

August 27, 2012

Dear Parents and Students,

Welcome to Patterson Literature Magnet School. We are excited to have you and your child join our learning community. Please take time to read and review our Parent/Student Handbook with your child so that both you and your child can become familiar with our school’s policies and procedures. This information will assist you in becoming an integral part of our school community.

We request your full support in the following:

* Bring your child to school **on time everyday** (7:50 a.m.)
* Make sure your child **completes all** homework assignments, has all supplies each day, and is ready to learn
* Make sure your child wears the Patterson uniform to school and is dressed according to our dress code **every day**
* Maintain regular and ongoing communication with your child’s teacher
* Please make sure your child is in bed **NO** later than 8:30 p.m. A good rest is important for your child to be successful in school.

Patterson’s faculty and Staff welcome you and your child to the 2012-2013 school year. We are sure this year will be exciting and filled with many opportunities for all of us to learn and grow. We anticipate this year be our most successful year ever.

Sincerely,

Jeannie Castano

Principal

### Patterson Literature Magnet School

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**Student and Parent Handbook**

**2012-2013**

**Houston Independent School District**

**Patterson Literature Magnet School**

5302 Allendale

Houston, Texas 77017

713-943-5750

es.houstonisd.org/Patterson ES



**PAWS**

**Pursuing Academic Wonders Successfully**

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*This booklet is intended to serve as a guide to our school. It should be used in conjunction with the Code of Student Conduct and policies of the Board of Education and the Texas Education Agency. Corrections and revisions will be sent home and posted on the web site throughout the school year.*

**Houston Independent School District**

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

**HANDBOOK ACKNOWLEDGEMENT**

The ***Patterson Literature Magnet Parent & Student Handbook*** has been written to help you and your son/daughter gain the greatest benefit from his/her school experience.

The school is in need of your help and cooperation. It is important that every student understand the handbook. Please read and discuss the handbook with your child. When you have done so, you and your child must sign this form and return it to your school.

Signatures of parents and child acknowledge receipt of a copy of the ***Patterson Literature Magnet Student and Parent Handbook*** and certify that both have read and discussed the Handbook.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent or Guardian Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Homeroom Teacher Grade

**Houston Independent School District**

**OUR PURPOSE:**

HISD exists to strengthen the social and economic foundation of Houston by assuring its youth the highest quality elementary and secondary education available anywhere.

**OUR GOALS:** HISD established 5 major goals to achieve this purpose.

**Goal 1: Increase Student Achievement**

HISD student performance will demonstrate gains as evidenced by scores on STAAR, SAT, and other state and national tests, while performance gaps between minority and non-minority students will narrow.

**Goal 2: Increase Management Efficiency**

HISD will have in place a decentralized organizational structure with operational practices and procedures that distinguish between the school district’s pedagogical and business aspects and employ best practices with proven business and administrative operational principles for efficient delivery of services and goods to the school.

**Goal 3: Improve Public Support and Confidence in Schools**

The local, state, and national public will view HISD as a large urban district in which achievement is primary, performance is high, educators accept responsibility for student learning, administrators and support services personnel exist to support the relationship between teacher and student, accountability exists at all levels, and there is respect among all segments of the community. Concomitantly, public confidence in public schools will improve.

**Goal 4: Create a Positive District Culture**

HISD will have a clearly articulated purpose, with specific goals and objectives that support it. Those will serve as the catalysts for creating a powerful sense of community and shared direction among HISD personnel, parents, students, and public.

**Goal 5: Provide Facilities to Standard Program**

There will be in place a program designed to make all necessary repairs and renovations to bring HISD facilities up to standard. The plan will include the level of long-range and preventive maintenance necessary to keep the buildings properly up to standard.

**CORE VALUES**

**Safety Above All Else**

Safety takes precedence over all else. A safe environment must be provided for every student and employee.

**Student Learning is the Main Thing**

All decisions and actions, at any level, focus on and support “the main thing”: effective student learning.

