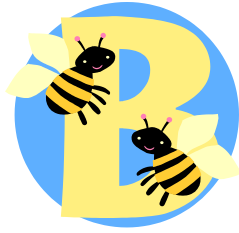




Table of Contents

Introduction	2
Important Dates	4
First Day of School Reminder	5
Daily Procedures	6
<ul style="list-style-type: none">• Morning Procedures• After School Procedures	
Student Information	8
<ul style="list-style-type: none">• Attendance/Tardy• Illness• Emergency Contacts• Change of Address/Telephone	
Safety Procedures	10
<ul style="list-style-type: none">• School Visitors• Student Sign Out• Rainy Day• Parking	
General Information	11
<ul style="list-style-type: none">• Teacher/Principal Appointments• Homework• Report Cards• Promotion Standards• Field Trips• Parent Teacher Organization (PTO)• Volunteers in Public Schools (VIPS)• Textbooks• Library Books	
Student Policies	13
<ul style="list-style-type: none">• Code of Student Conduct• Dress Code• Discipline• Home Communications• Personal Property• After School Clubs/Activities• Care of School	
Student and Parent Signature Page	17



Bellfort Early Childhood Center

Houston Independent School District

7647 Bellfort, Houston, TX 77061 – Tel. 713-640-0950 Fax 713-640-0957

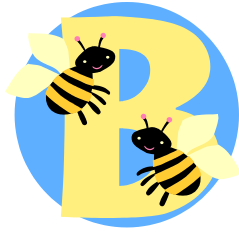
Administration

Dr. Terry Grier
Mr. Sidney Zullinger
Ms. Gabrielle Coleman
Dr. Cheryl Lewis
Mrs. Laura DeLaGarza
Ms. Debra Robinson

General Superintendant
Elementary Schools Chief Officer
Lead Principal
School Principal
Instructional Coordinator
Nurse

Purpose of Handbook

The purpose of this handbook, (a compilation of regulations) is to aid parents and students in adjusting themselves to the policies of the school; to enable all parents and students to have, in concise and readily available form, answers to those questions that arise each school year. Undoubtedly, those rules may be changed from time to time as circumstances change and as we improve by discussing our problems and by experimenting with new ideas.



Message from the Principal

The measure of achievement that each child will gain depends on our combined effort. It is very important that parents, teachers and administrators communicate openly and frequently as a means of supporting student learning.

The Bellfort Early Childhood Faculty and Staff want the best for our children, but we are not enough. You, the parents, must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children's work, and your presence at the school are vital! Parents count! Come to school, meet with us, talk with us, join the PTO and volunteer your time and energy. Your involvement will show your children that you value their education.

I look forward to an exciting and rewarding year,

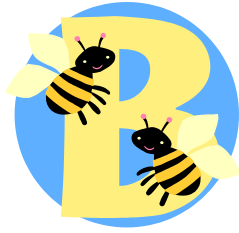
Cheryl Lewis, Ed.D
Principal

LET'S WORK TOGETHER!



Important Days and Holidays for Students

First Day of School	Monday, August 26, 2013
Labor Day	Monday, September 2, 2013
Open House	Wednesday, August 21, 2013—Pre-K Thursday, August 22, 2013--Kindergarten
Thanksgiving Holiday	Wednesday– Friday, November 27-29, 2013
Winter Holiday	December 23, 2013-January 6, 2014
Martin Luther King Day	Monday, January 20, 2014
Spring Break	Monday – Friday, March 17-21, 2014
Spring Holiday	April 18, 2014
Memorial Day	May 26, 2014
Last Day of School	May 29, 2014
Early Dismissal Days	Wednesday, September 25, 2013 Wednesday, October 30, 2013 Wednesday, November 20, 2013 Wednesday, January 29, 2014 Wednesday, February 19, 2014
Report Card to Parents	<u>Pre-Kindergarten</u> Friday, Nov 15, 2013, Friday, February 21, 2014, Thursday, May 29, 2014 <u>Kindergarten</u> Friday, November 1, 2013, Friday January 10, 2014 Friday, March 28, 2014, Thursday, May 29, 2014
Testing Dates	TBA



FIRST DAY OF SCHOOL REMINDER

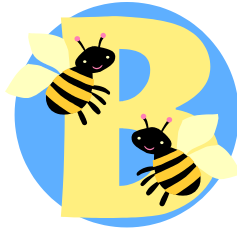
The first day of school is an exciting day. There are many questions and concerns about procedures. It is very important that students bring home information that will be useful during the school year. Please be sure you receive the following information and return the required documents for our records.

