

J.P. Henderson Elementary

“A Texas Exemplary School”



Parent Handbook

Falcon
J. P. Henderson School Mascot

Herlinda Garcia
Principal

J. P. Henderson Elementary School

Parent/ Student Handbook

MISSION STATEMENT

The mission of the J. P. Henderson Elementary School community is to provide our students with exemplary educational opportunities, life skills, and strength of character in order to meet the challenges of the 21st Century. In striving toward academic excellence, we will provide a safe, secure, and dynamic learning environment for our students.

MOTTO:

Committed to Excellence

“SAFETY AND SECURITY ABOVE ALL ELSE”

Attendance

It is important that students attend school every day. The school day begins at 7:45 a.m. and ends at 3:00 p.m. If your child is late, it is necessary to obtain an office permit.

In accordance with the School Attendance Law, once a student enrolls in a public school, he/she has an obligation to attend school daily. This includes students in Pre-Kindergarten and Kindergarten.

Backpacks

For the safety and security of you child, please check your child’s backpack daily to ensure that backpacks contain only school materials and exclude any inappropriate objects. To prevent accidents, backpacks with wheels will not be allowed.

Breakfast and Lunch Applications

It is extremely important that all breakfast and lunch applications be returned by the end of the first week of classes. The application process can take several weeks. If your child is new to HISD, he/she will need to bring lunch or lunch money until the application is approved.

Breakfast/Lunch Prices

Student Breakfast	Free
Adult Breakfast	\$2.00
Student Lunch	\$1.85
Reduced Lunch	\$0.40
Adult Lunch	\$3.00

Please see monthly school menu for daily meal selections. Breakfast in class: 7:45 a.m. – 8:15 a.m.

Lunch Visitors:

It is recommended that you join your children once a week so they may have an opportunity to learn social skills during the lunch period.

Early Student Check Out

Please make every effort to schedule all appointments late in the afternoon.

Uniforms

J. P. Henderson has a uniform policy for all students. These uniforms may be purchased at area stores.

For girls, white or blue blouse with a navy blue skirt, long shorts, pants or dress should be worn daily.

For boys, a white or blue shirt with navy blue shorts or pants should be worn daily.

Visitors Identification Cards

Please have your identification card ready when signing in at the main office. All visitors must present a valid identification. When you receive your pass, please use it where it can be clearly visible to school personnel. You will need a visitor's pass between the hours of 7:50 a.m. - 4:00 p.m. or while in the school building.

HELPFUL INFORMATION FOR PARENTS AND STUDENTS

Arrival and Dismissal of Students

The safety of your child is extremely important to us – above all else. For reasons of safety and security, the following measures have been established for the protection of all students, parents, teachers, administrators and the J. P. Henderson community:

1. Parents may drop off students at the gates on Bonsrell Street, at the gates on Barremore Street, and at the main entrance by the Circle Drive on Dismuke. J. P. Henderson staff members will supervise the arrival and dismissal of students daily.
2. Please remember to pick up students at the designated locations:
 - Pre-K & Kinder is dismissed on Bonsrell St. (by playground)
 - Ms. Rodriguez – Bonsrell St. at Gate
 - 1st & 2nd are dismissed on Barremore St.
 - 3rd - 5th are dismissed on Bonsrell St. (by ramp)
 - All tutorial dismissal is at 3:45 p.m. on Barremore St.
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ALERT!

No dismissal/ pick-up in front of the school. Late pick-up will be dismissed on Barremore St.

3. For security reasons, visitors will not be allowed in the school building before 7:45 a.m. or at dismissal at 3:00 p.m. During inclement weather, parents will be provided a designated area.
4. Students should arrive no earlier than 7:30 a.m.
5. 3rd – 5th grade students are to report to the blacktop area by Barremore Street each morning. Pre-K – 2nd grade students will report to the cafeteria. During inclement weather, all students should report to the cafeteria for further instructions.
6. Students should not be dropped off or picked up in the school parking lots.
7. All students must be picked up at 3:00 p.m.
8. Crossing of students to the other side of the street to board vehicles is not allowed.

These measures will be in place this school year to ensure the safety and security of our students. Please comply. We ask your patience and respect for everyone involved including the safety crossing guards.

Enrollment Forms

All enrollment forms must be returned by the end of the first week of school. It is important that all information is complete and current.

If your address or telephone numbers change during the school year, please contact the main office with the updated information immediately.

Also please remember to write the parent or guardian names on the enrollment form. If your child is to be picked up by someone else other than a parent or guardian, you must include the person's name on the enrollment form.

Your child will not be released to anyone who is not included on the enrollment form.

Grading Systems

General Conduct

E= Excellent

S= Satisfactory

P= Poor; below average

U= Unsatisfactory

Work Study Habits

N= Need improvement

Numerical Grades

90-100= Excellent

80-89= Good; above average

75-79= Satisfactory

50-69= Unsatisfactory

Letter Grades

E= Excellent

S= Satisfactory

N= Need Improvement

U= Unsatisfactory

NA= Not applicable

Homework Policy

In order for our students to excel academically, daily homework is necessary. It shall consist of review of already learned skills.

Instructional Time

In order to maximize instructional time at J. P. Henderson, all lunches, books, etc., should be dropped off at the main office. Our staff will ensure that students receive these items.

If you wish to speak to a teacher about your child, please make an appointment for a time other than during instructional time.

Parent Volunteers

Parents are welcomed to volunteer. All new volunteers must register as specified by HISD guidelines. The office staff will assist.

Playgrounds

The J. P. Henderson Elementary School community is very proud of its Spark Park and playground areas. We ask everyone to closely supervise students during their use. Please remember to place trash in the receptacles provided. It is important to observe the rules of the park at all times.

Progress Reports

“Notice of Progress” reports will be distributed to parents/ legal guardians during the fourth week of each nine-weeks grading period. If a student’s average falls below 70 after the scheduled “Notice of Progress” report has been sent home, the student will receive another progress report. Please sign the progress reports and return to the classroom teacher.

School Parking

J. P. Henderson and HISD’s Risk Management Department worked together to improve parking on campus. There will be staff and visitor’s parking in the front parking lot. Visitors may park only in designated “Visitor Parking” areas.

When checking out a student, please adhere to the following procedures:

- IT IS DISTRICT POLICY: All visitors to the school building must sign in at the main office.
- Parent or guardian must be on the enrollment form. If your child is to be picked up by someone other than the parent or guardian, please be sure to include that person’s name on the enrollment form.
- You must present a valid identification card.
- Teachers will not release a student without a permit to leave early.

Street Parking

On August 9, 2005 the Parking Management Division of the City of Houston sent a memorandum regarding the enforcement of the regulatory signs around Houston Schools. The memorandum stresses the concern for student safety and highlights areas that are restricted parking areas.

Vehicles parked in violation of signage, the City Ordinance, and the Texas State Transportation Code could receive a parking citation.

The following is a list of parking restrictions:

- Parked on the wrong side of the street
- Parked on/or blocking sidewalk
- Parked in a crosswalk
- Parked within 15 feet of fire hydrant
- Parked in a bus zone

Please observe all “No Parking” signs and adhere to the City of Houston regulations.