**Focus on Results and Excellence**

Each employee focuses on results and excellence in individual and organizational efforts.

**Parents and Partners**

Parents are valued partners in the educational process, serving as the child’s teacher in the home. All school and district activities will give proper consideration to the involvement of parents.

**Common Decency**

All members of the organization, both students and employees, deserve and must receive respectful and courteous treatment. Individuals who cannot conduct themselves in a respectful and courteous manner will be removed from the campus.

**Patterson Literature Magnet School**

**Student and Parent Handbook**

**2012-2013**

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**CALENDARS AND SCHEDULES**

**DAILY SCHEDULE**

7:45 A.M Campus Opens

Breakfast Program Begins

7:50 A.M. First Bell

Students enter classroom

7:55 A.M. Second Bell

Students are Tardy

8:05 A.M Breakfast Program Ends

Daily Announcements

Instruction Begins

2:30 P.M **Due to interference with dismissal procedures students will NOT be allowed to be picked up after 2:30 p.m.**

3:05 P.M. Dismissal for grades PK-K

Bus Riders

Extended Day Students

3:15 P.M. Dismissal Grades 1 -5

5:00 P.M. Extended Day Tutorials Ends

**GOALS AND EXPECTATIONS FOR STUDENTS AND PARENTS**

**Achievement**

Each student will:

* Demonstrate proficiency in reading and mathematics.
* Demonstrate proficiency in oral and written communications.
* Develop the knowledge and skills necessary for success in a technological society.
* Develop skills necessary for life-long learning.

**Citizenship**

Each student will:

* Demonstrate regular attendance.
* Exhibit positive behavior and refrain from acts of misconduct as described in the *Code of Student Conduct*.
* Develop proficiency in practical and technical skills required for career opportunities.
* Demonstrate civic responsibility necessary for functioning in a diverse society including participation in community service projects.
* Demonstrate responsibility for completion of homework and responsiveness to class work.

Each parent will:

* Be sure their child comes to school each day on time.
* Support their child in completing all assignments and projects.
* Support the school in maintaining appropriate discipline.
* Attend school-sponsored events.
* Support school-sponsored organizations including the PTO

**PATTERSON LITERATURE MAGNET SCHOOL**

**Calendar**

**2012-2013**

First Day of School August 27, 2012

Labor Day September 3, 2012

Fall Holiday September 17, 2012

Report Cards Go Home October 26, 2012

Thanksgiving Holidays November 21 – 23, 2012

Winter Holidays December 24, 2012 – January 4, 2013

Teacher Preparation Day; No school for students January 7, 2013

Report Cards Go Home January 11, 2013

Martin Luther King Day Holiday January 21, 2013

Spring Break Holiday March 11, 2013 – March 15, 2013

Report Cards Go Home March 28, 2013

Spring Holiday March 29, 2013

Memorial Day Holiday (Make-up day if needed) May 27, 2013

Report Cards Go Home/Last Day of School for students June 6, 2013

**GRADE REPORTING DATES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cycle** | **Grading Period** | **Days** | **Report Cards Due** |
| 1 | Aug. 27 - Oct. 19 | 38 | October 26, 2012 |
| 2 | Oct. 22 - Dec. 21 | 42 | January 11, 2013 |
| 3 | Jan. 8 – Mar. 22 | 48 | March 28, 2013 |
| 4 | Mar. 25 – Jun. 6 | 52 | June 6, 2013 |

**MORNING ARRIVAL**

The first bell rings at 7:50 a.m. Students should arrive at school as close to 7:50 a.m. as possible. Students must not arrive or enter the building prior to 7:30 a.m. Adult supervision is provided beginning at 7:30 a.m. The outside gates will be opened at 7:30 a.m. and close at 7:55 a.m. Children are not to play outside before or after school.

**CAR POOL AND TRAFFIC SAFETY**

The student unloading zones are for **drop off ONLY** in the **MORNINGS**.