Items to Be Sent Home

- Welcome Letter
- HISD Code of Student Conduct
- Bellfort Early Childhood Family Handbook
- Enrollment Card
- Lunch Application
- Request for Rainy Day Plan
- Compulsory Attendance Letter
- Internet Form Permission Slip
- T-Shirt Letter
- Media Release Form
- Dismissal Procedures
- Important Information to Parents

Items to Be Returned By Students (by Friday, August 30, 2013)

- HISD Code of Student Conduct signature page.
- Bellfort Early Childhood Student Handbook signature page
- Complete Enrollment Card (two copies)
- Completed Lunch Application
- Rainy Day Plan
- Compulsory Attendance Letter
- Internet Form Permission Slip
- Media Release Form



Daily Procedures

◆ Morning Procedures ◆ After School Procedures

Morning Procedures

The start of the school day remains similar to last year's.

- 7:45-8:00 a.m. Breakfast
- 8:00 a.m. Students report to the classroom
- 8:00 a.m. Students who arrive late must report to the reception area for a tardy slip.

Doors will open at **7:00 a.m.** Students will not be allowed in the building until **7:00 a.m.** Please do not leave your child prior to this time as there will be no adult supervision. Any children at school before **7:00 a.m.** will be reported to the proper authorities. For your child's safety, parents are not allowed in the building prior to 8:30a.m.

Street Safety

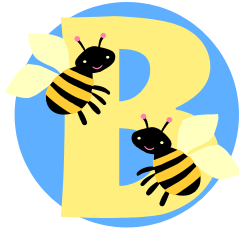
- Parents who transport their children to and from school should be aware of the special signs posted in the area around Bellfort Early Childhood Center. Within several blocks of the school, there are signs that require a driver to maintain a speed of 20 mph. There are also "No U Turn" signs directly in front of the school.

Bellfort Early Childhood Students:

- Do not leave your car unattended unless you are legally parked. The school will not be responsible for tows and/or tickets.

All Late-Pick-Up Students

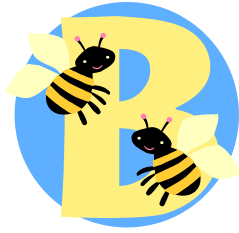
- **Please be on time to pick up your child (ren). Supervision will be provided by teachers until 3:30 p.m.**
- **All students who have not been picked up by 3:30 p.m. will be escorted to the Multi-purpose room.**
- **Please notify the Main Office if you are going to be late in picking up your child (ren).**



After School Procedures (*Continued*)

Bellfort Early Childhood Students:

- Parents are NOT to meet their children at their classrooms. This increases the congestion, and makes it difficult for students to walk down the halls and walkways to their buses, carpools or to parents waiting outside.
- Teachers will walk students to their designated exit areas. Please check with your child's teacher for designated pick-up area.



Student Information

♦Attendance/Tardy ♦Illness ♦Emergency Contacts ♦Change of Address/Telephone

Attendance/Tardy

Students should attend daily. If a student has excessive absences they will risk being withdrawn. If a student is absent from school because of an emergency or illness, please call the office before 9:30 a.m. on the day of the absence. A note must follow each absence from home stating the nature of the absence.

Absences will be determined “unexcused” if they fail to meet one of the following criteria:

- Illness of student
- Death in the family
- Doctor’s appointment
- Religious holiday
- School-related absences prearranged with the school

A student must be on campus at 9:30 a.m. in order to be considered present for the day.

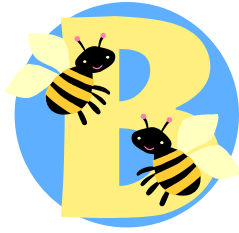
Illness

If a student becomes too ill to remain in class, parents or guardians will be contacted by phone to pick up the child. In the event of an injury at school, parents will be notified. **An updated phone number on the emergency contact card is very important.**

The school nurse will help comfort your ill child while he/she is waiting. Transportation cannot be provided for ill children.

If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

Students with ringworm may attend school only if the affected area is covered.



Illness (continued)

Parents should make Bellfort Early Childhood aware of any student's medical problem. Some students may need medication during school hours. Please contact the school nurse to secure papers for your physician to sign.

The school nurse may not administer medicine to any student unless the school has the appropriate form signed by a doctor. All other school employees are not permitted to give aspirins or apply ointment on cuts or abrasions.

Emergency Contacts

In case of an emergency, each student is required to have on file with their teacher and in the Main Office the following information.

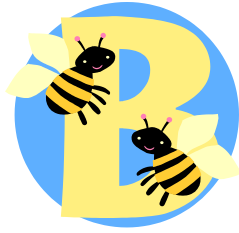
- Parents' or guardians' name (s)
- Complete and updated address
- Complete and updated home phone, parent/guardian's work phone and all emergency numbers
- Physician's name and phone number
- Medical alert information
- Names of authorized person (s) allowed to pick up child(ren)

Students will not be released to unauthorized individuals before 3:00 p.m. All students are dismissed at 3:00. A parent should make the administration aware of any potential problems.

