should be directed to Conroe Transportation Center (936- 709-7916).

Daycare will be dismissed through the cafeteria/gym exit of our school. If your child is absent or not riding day care transportation, please notify the day care of the change. Day care drivers along with our staff must account for all children before leaving the school.

## Request for Bus Transportation

- Students must be currently enrolled and live more than 1 mile from the school they are zoned to attend to be eligible for bus transportation.
- If you did not register for transportation during your child's initial school registration, you can register for transportation online by going to the CISD transportation website. You will need your child's student ID number and date of birth to complete the process. It may take up to 5 business days to process depending on the volume of request. Once in effect, you can find your child's new route by clicking the "Find Bus Route" Link on the transportation website.
- CISD is committed to providing transportation to eligible students to and from students' home addresses. Understanding that for some families, transportation to and/or from an alternative location is needed. Please use the linked form on the transportation website to indicate your requested Alternate information. This is not automatic and is based on the availability of an existing stop/route with space available. More information can be found on the transportation website.
- Look for the tag! Pre-K and KG students must be released to a parent or guardian at the bus stop. Parents should come to the bus loading door to receive their child with their bus tag with their child's name visible to the bus driver. Students



may be released to someone besides the parent or guardian if the Transportation Department has a *Supervision Waiver Form* on file. This is found on the transportation website.

- Pre-K and KG students will be returned to the school for the parent/guardian to pick up if there is not an adult at the stop to meet them.
- Students must follow the code of conduct when riding the school bus at all times. Failure to do so could result in a loss of bus riding privileges.

## Changes in Transportation

- Anytime a student's designated transportation is to be different, the parent must write a note to the teacher or call the front office with your family's security code by 2:15 p.m. the day of the change.
- Transportation changes must be in writing and emails will be accepted only from email addresses on the students file.

## Communication

- Take the time to visit the CISD website to sign up for Parent Access. Through this system you will have access to report card grades, attendance, discipline records, and cafeteria accounts. Each student has a six digit ID number that you will need to have for access. Please contact our registrar, Rebecca Betancourt, for your child's ID number.
- You may request a conference with your child's teacher at any time throughout the school year.
- A weekly folder will be sent home from the classroom teacher.
- Weekly newsletters will be sent by our principal, Melissa Ralston.

## Parent Information Night and Title I/PTO Night

Open House and Title I Information Night will be on Thursday, September 7, 2023.

-5:00-6:00 PM

Title I Information and a general PTO meeting will take place during these times. We hope you will join us.

## Student Dress Code

Dress codes are established to teach grooming and hygiene, prevent disruptions, minimize safety hazards, and to maintain a positive learning environment.

- Patterson Elementary prohibits pictures, emblems, or writings on clothing that are any of the following: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL).
- Halter-tops, muscle shirts, and spaghetti-straps are not permitted unless covered by another shirt. Midriff shirts, or shirts exposing the midsection of the body, are not permitted.
- Hair and hairstyle cannot create a distraction.
- Pants/shorts may not be worn lower than undergarments.
- Students who wear shorts, dresses, or skirts to school must wear them at fingertip length when the student rests his/her arms at their side.
- Flip flops may not be worn during PE classes (tennis shoes are recommended during these days). Shorts may be worn under dresses.
- Fridays are "Spirit Days". Students and staff are encouraged to wear Patterson/Bozeman/Stockton/Conroe High School shirts on these days.
- Please write your child's name on all personal belongings your child wears or brings to school. Please remind your child to periodically check the Lost & Found for missing items. Clothing left in Lost & Found will be donated to local non-profit organizations at the end of each grading period.
- If administration determines that a student's grooming or clothing violates the school's dress code, parents will be contacted and the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the school will work with the student/parent to obtain an acceptable solution for the student in a way that minimizes the loss of instructional time.

## Report Cards and Grading Periods

- Pre-K, Kindergarten and First Grade students are graded using a standard based report card.
- Students in grades 2-4 receive numerical grades in Reading, Writing, Mathematics, Social Studies, and Science.
- Report cards will be sent home the Tuesday



following the end of each nine-week grading period for Pre-K, Kindergarten, and First Grade.

- Report cards will be viewable in the Parent Access Center for Second, Third, and Fourth Grade. A final report card will be mailed at the end of the year.
- Progress reports will be viewable at the 4 ½ week period of each grade in the Parent Access Center.
- Students must be in attendance 90% of the total instructional days enrolled per year. Grading Guidelines will be provided by each teacher at Parent Information Night on September 7, 2023.

## CISD Board Approved Cell Phone Policy

- Cell phones and smartwatches may be used respectfully and responsibly before school and after school.
- Cell phones and smartwatches should not be used to capture video, audio, or images at school or on the bus.
- Cell phones and smartwatches should be set on silent mode and kept in backpacks, lockers, or other designated storage areas and should not be visible during school hours including instructional time, reward time, free time, lunch, and in the hallways.
- Use of cell phones and smartwatches may be permitted in extenuating circumstances with permission from a staff member. (ex. to notify parent/ guardian of a late bus)

## School Clinic

- Patterson Elementary has trained personnel to care for students. Our school nurse, Mrs. Cobler, is a registered nurse. Our clinic assistant, Mrs. Martinez, is trained in CPR and first aid.
- An electronic Student Health Form should be completed by the parent or guardian for each child at the beginning of the school year or upon registration. Any information regarding a student's health condition or any health concerns should be documented on this form and communicated to the clinic staff.
- When your child is sick, please contact the school to let them know. It is important to remember that schools must exclude students with certain illnesses or communicable diseases or infections for periods of time as identified in state rules. For

example, if your child has a fever of 100 degrees or higher, he or she must stay out of school until they are fever free for 24 hours without fever-reducing medications.