U-turns are **NOT** allowed. *This is a state law*.

Double parking is **NOT** permitted. *This is a state law*.

Sitting in the car with the motor running is considered double parking, as you are blocking the flow of traffic.

For the safety of the students, have your child exit and enter your vehicle at the curbside **ONLY**.

The employee gated parking area is for Patterson employees **ONLY**, all others will be towed. Please **DO NOT** drop off or pick up students from this area at any time.

The signs in the front of the school state that the School Bus Loading Zone **MUST REMAIN CLEAR** of all cars at all times. This is a state law. Buses arrive at various times during the morning arrival and the afternoon dismissal times**. CARS PARKED IN THIS ZONE ARE SUBJECT TO** **BEING TOWED WITHOUT NOTICE**.

**Parents, please be mindful and adhere to the above guidelines for the safety of ALL children. Officers patrol the area regularly and will issue tickets for traffic violations.**

**STREET CROSSING**

HISD places crossing guards on Forest Oaks and on Sieber from 7:15 a.m. – 8:15 a.m. for student’s arrival and from 3:00 p.m. – 4:00 p.m. for student’s dismissal.

Children who wish to cross the street must cross at the supervised area. No children should cross the street in the middle of the block.

**AFTERNOON DISMISSAL**

Students must be picked up promptly at 3:15 p.m. The school cannot provide supervisory services after 3:30 p.m. and the gates outside will close promptly at 3:30 p.m. Student will not be allowed to be picked up early after 2:30 p.m. due to interference with dismissal procedures.

Rules for Car Riders

* Pre-Kindergarten and Kindergarten will be dismissed on the Sieber side of the school.
* 1st, 2nd, 3rd, 4th and 5th grade car riders will be dismissed on the Allendale side of the school.
* Sibling Pick-Up will be dismissed on the Sieber side of the school.

Rules for Walkers

* Exit with assigned teacher.
* Walk at all times.
* Cross streets with safety patrol or crossing guard.
* Cross streets at corner after making sure conditions are safe.
* Walk on sidewalks.
* Do not talk to strangers - do not accept rides with strangers.
* Always follow planned, direct route to destination.

Rules for Bike Riders

* City ordinance requires all students to wear a helmet.
* Bicycles must be “walked” on school grounds.
* Bicycles must be parked and locked each day in the rack.
* Only one person may be on a bicycle.
* No one may ride or play with another child’s bicycle.
* Always follow planned, direct route to destination.

**HOME COMMUNICATION DAY**

Each **Wednesday** students will take home a completed and graded set of assignments, tests and other work that the teacher feels is appropriate for parents to review and sign. A weekly conduct grade will be given. Students are responsible for securing a parent signature to indicate a review of these materials by the parent.

In addition, on Home Communication Day (Wednesday) the classroom teachers will send a majority of all written communications (field trip notices, school pictures, HISD flyers, PTO flyers, etc.) home with the weekly folder of student work. Use of these folders, as described, is required for all students.

**SAFETY AND SECURITY**

**RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL**

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the parent who has signed the enrollment card or someone with a written authorization from that person will be allowed to take a child from school during regular school hours. Go to the school office to sign out the child who will then be called to the office. Teachers are not permitted to release students unless this procedure has been followed. When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time so that plans can be made accordingly. Due to safety and security concerns students will **NOT** be able to leave class to go home until parents have shown identification to the office. Please refrain from calling ahead of time. If a parent is out of the city and has left his/her child with another adult, a note should be written to the school authorizing the child’s release to this person in case such a release is needed. Attendance is taken daily at 9:30 a.m. Students must be present at this time to be counted present at school. **After 2:30 p.m. students will NOT be allowed to be picked up early due to interference with dismissal, safety, and security procedures.**

**VISITORS AT PATTERSON**

Every visitor to Patterson must first come to the office, state their purpose for visiting, sign in, and obtain a visitor’s badge. Badges must be worn and visible. Visitors must show photo identification upon arrival. The staff has been instructed to stop all visitors without a badge and to direct them to return to the office. The staff will also notify the office of visitors without badges. Parents must sign-in in the office before going to a classroom. On state testing days, **NO** visitors are allowed on campus, this includes Stanford/Aprenda and STAAR tests for all grade levels.

