



FIRST PRESBYTERIAN ELEMENTARY

Dear Parents, Teachers, and Students,

I'm tremendously excited to welcome you all into this brand new community of learning and growth. The book of Psalms teaches that those who love learning are "like trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither. In all that they do, they prosper." That's my hope and prayer for each of us this year as we learn and grow together--may all of our roots grow deep and may all of our branches reach high!

I would love to meet you and get to know you better, so feel free to stop by our offices and say hello, and if I can be of any assistance throughout the school year, please let me know. Also, if you don't already have a church home, we enthusiastically invite you to worship with us on Sunday mornings at 9:00am (traditional service) or 11:00am (modern/contemporary service). There are many wonderful, creative, and enriching groups and opportunities within our First Presbyterian family, and I hope you take some time to learn about all of them, as you help this newest one to grow and thrive!

Peace and Blessings,

Rev. Neal Locke, Pastor First Presbyterian Church

ABOUT FIRST PRESBYTERIAN ELEMENTARY

Over 40 years ago, [First Presbyterian Preschool](#) came into existence when church leaders listened to the heartfelt requests of parents in our community to provide a high quality, loving, and nurturing education for young children. Through a similar process in summer of 2020 (and conversations spanning the two previous decades) the governing boards of [The First Presbyterian Church of El Paso](#) made the decision to open First Presbyterian Elementary School for students in grades 1 through 6. Several families of previous Preschool students were seeking an educational opportunity to expand upon the Reggio Emilia approach to learning and child development that the Preschool offered for their elementary-aged children. A Board of Directors was appointed comprised of these parents and church members to begin an Elementary School with doors set to open to students in September 2020. Through determination, collaboration, and infinite volunteer hours, the school's classrooms, playground, staff team, and curriculum took shape, all amidst a pandemic. The inaugural roster included 31 students. The school is proposed to expand in coming years.

PHILOSOPHY

First Presbyterian Elementary School seeks to cultivate a progressive, collaborative learning environment that reveals and empowers the worth, dignity, and limitless potential of all children, fostering life-long learners. As a Reggio Emilia inspired school, we honor and facilitate each child's divinely-bestowed desire to discover, inquire, and explore the world around them, stewarding emergent generations of confident creators. Together, parents, teachers and students develop and nurture individualized opportunities for physical, social, spiritual, and intellectual development. Sponsored by a Christian church, we share with our children the stories of our religious heritage, and also welcome and engage with the rich diversity of faith traditions in our community.

GOVERNING BODY

The First Presbyterian Elementary School operates under the authority of the Governing Boards of First Presbyterian Church of El Paso, Texas. Direction is provided by a Board of Directors:

Heather Cuthbertson, Board Chair
Jessica Cochran, Treasurer
Nicole Kuiper, Secretary
Lori Curry
Xavier Gonzales
Neal Locke
Elizabeth Margo
Hannah Mastriani

Alejandra Ortiz
Majd Sarah
Diana Stone
Jaya Vaswani
Joseph Villescas
Malyssa Villescas
Anita Volf
Alison Zepeda



FIRST PRESBYTERIAN ELEMENTARY

ADMINISTRATION

Malysa Villescás, Organizing Director - Mrs. Villescás has over ten years of previous experience in the administrative, executive business management, and marketing fields. She served on the First Presbyterian Preschool Board of Directors for four years, is the most recent past President of that board, and gained valuable experience working closely with the preschool's Director and Administrative Assistant.

Neal Locke, Head of Pedagogy - In addition to being the pastor of First Presbyterian Church, Neal is a certified teacher in the State of Texas, has two decades of experience teaching in both public and private schools, and holds a Masters degree in Education from Princeton Seminary. He is currently working on his PhD dissertation through the University of Aberdeen.

Cece Neal, Advisor - Mrs. Neal has a B.A. in Preschool and Elementary Education from the University of Florida. She has worked in the early childhood field since 1979 and is the founding director of First Presbyterian Preschool. Mrs. Neal is a member of The North American Reggio Emilia Alliance and on the Paso Del Norte Association for the Education of Young Children. She is also a member of the Texas Association for the Education of Young Children and NAEYC and a member of the Southern Early Childhood Association.

TEACHING STAFF

Pratima Mehta, Alejandra Ortiz, Diana Stone, Liana Tavizon, Natalie Valenzuela, Mariana Villalobos, Maria Weaver

Teachers must obtain 24 clock hours of training each year in addition to First Aid and CPR.