Change of Address/Telephone

It is extremely important that every student maintain an up-to-date address, a working home and emergency telephone number in the Main Office.

Please notify the school immediately if there is a change of address or telephone number during the year.



Safety Procedures

◆School Visitors ◆Student Sign Out

School Visitors

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the daily school program.

Parents are allowed to eat with their children on school-designated special events. These events include the student's birthday.

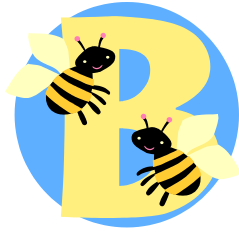
Student Sign Out

Students who are leaving campus before regular dismissal time must officially sign out at the reception area.

Persons picking up students will be asked to provide identification.

Students will not be permitted to leave campus with anyone other than those persons listed on the student's enrollment card.

The entire instructional day is vital to the education of our students. Therefore, students will not be allowed to sign-out between the time of 2:30 and 3:00 p.m., Monday through Friday.



General Information

♦Teacher/Principal Appointments ♦Homework ♦Field Trips ♦Parent Teacher Organization (PTO) ♦Volunteers in Public Schools (VIPS) ♦Library Books

Teacher and Principal Appointments

Parents are always welcome to visit the school to observe; observations will be limited to 20 minutes per visit. Any visits during the school day are for that purpose only, unless a conference with the teacher has been prearranged. Conferences and visits must be planned with at least a one-day notice, if at all possible. This will help teachers maintain the instructional focus for all their students.

Parents may meet with their child's teacher during the teacher's designated planning time.

Parents may meet with the Administration at any time. Please keep in mind that principal and designee may already have appointments or meetings scheduled. So to ensure a conference, please schedule an appointment with the school office.

Homework

Students will be assigned homework as a means of encouraging independent study, establishing good work habits and reinforcing basic subject skills.

Homework will be given Monday through Thursday throughout the school year. Some subjects or projects may require the student to work on the weekend.

All homework assignments may or may not be written, but could be in the form of study or review for a project. Please support the school by seeing that students are given adequate time, a quiet area to work, and that the assignments are returned to class.

Please check with your child each day about his/her homework. If parents have any questions about homework please check with your child's teacher or call the Main Office. Remember that homework is a review of the week's lesson.

Field Trips



Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of

Field Trips (Continued)

the community. Parents whom teachers have chosen as chaperones must be cleared through the HISD VIPS office.

Parents will be notified of these trips and must sign a Field Trip Permission Form. Sometimes a fee may be requested to defray transportation and/or admission cost. Parents who serve as chaperones are asked to provide their own transportation as they are not allowed on HISD buses. Parents who cancel or do not wish for their child (ren) to attend will not be reimbursed.

Parents are encouraged to attend field trip outings with their children. Parents may not bring other children with them. Chaperones are needed to assist with students in that particular class.

SPECIAL NOTE: Students who attend a field trip with their class must return to the school with the same group. Occasionally, parents may be asked to attend and supervise their child on field trips.

Parent Teacher Organization (PTO)

The Bellfort Early Childhood Center's PTO is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTO needs volunteer workers with a broad range of talents and skills. We encourage all parents to become actively involved with the PTO.

Notices of upcoming PTO meetings will be posted and sent home with your child (ren).

Volunteer In Public Schools (VIPS)

VIPS are HISD volunteers. They are parents and community partners working together to provide educational support to the district's students and teachers.

Parents and community partners are encouraged to volunteer in various areas around the school: tutors, assistance in the classroom, library, cafeteria, clinic, office, computer lab, etc.



All volunteers must register online (www.houstonisd.org) and pass a criminal background check to become a VIPS. If you need further information, contact the school's main office at 713-640-0950.

Student Policies

**◆Code of Student Conduct ◆Discipline ◆Dress Code
◆Home Communications ◆Personal Property**

Code of Student Conduct

Bellfort Early Childhood Center will ensure and maintain an appropriate instructional environment by following the HISD Code of Student Conduct, which outlines misconduct and discipline options, and procedures for removal of students. The school will maintain safety for all students as well as maintain a balance between the rights of individual students and teachers.

Students who commit violations of the Code of Student Conduct are subject to detention, suspension, and exclusion from participation in academic or extra-curricular activities; based on the severity of the violation.

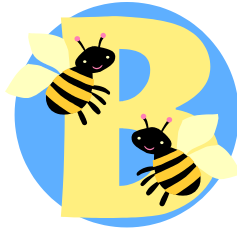
If your child refrains from involving him/herself in any of the above, he/she will do well and will have a fine educational experience during his/her stay at Bellfort Early Childhood Center.

Discipline

Bellfort Early Childhood Center School Rules for the 2013-2014 school year are as follows:

- **Respect self, others and property.**
- **Participate**
- **Do your best.**

In order for over 400 individuals to learn, live and work together in a productive environment, appropriate behavior is necessary. The HISD school system, Bellfort Early Childhood Center and each class has established realistic and reasonable guidelines, norms, rules and procedures for all students to follow so that learning can take place without disruption.