**CLASSROOM VISITATION**

**Parents wishing to observe their child in his/her classroom must secure permission from the principal in advance of the visit.** To avoid interruptions of instructional time, **visits to the classrooms shall be restricted to 30 minutes.** **Arrangements should be made 48 hours prior to your visit with the teacher.** Visitations shall not be permitted when substitute teachers or other long-term substitute teachers are assigned. The principal reserves the right to deny visitations that may disrupt the educational process. In addition, the principal may opt to accompany or assign another administrator to accompany visitors to classrooms.

**PETS ON CAMPUS**

Pets are not permitted on campus. The only dogs permitted are guide dogs for the vision-impaired.

**A PLAN FOR EVERY CHILD FOR EVERY DAY**

Elementary school children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home. A message can be relayed to a child through the school office if an **EMERGENCY** necessitates a change in plans. A predetermined plan should be made for rainy days. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone except in an emergency, parents should do all they can to help their children remember everything needed each day including homework, library books, lunch money, school books, and instruments. In the event your child’s schedule changes, please submit a letter to the office, updating the office of these changes.

**ILLNESS AND INJURY**

Any illness or injury will be reported by the classroom teacher, who will then have the student report to the nurse. Parents will be contacted by the **nurse**. Emergency phone numbers on enrollment cards are important and must be kept current. If the nurse sends a child home during the day, the child must report to the clinic upon his/her return to school.

Parents should notify their child’s teacher and the nurse of any physical condition which might adversely affect the child’s participation in school activities. Parents may obtain the appropriate form for restricted participation from the nurse. Children will not be excused from physical education without a note from the parent or physician.

**REGULATIONS CONCERNING CARE OF ILLNESS (SCHOOL BOARD POLICY)**

The Board of Education policy prohibits school personnel from dispensing medication. It is not the function of public school personnel to administer medical treatment or medication including over-the-counter drugs. HISD policy is based upon the following rationale expressed by the American Medical Association.

“*Since treatment is not a function of school health programs, no drugs should be included in school first aid supplies. Even the simplest and safest drugs sometimes cause reactions. When they mask pain or other symptoms, they may be a factor in delaying correct diagnosis and treatment.”*

Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident. They should not diagnose illness nor administer medication of any sort except as provided below. First aid materials are not to be used for subsequent treatment of injury or illness or as a substitute for a physician’s care.

Pupils who are not contagious, on long-term medication, preventive medication, or medication for a prolonged period of time, which cannot under any arrangement be administered other than during school hours, may take medication in school under the following restrictions:

* A physician must state in writing that a pupil should have a certain medication during school hours. The physician should describe the type of preparation, color, quantity, and time of administration. Form # 40.3740 must be signed by the physician and be renewed at the beginning of each year. This form may be obtained from the office. Children are not permitted to carry medication to or from school. We cannot make any exceptions to this policy.
* Parent consent signature must also appear on Form # 40.3740.
* School personnel without written permission of the physician may not alter physician’s orders in any way. Discontinuation of medication is permissible upon verbal order of the physician.

District personnel periodically apply pesticides at Patterson. Information concerning these applications may be obtained from the Facilities and Grounds Department. Contact information is available on the HISD website.

**ROLLING BACKPACKS**

Students are **NOT** permitted to have rolling backpacks on campus.

**ROLLER SHOES**

Students are **NOT** permitted to wear roller shoes on campus.