SCHOOL POLICIES AND PROCEDURES

Admissions:

The school is open to all children first through sixth grade, regardless of race, nationality, or creed, who may benefit from our type of program. We reserve the right to decline to admit, as well as withdraw, any child in our sole discretion. While we endeavor to be a school that is inclusive and meets the needs of all students, we also acknowledge our own limitations as a small, private school in regards to specialized services. Consequently, select parents may be invited for a discussion and student visit to assess if we can meet the needs of their child. We encourage parents not to share with children that they are applying for admission, but to instead simply say that they will be playing at our school. All necessary admission paperwork, incident and accident reports, progress reports or other program documents will be filed in the school office. These files are kept confidential and, unless otherwise requested, available only to administrative and teaching staff or regulatory authorities.

Classroom Placement:

Children are assigned to a class according to their individual needs, temperament and age in consultation with parents and teachers. On occasion, a child may be transferred to other groups to better meet their needs.

Orientation:

Orientation is an opportunity for you and your child(ren) to meet and conference with their teacher in a comfortable setting before school starts. Teachers will contact the parents of their students a week prior to Orientation and arrange a time for you to come and visit.

Early Birds Program:

Early Birds is a service provided for parents who need to drop children off before school begins. Students will begin their Reggio inspired day on our outdoor playground or in an indoor classroom. The fee will remain constant regardless of how many days in a month your child attends. The earliest you may drop your child off is 7:30 a.m.

Core Education Program:



FIRST PRESBYTERIAN ELEMENTARY

School is in session Mon-Fri from 8:30 am to 2:45 pm for Sprouts students and 8:30 am to 3:00 pm for Seedlings and Saplings. Teachers are not available to receive students until **8:15 am**. Please bring your child to school on time. This will help them begin their day smoothly and prevent class disruption. A child may feel uncomfortable arriving after everyone else has become involved in learning activities. When you bring your child, you must walk them to our health screening station and stay with them until their screening is completed.

Afternoon Enrichment Program:

Afternoon Enrichment is a program offered to all students who attend the elementary school running from 2:45/3-5:20pm. Your child may attend two, three, or five days a week depending on availability. Special enrichment opportunities and tutoring are offered at this time. We highly recommend sending an appropriate, nourishing snack/refreshment in addition to a packed lunch if your child is enrolled in our Afternoon Enrichment program.

Lunch:

Lunch time is a period of pleasant interchange of information between children, and between children and adults, in which they can enjoy each other's company and show consideration for one another. Our classes will break for lunch at staggered times in ascending order starting with Sprouts. You will need to provide a packed lunch for your child. If your child's lunch requires refrigeration, please provide an ice pack or other cooling device in his/her lunch. Upon arrival, lunches should be placed in your child's classroom cubby. You will be notified of any food allergies within the classroom and asked to be aware of and, in some cases, refrain from bringing certain items. A densely nutritious meal will help your child remain alert, energetic, and regulate their emotions/behavior throughout the school day. Children need whole foods that consist of good nutrients and are rich in protein, minerals, and vitamins rather than the empty calories found in sugar, fat, and highly processed foods. Some ingredients to avoid include high fructose corn syrup, artificial sweetener or colors, and hydrogenated fats. Please plan to send water with your child daily; no other drinks are permitted during school hours.

HEALTHY FOODS FOR GROWING CHILDREN

GRAINS- provide complex carbohydrates, vitamins, minerals and fiber for good health. Look for 2-5 grams of fiber per serving.

WHOLE GRAINS- breads, crackers, bagels, tortillas, bread sticks, English muffins, cereals, pasta, brown rice, corn meal and bran.

VEGETABLES-provide vitamin A, vitamin C folate, potassium and fiber. FRESH SEASONAL VEGETABLES- cherry tomatoes, celery, cucumber circles, colorful pepper strips, baby carrots, sugar snap peas, broccoli and cauliflower.

FRUITS-provide nutrients such as vitamin C, folate, potassium and fiber. FRESH SEASONAL FRUITS cantaloupe, watermelon, grapes, apples, oranges, bananas, plums, clementines, blueberries, strawberries, peaches, applesauce with natural sugar or low sugar fruit cups.

DAIRY- provides calcium, potassium, vitamin D, protein and other nutrients. Healthy bones and teeth! ORGANIC OR NATURAL if possible-all kinds of hard cheese, cream cheese, yogurt, cottage cheese, low fat or fat free.