- Contact our clinic staff if you have questions or are concerned about whether or not your child should stay home.
- When possible, parents are encouraged to administer medication at home before and/or after school. Any medication that will be administered at school must be brought to school and picked up by a parent or designated adult.
- To administer prescription or non-prescription medication at school, the school must receive a written and dated request from the parent or legal guardian. The medication must be in the original container and properly labeled.
- Please refer to the CISD Student Handbook for more information and requirements relating to medicine at school.

## Personal Items

- Items forgotten by your child should be delivered to the front office, labeled with your child's name and teacher's name. We will deliver articles to the classroom. Item's without a name will be placed in the lost and found for a short time before being donated to local charities.
- Please write your child's name on all sweaters, coats, backpacks, water bottles, lunch kits, etc.
- Patterson Elementary permits students to possess personal cell phones/electronic devices for safety purposes. These devices must remain turned off and stored in the student's backpack during the instructional day. The use of any device (including smart watches) that has the capability to take pictures or audio/video record is prohibited in restroom areas and if used to cheat, audio/video record, or photograph another student or staff member without that person's permission or, when the use creates a disruption. Electronic devices that are used inappropriately will be collected and parents will be contacted to pick up the item(s).

## Attendance

- When your child is absent, call/email their homeroom teacher and the school registrar, Rebecca Betancourt at [rbetancourt@conroeisd.net](mailto:rbetancourt@conroeisd.net) or 936-709-4310.
- Following a school absence, a note/email should be sent by the parent/guardian explaining the absence in order to be documented on the students attendance record.



- Attendance is officially recorded at 9:00 am each day. If possible, routine medical appointments should be scheduled before or after this time period. A child enrolled in pre-kindergarten or kindergarten is subject to compulsory attendance laws and policies. Please plan to take family vacations during school holidays or long weekends. It is important that children remain in school until the close of each school day at 3:10 p.m. unless illness has caused a child to leave earlier.

## School Meal Program

- Nutritionally balanced meals are available every day for students.
- Parents are encouraged to prepay for their child's meals.
  - Cash needs to be sent or taken to the school in a sealed envelope with your child's name and student ID number.
  - Check prepayments must be made payable to the CISD Child Nutrition Department and have a valid driver's license number and date of birth. (Temporary checks and counter checks will not be accepted).
  - Credit or debit card payments can be made by going to the My School Bucks webpage/app on the CISD Child Nutrition webpage.
- The free and reduced meal program is more than a meal application. It also assists in P-EBT, AP tests, College application fees, most sports, school funding, internet access and school meals. Conroe ISD families can complete an online meal application at any time throughout the school year by going to [www.myschoolapps.com](http://www.myschoolapps.com).
- For more information about menus, meal prices, and free and reduced meal applications, please visit the Child Nutrition Website or contact our school cafeteria manager at 936-709-2685.

## Snack Information

Teachers may allow one nutritious snack per day under their supervision. The snack may be in the morning or afternoon, but may not be at the same time as the regular lunch period. Parents will be notified when classes have a severe food allergy so that snacks pertaining to that allergy can be avoided.

## Parties and Holidays

- School celebrations and holiday parties will take place during the school year, which are

pre-approved by administration. Due to allergy, safety, and sanitation issues, any food items served during the school day must be store bought items and served using food safe gloves. If you do not want your student to consume these food items, please notify your child's teacher in writing.

- Our PTO and room parents will be in communication with more details pertaining to school celebrations.
- Students with allergy or dietary restrictions will be given the opportunity to bring or be provided an alternative safe food item and be included in the celebration.
- Birthday treats must be served after lunch in a designated area. Please make arrangements with your child's homeroom teacher prior to sending birthday treats.
- Please do not send birthday invitations to school to hand out unless you are able to invite every student in the homeroom class. If you are not able to invite all homeroom students, invitations should be distributed outside of school hours.
- Other birthday celebration items such as flowers, cards, balloons, etc will **NOT** be given to students during the instructional day.

## Field Trips

- If a field trip is taken:
  - A permission slip will be sent home with each child to be signed by the parent or guardian. Children who do not return a signed permission slip will not be allowed to attend the field trip.
  - Parents may be asked to chaperone field trips. We ask that students ride the bus from school to the field trip. If a parent is attending the field trip, students can be signed out at the location and not have to ride the bus back if prior approval is received from the principal.
  - Siblings are not allowed on the field trip.

## Library Information

The Patterson Library is open each school day. Students will visit the library with their class during a scheduled time each week. Our librarian has open checkout times designated in the schedule where students are encouraged to check out books independently, if needed.

### The following guidelines apply to student check out:

- Pre-K students – Experience story time in the



- library, but do not check out books to take home
- Kindergarten students – Check out 1 book that stays in their classroom
  - 1st grade-Check out 1 book
  - 2<sup>nd</sup> through 4th grade – check out 2 books

If books are lost, replacement cost information will be sent home with the student. Students will not be allowed to check out books until the replacement cost is paid. Our school will work with families, if needed, to set up payment plans for lost books through the library. If you find a lost book within the school year that you have paid to replace, you will receive a full refund. Refunds will NOT be given for books found after the last day of school.