**STUDENT CONDUCT**

**PATTERSON DISCIPLINE MANAGEMENT SYSTEM**

In addition to following the district’s Code of Conduct, Patterson has developed its own discipline management plan based on input from the entire faculty and the Safety, Security, and Emergency Preparedness Committee. The Patterson School Rules are as follows:

**I will:**

1. **Respect myself, others, and property.**
2. **Keep my hands, feet, and objects to myself.**
3. **Walk in silence in all teaching areas.**
4. **Listen and follow directions from all adults.**
5. **Use appropriate language.**

The Patterson School Rules have been written to help your son or daughter gain the greatest possible benefit from his or her school experience. The rules are posted throughout the school and are to be followed by all students at all times. Failure to comply with the rules will result in disciplinary action in accordance with the *HISD Code of Student Conduct.*

The school is in need of your help and cooperation. It is important that every student understands the importance of following the rules on a daily basis. Please read and discuss the rules with your child. A copy of the rules will be sent home on the first Communication Day. Review them with your child, sign it, have your child sign it and return it to the teacher the following day. This sheet is placed in the student’s permanent folder along with the Student Code of Conduct signature sheet.

At the beginning of the year each grade level develops consequences that will result when students break the rules. Parents are notified by the grade level team of the consequences. This is done during Open House when teachers make presentations to their student’s parents. During this time parents will sign off on a classroom sheet that the rules and consequences have been explained to them.

**CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES**

Parents and students will receive the *Code of Student Conduct: Your Rights and Responsibilities*. This book details the expectations for student behavior and the consequences for misbehavior. The administrative staff is in charge with maintaining adequate discipline in each school. Teachers are expected to assume responsibility for the discipline of students in the individual classrooms with assistance from the principal, assistant principal and counselor as needed. Students should be dealt with reasonably, fairly and with patience. Persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into difficulty, which might lead to reassignment, suspension or expulsion.

The power of school officials, (teachers and principal) acting pursuant to school rules is applicable to student behavior on and off campus when relevant to any lawful mission, process or function of the school. The school may prohibit any action, which impairs, interferes with or obstructs the educational process or function of the school.

Children may not be permitted to attend extra-curricular activities (field trips, assemblies, etc.) if their conduct grade is a “P” or “U”. The teacher is responsible for the care, discipline, and instruction of pupils in his/her charge and as assigned by the principal. The teacher shall enforce all rules governing the conduct of pupils. The teacher is responsible for the conduct of his/her class. All teachers and staff members are responsible for student conduct about the building and campus whenever the student’s teacher is not present.

The teachers and administration are not responsible for the supervision of students who arrive at school before the designated time (7:30 a.m.) or who are not involved in a supervised activity and remain after the designated time in the afternoon (3:30 p.m.). Students and parents are hereby apprised of the times before and after school when the students are not supervised. This in no way affects the power of the principal or teachers to discipline students for the violation of school rules while on campus before and after school.

**STUDENT SUSPENSION**

The days students are suspended from school are considered excused absences. Work that is missed must be made up within **three** (3) days of returning from suspension. If the student is given this opportunity and does not make up the work, he/she receives a 50. The student receives a “U” in conduct for that nine-week period in which the suspension took place.

**SCHOOL DISCIPLINE COMMITTEE**

Students with chronic misbehavior will be referred to the administration. After an initial conference with the student/parent/teacher, a School Discipline Committee composed of the student, parent, teacher(s) involved, magnet coordinator (as appropriate), assistant principal (as appropriate), and principal will be convened. This committee will develop a growth plan that describes the behaviors and steps that will be taken to correct the student’s unacceptable actions. Modifications will be made as the student shows improvement. If improvements are not made as indicated, the principal will enforce all policies related to the suspension process or reassignment to a transfer student’s home school.

**REMOVAL OF STRUCTURED ACTIVITY TIME (S.A.T.)**

The school reserves the right to remove Structured Activity Time from any student that has **not** completed class or homework assignments, has not followed classroom or school rules, or has not returned notes or signed materials from the Home Communication folder. Students removed from SAT will be assigned an alternative physical activity to comply with state guidelines.