PROTEINS- provide vitamin B (niacin, thiamin, riboflavin and B6), vitamin E, iron and magnesium. Tuna packed in water or olive oil, legumes, natural peanut or almond butter, nitrate, and hormone free meats.

Pick-up:

Pick up is the responsibility of the authorized parent or guardian. If an emergency situation arises and you are unable to pick up your child at the designated time, please notify the school immediately, so that we can reassure your child. Children will remain with teachers for the first 10 minutes after the designated pick-up time. After that time, the children will be taken to the school office, where they will stay until the parent/guardian arrives. Parents of children who remain in the care of the school will be charged a fee of \$1.00 for every minute that the child remains in the care of the school. If we suspect the person picking up a child is under the influence of drugs or alcohol we will not release the child and request police assistance. Individuals unknown to teachers will be asked to show a photo ID.

Cubby System:



FIRST PRESBYTERIAN ELEMENTARY

Our cubby systems are for the students and classroom use only. These cubbies are at the student's level. We ask you to refrain from keeping any medication and other items that are harmful to children in your child's bag or cubby. Also, please do not distribute anything into another student's cubby. That must go through the teacher or office. As a reminder, we will not distribute candy or goodies.

Transportation:

Transportation is the responsibility of the parents. It is important that you keep the office up to date on the individuals authorized to pick up your child.

Field Trips:

The school encourages field trips. You will be notified in writing well in advance of each field trip. Parents are asked to attend field trips. Parents with proper insurance are also asked to drive. Each child is safely secured in a seat belt or booster seat and each car also carries a cell phone, a first aid kit and fire extinguisher.

Parking Lot Safety:

Parking lots are a source of danger to children. Please assist us in following these safety rules:

- All school foot traffic will need to enter and exit through the front church office entrance. Parking is available on the east side of the building near the church office.
- Enter and leave the parking lot with extreme caution. Be on the lookout for children.
- Always hold your child's hand when going to and from an automobile. Do not let your child run ahead of you. He or she might inadvertently run in back of a car that is just starting to back out.
- Please avoid conversing with other adults in the parking lot, unless your child is seated safely in the car.
- On our part, we will take walks to the parking lot with students and discuss safety precautions.
- **NEVER leave your child/children unattended in the car while picking up other children!** If necessary, ask another parent to watch your sleeping child.

Health:

The health form must be completed, signed, and dated by a physician within 30 days prior to your child's first day of school and submitted to our office **before** they attend. The Texas State Department of Health rules that every child should be immunized for DTaP, Polio, HepB, Hib, PCV, MMR, Varicella and Hep A. All children must have their vision and hearing tested.

- If your child is sick, please call the office by 8:00 am. Teachers, who have often planned special activities, like to know if your child will not be able to attend.
- Parents are requested to notify the school office if a child has a communicable disease such as chicken pox, streptococcal throat infection, meningitis, impetigo, head lice, conjunctivitis, etc.
- Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted. The school will not administer any medications unless we have a signed and completed Authorization for Dispensing Medication form on file and all medications administered will be documented on the form.
- Please be sure to check backpacks for prescription medication, over the counter medication or other items that may be hazardous to children (example: food that may cause allergic reactions in other children). Sunscreen should be applied prior to your child's arrival at school. If your child requires reapplication, please provide the teacher with the sunscreen labeled with your child's name.

Keep Your Child Home If He or She:

- Has a fever or has had one during the previous 24-hour period.
- Has vomited or had diarrhea within the last 24 hours.
- Has an active cold.
- Has heavy nasal discharge.
- Has a constant cough.
- Is significantly fatigued. Rest at such times may prevent the development of serious illness.
- Has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache, and



FIRST PRESBYTERIAN ELEMENTARY

- abdominal pain, plus a fever.) Please notify the school immediately if the child does have a communicable disease.
- If child has rash, please consult a physician before returning to school.

Your Child May Come to School:

- If a cold is over, but a minor nasal drip remains.
- If there has been an exposure to a communicable disease and the school's designated isolation period has been observed.

Evacuation/Emergency Preparedness Plan/Security:

While we hope that we never have to react to an emergency on our property, or in our city, we do have a formal Emergency Preparedness Plan that will be followed in such an event. We practice routine fire drills and emergency preparedness procedures. If necessary to evacuate our property, we have arranged to relocate to the YWCA located at 1600 Brown St. 79902, (915) 533-7475. You may request a copy of the full Emergency Preparedness Plan in the school office.