The educational purpose of schools is accomplished best in a climate of student behavior, which is socially acceptable to the learning and teaching process.

Discipline (Continued)

The classroom teacher through discussions handles minor problems in a routine manner with the student. The Administrative staff will contact parents or guardians for repeated disruptive incidents. Parents' and guardians' cooperation and understanding is essential. Should you be asked to pick up your child early for disciplinary reasons, and you fail to do so, the student will be suspended the following day.

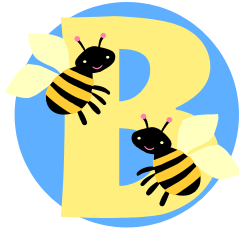
Dress Code

Uniforms are mandatory. The Shared Decision Making Committee, Faculty, and Staff of Bellfort Early Childhood Center have adopted the following guidelines for dress:

- All students must wear uniforms daily.
- Friday Spirit Day: Bellfort Early Childhood Center, Stanford/Aprenda or Bellfort Early Childhood Club T-shirts are permitted with uniform pants, jumpers or skirts or blue jeans.
- Continued violations will result in parent/guardian contact to bring the proper student uniform. The student will wait in the reception area until parent's arrival.

Girls

- Tops: White or light blue blouse (short or long sleeve); size appropriate and tucked in at all times.
- Bottoms: Navy blue pants (long); jumpers, shorts, skirts, or skorts and should be at knee length; size appropriate.
- Belts should be used when appropriate.
- It is recommended that girls wear biker-style shorts when wearing skirts or jumpers.
- Socks can be white, navy blue or black.
- Shoes can be white, black, or brown. Shoes should not be expensive name brands.
- Expensive jewelry should not be worn.
- All coats, jackets, hats and any other non-uniform color sweaters or sweatshirts will be removed when in the school building.



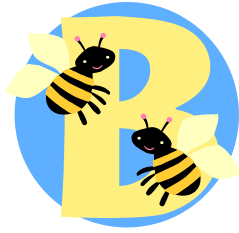
Dress Code *(Continued)*

Boys

- Tops: White or light blue blouse (short or long sleeve); size appropriate and tucked in at all times.
- Bottoms: Navy blue pants, shorts, size appropriate.
- Belts should be used when appropriate.
- Socks can be white, navy blue or black.
- Shoes can be white, black, or brown. Shoes should not be expensive name brands.
- Expensive jewelry should not be worn.
- All coats, jackets, hats and any other non-uniform color sweaters or sweatshirts will be removed when in the school building.

All teachers will follow these steps in handling the dress code:

- | | | |
|-------------------------|--------|---|
| 1 st Offense | —————→ | Discuss the dress code with the student. Send student to Main Office to receive a Dress Code letter to parents. |
| 2 nd Offense | —————→ | Contact parent(s) by telephone and explain dress code. |
| 3 rd Offense | —————→ | Send student to Principal or Designee. Parents will be called and asked to bring their child the proper attire. We do not wish to inconvenience you so please be sure that your child is dressed appropriately daily. |



Parents/Guardians are responsible for dressing his/her child in the mandatory school-wide uniform.

Home Communications

Communications from Bellfort Early Childhood Center to parents is a very important information link. Bellfort Early Childhood Center will employ various modes of communication.

The Bellfort Early Childhood Center's Monthly Calendar will be sent out with students during the first week of each month. Important dates and activities will be posted.

PTO meetings, holidays and other important notices will be sent home to parents with students.

A copy of all written notices will be available at the Main Office.

The School Messenger system will be used to send out phone messages.

***Note: It is important that we have a correct working number.**

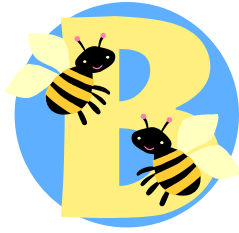
****Important events and dates will be posted on the marquee.**

Personal Property

Students are NOT allowed to bring any of the following items to school:

- Large amounts of money, jewelry
- Phones, lasers
- Radios, cameras, toys, electronic games

Students who wear glasses and/or watches are responsible for their care. If it is necessary to bring more money than needed to pay for lunch, students should leave it with the



teacher for safekeeping. Students should not leave money or other valuables in the classroom, desk or backpacks.

Bellfort Early Childhood Center

I have read the Bellfort Early Childhood Center Family Handbook very carefully. I understand the rules and regulations required of all students attending Bellfort Early Childhood Center.

The following signatures show that my child and I are in agreement with everything stated. I understand that this agreement will be kept on file for the 2013-2014 school year with his/her permanent records.

Parent/Guardian's Signature

Date

Teacher

Grade