Accidental Injury:

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. The Director, or designated staff member in Director's absence, will be in charge and make all decisions about the care of the child until the arrival of a parent, the physician, an ambulance, or paramedics. It is to your child's benefit that you keep the school up-to-date on phone numbers and emergency contacts.

Clothing:

As students spend a lot of time outdoors, it is important to choose appropriate clothing designed for the weather of each day. Because of messy art activities and active outdoor play, provide clothing that is washable and sturdy. Jackets and sweaters should be labeled with your child's name. Send children in closed-toe rubber-soled shoes. Optionally, you may leave a complete extra set of clothing in your child's cubby.

Science Fair:

Science Fair is held during the Spring semester, student participation is mandatory.

Special Programs:

The children participate in two programs during the school year. The programs are held at Christmas and at the end of the school year. We also celebrate religious holidays which take place in the Sanctuary whenever possible.

Birthdays & Other Special Days:

We encourage students to celebrate birthdays. Miniature cupcakes, donuts or cookies are handled easily by the children and greeted as a special treat. Birthday party invitations will not be distributed in school, unless all students in the class are included. We cannot guarantee that the invitations distributed in this manner will get home. The school will celebrate many special days, including birthdays, however, we will not distribute candy, candy bags, goodies or other unhealthy items to students. Please refrain from sending them to school.

Birthday Book Club:

Your child is invited to join the Birthday Book Club by donating a book or money for a book to the school in honor of his/her birthday. A special bookplate is placed inside the book giving the donor's name, birthday, and age at the time of the gift. The books are kept in the library and are available for use by all classes.

Snow Day Procedure:

If the El Paso Public Schools have canceled classes due to inclement weather, the school will be closed as well. However, as a safety measure for our teachers, the school may close even if the public schools are open. The school will notify you by e-mail and text if there is to be no school on a day when the public schools have decided to be open. Please do not risk your child's safety by venturing out when the roads are hazardous.



FIRST PRESBYTERIAN ELEMENTARY

Communication:

Teachers communicate with parents by sending home periodic letters, e-messages and through notices posted on their bulletin boards. The school encourages close communication and cooperation between parents, teachers, and the Director. Conferences may be initiated by the parents or by the school as need arises. All teachers will hold parent conferences twice during the school year.

In the event that a significant change occurs in your home, please consider informing your child's teacher as soon as possible. All information will remain confidential. Changes that may affect your child's behavior, security, and wellbeing include: either or both parents being away from home; new person in the home; illness of either parent or sibling; any hospitalization; accident or death in the family; new caretaker, moving; contemplated separation or divorce; or death of a pet. The classroom teacher will keep you informed of any significant changes in the school environment which may affect your child.

In the rare case in which conflict arises, please schedule a time to visit and resolve the issue with your child's teacher and/or the Director. If further action is needed, contact the Board of Directors. Please refrain from calling/texting your child's teacher on their personal phone during school hours. All messages during school hours that need immediate attention should go through the school office.

Classroom Visits:

Classroom visits are encouraged and welcomed. Come and spend some relaxed time with your child so you can share what goes on during a school day. However, because unscheduled visits can be disruptive to the teacher and students, we reserve the right to place restrictions on visits. We strongly encourage parents to contact the teacher prior to any classroom visits. *In light of the current COVID-19 pandemic, parents will not be allowed to enter the building unless specific arrangements and exception has been given by the Director.*

Pets

Pets are ordinarily not allowed on the school campus without prior permission.

FINANCIAL POLICY

Annual Fees:

A registration fee and supply fee make up the annual fees due at time of registration. A portion of the annual fee is considered a registration fee and is non-refundable (\$130).

Tuition Payments:

Tuition payments are due on or before the first day of the month. A late payment fee of \$15.00 per child will be charged after the 10th of the month. Statements are sent on delinquent accounts after the 10th only. Children will not be able to attend school if a payment is delinquent by more than 30 days. If you have a problem paying the monthly tuition charge by the date requested, please discuss your situation with the Director. Parents can opt to pay the full year's tuition in advance. If you are paying with cash, be sure to get a receipt prior to leaving the office and please have the exact amount as the school does not have change. Checks can be mailed or given directly to the Elementary office. Invoices will be sent via email and electronic payment of monthly tuition is preferred. ACH payments can be made with a 1% fee added to all transactions.

Families will be informed of any special collections which are sanctioned by the school, but optional, through written communication from the Director. Families who elect to participate in these events should pay monies to the school office. Elementary school families should never feel obligated to participate in purchasing group lunches, teacher gifts or similar collections. The choice to participate in these collections is at the individual discretion of each family.

Annual fees, last month tuition and the current year tuition MUST be paid in full by the last day of school to ensure your child's spot in the Elementary program for the following fall. If your account is not current, your child's spot will be vacated and filled with the next name on the waiting list.

Payment in Case of Withdrawal from Program:



FIRST PRESBYTERIAN ELEMENTARY

If a child is to be withdrawn from the school, a thirty-day written notice is required. If such notice is not given, one month's tuition beyond the withdrawal date will be billed. The only exception will be made for active duty military families who are relocated due to a change in military orders.

Financial Assistance:

The School Board desires that all students be able to attend the Elementary school, regardless of their ability to pay the tuition fees. At this time, we plan to build a scholarship fund for future applicants with financial need. If you are in need of assistance, please contact the Pastor of First Presbyterian Church. All inquiries will be kept confidential.

Financial Needs of the School:

***First Presbyterian Elementary School is a non-profit school, which operates at the pleasure of the Governing Boards of First Presbyterian Church of El Paso. The Church graciously donates the space and utility requirements for the school. All salaries, security, maintenance, classroom supplies, and equipment are provided by the school tuition and annual fees. The fees collected do not cover the cost of a growing and improving school. We are in constant need of funds to expand our library, purchase new learning materials, obtain new outdoor equipment, and to initiate new programs needed to keep the school up-to-date. No gift is too small and all donations are tax deductible to the giver.

Ways to Donate May Include:

OSBORNE TRUST SCHOLARSHIP FUND – Provides financial assistance for family hardships and for children who otherwise would not be able to attend.

TEACHER TRAINING FUND - Provides for quality elementary level education through workshops and seminars for our staff.

BIRTHDAY BOOK CLUB - All students and friends can donate a book to the Preschool in honor of their birthday.

SPECIAL WISH LIST - Special needs and requirements of the educational curriculum that are not met by our budget include playground maintenance and updated equipment, audio-visual equipment, software and computer equipment needed for the curriculum program, and various manipulatives for the classroom learning centers.

VOLUNTEERING - The school is always in need of volunteers! You may choose to help in the classroom, the office, the playground, at special functions, or become a board member. We are always in need of donations consisting of paper goods, snacks, art supplies, etc.

CURRICULUM

Our child-centered, developmental curriculum is continuously renewed and adapted. We stay abreast of the latest research in elementary education both on a national and international level. We review and reform our curriculum after careful reflection on theory and practice, keeping in constant focus our unique community of learners.

The curriculum of First Presbyterian Elementary School is drawn from the Texas Essential Knowledge and Skills (TEKS) which are widely adopted standards in both public and private schools in the state of Texas. Our teaching methodology, however, is unique. We follow a Reggio Emilia approach to early education, which promotes key fundamental values relating to how children learn. These core values have been adapted to our school based on our culture, environment and the specific needs of our community. Our interpretation of the Reggio core values, as outlined in the summary of our approach below, continues to progress as our educational methods develop to connect the intellectual, spiritual, social, physical and emotional needs of each child we serve.

The distinguishing features of our Reggio approach: Each child is viewed as a strong, capable, resilient, curious citizen with great potential. Children arrive prepared with amazing skills! As educators we facilitate and support the revelation of these skills through developmentally appropriate curriculum, from First to Sixth Grade. Inspired by their own interests, exploration and wonder, children have ample opportunities to become a successful community of learners.

The most recognizable feature of Reggio pedagogy is the use of the environment as the third educator, following parents and teachers. The center-based environments are rich with stimuli and related opportunities, contributing to the quality of experiences for both children and the adults involved in the school. The environments prompt communication and relationships thus inspiring an extraordinary social exchange.



FIRST PRESBYTERIAN ELEMENTARY

In collaboration, the child, teacher and parents along with the community are all active in the learning process in an authentic way. Each “player” is a rich natural resource available to support the education of each child and one another. Through a very powerful documentation process we are able to continuously detail an account of each child’s learning journey. Teachers use an assortment of documentation methods resulting in a portfolio with artwork, photos, writing samples, progress reports, completed projects and quotes from the child.

Our curriculum offers opportunities for bilingual and multicultural experiences. In keeping with Reggio approach, and acknowledging our unique geographic and cultural context, we incorporate Spanish language and Mexican traditions into our daily programming. Students are exposed to the repetitive rudiments of the Spanish language through greetings, prayers, songs, books, stories, natural routines and new vocabulary. The benefits of dual language are directly related to higher brain development, flexible thinking skills, higher intelligence levels and cultural, racial and religious tolerance and understanding.

Nine Virtuous Roots: The roots of a tree connect it to the earth, hold it upright, and provide it with nourishment to grow. In the same way, our core values connect us to our communities, help us to make good choices, and provide nourishment for our spiritual and emotional growth. The nine virtues we emphasize at First Presbyterian Elementary School come from the Christian Bible, but have been embraced and practiced by people of good character in many traditions.

Love - Everyone is valuable, beautiful, important. We care about each other and we try to take care of each other.

Joy - We like to laugh, smile, and play. It's okay to be sad sometimes, but we look for happiness and try to share it.

Peace - We try to solve our problems in a way that works for everyone, respects everyone, and helps everyone.

Patience - Growing and learning take time. We wait for each other and we forgive each other, again and again and again.

Kindness - We are friendly and nice to everyone we meet, and try to treat other people the way we want to be treated.

Goodness - We do what's right, and try to see the best in the people and things around us.

Faithfulness - We keep our promises and our commitments, and try to tell the truth.

Gentleness - We are careful and thoughtful, and try not to cause any harm with our words or with our bodies.

Self-Control - We are responsible for decisions, and we try to think before we speak or act.

These virtues extend beyond the classroom and take root in the conversations, interactions, and decisions of our wider community--parents, teachers and students alike. In this way, we are all connected, all nourished, all growing, teaching and learning together.

Music produces “beat-ful”, “tuneful”, and “artful” children. The ability to keep a steady beat is vital to language and motor development. The ability to match pitch creates an inner-voice, which is vital to intellectual development. And finally a shared experience that promotes healthy emotions, and builds a sense of beauty is the “art” part of music classes. In a society that seems increasingly disconnected and individualistic, music at our school emphasizes positive feelings and belonging.

Technology has a respected place in our curriculum as a tool that students, teachers and parents use collaboratively to discover new things and document the learning process.

Our outdoor environments truly unite us in collaboration with nature! The playground’s intentional design encourages skill development in a variety of domains concurrently, resulting in whole-child learning and conducive spaces that our teachers and students will spend much of their day learning in. The natural beauty and serene atmosphere serves as an antidote to the sometimes frantic world of children.

Guidance/Counseling & Discipline:

First Presbyterian Elementary School is a vital part of First Presbyterian Church. The Pastoral staff of the Church is available to our students and families for guidance or counseling. Their doors are always open.

As part of our curriculum, teachers work to assist students in developing appropriate social skills as they build relationships. As student’s social skills develop, conflicts may arise. When students demonstrate inappropriate behaviors or express emotion in an unhealthy way, teachers and administrators guide the child as he/she resolves the conflicts, identifies feelings, and discovers solutions. There is no one-size-fits-all response to inappropriate behavior and each situation will be given individual consideration and response, always demonstrating a healthy respect for the student and the community.



FIRST PRESBYTERIAN ELEMENTARY

At all times, our goal is to guide students as they develop. Teachers and administrators will not use physical punishment such as shaking or hitting, use threats or derogatory remarks or withhold food from a student.

Assessment:

Throughout the year, as the teacher plans the curriculum, he/she will use anecdotal observations, work samples, progress reports and feedback from families to help him/her plan activities that are appropriate for the children in his/her class. Each of these assessment tools provide the teacher with a clearer understanding of the individual abilities and needs of the children in his/her class. In both informal and organized ways, teachers document how a child progresses throughout the school year. During parent/teacher conferences, teachers share this information about each child's milestone achievements with their family. To assist the teacher in developing the most appropriate curriculum for the students, he/she may share observations and progress reports with the school's administrator. Any assessment information is kept confidential in the child's file. In the event that individuals other than teaching staff, administrators or child's legal guardian desires access to assessment information, permission must be given by the parent/legalguardian before that information may be released.

Important Information:

You may contact the Texas Abuse/Neglect hotline at 1-800-252-5400 or at www.txabus hotline.org.

It is a criminal offense to possess or consume alcoholic beverages on a public street, alley, or sidewalk within 1,000 feet of a facility that the person knows is a private school offering k-12 instruction. Texas Alcoholic Beverage Code §101.75.

Acts of hazing that occur on or off the campus of an educational institution, including a private high school, must be reported to the appropriate official of the institution. Texas Education Code §§37.151 and 37.152.

All illegal substances including smoking, tobacco and firearms are prohibited.

Last Updated: March, 2021