**STUDENT CONDUCT**

Each member of the school community is responsible for contributing to a positive learning environment. A cooperative relationship among student, parent, and educators requires that:

**PARENTS and/or GUARDIANS**

* Ensure their child’s compliance with school attendance requirements by sending a written report that explains absences and tardiness to the school within three days of the child’s return to school.
* Assist their child in being properly attired by wearing the required school uniform.
* Take an active interest in the overall school program by attending school functions.
* Communicate regularly with the school concerning their child’s conduct and progress.
* Discuss report cards and work assignments with their child.
* Bring to the attention of school authorities any problem or condition which affects their child.
* Report changes in phone numbers or addresses to the ADA clerk immediately. Including cell phones and/or pagers.
* Provide an example to their children by obeying school rules and traffic safety rules and showing respect for others.
* Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school program.
* Discuss with children appropriate responses to unprovoked physical contact, which could result in injury.
* See that the child comes prepared with appropriate school supplies.

**STUDENTS**

* Attend all classes **DAILY** and **ON** time (school starts at 7:50 AM).
* Be prepared for each class with appropriate materials and assignments.
* Be properly attired by wearing the school uniform.
* Exhibit an attitude of respect towards individuals and property and behave in a responsible manner.
* Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, cheating, and/or stealing.
* Obey all school and class rules.
* “Walk away” from situations involving unacceptable physical contact.
* Be truthful and honest in all situations.
* Take responsibility for keeping the school litter-free.

**SCHOOL PERSONNEL**

* Maintain an atmosphere conducive to good behavior and effective learning.
* Be in regular attendance and on time; be prepared to perform duties with appropriate work materials.
* Exhibit an attitude of respect toward individuals and property and behave in a responsible manner.
* Inform parents of needed supplies.
* Plan a flexible curriculum to meet the needs of all students.
* Promote effective training and discipline based upon fair and impartial treatment of all students.
* Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school functions.
* Develop a cooperative working relationship among staff and students.
* Obey district and school policies and regulations.
* Investigate reported occurrences of unacceptable physical contact.

**CHAIN OF CONTACT**

Please follow this contact chain for discipline or academic concerns.

**First Contact in the case of discipline and/or academic concern is the Teacher:**

Parent must meet with the teacher and proper documentation must be made by the teacher.

**Second Contact - if the issue is not resolved with the teacher then contact the Grade Level Administrator**

Parent may make an appointment with the Grade Level Administrator only if a solution was not reached with the classroom teacher.

**Teacher complaints/concerns must be put in writing and submitted to the Grade Level Administrator at the time of the appointment or via email prior to the scheduled appointment.**

**ATTENDANCE**

**PLACEMENT OF STUDENTS**

Prekindergarten students must be four years old on or before September 1st and they must meet other criteria. Students must be five years old on or before September 1st to be enrolled in kindergarten. Students must be six years old on or before September 1st to be enrolled in first grade. No child becoming five years old **AFTER** September 1st will be admitted to kindergarten during the year. This rule applies also to those who have attended school elsewhere. The administrations will place students in the appropriate classrooms.

**ATTENDANCE POLICY**

Students are expected to be on time (7:50 a.m.) and present in school every day. Students are tardy after 7:55 a.m. The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within **THREE** days after the absence or tardy. Any absence may be investigated by the HISD attendance office assigned to school. A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action. If a student is absent they may not participate in extracurricular activities on the day of the absence.

The law states that if a student is absent from school three (3) days or part of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six week period:

1. The student’s parent or legal guardian is subject to prosecution under TEC 25.093
2. The student is subject to prosecution under TEC 25.094

It is your duty to monitor your child’s attendance, require your child to attend school and request a conference with a school official to discuss the absences. You are subject to prosecution under section 25.093 (b) for failure to require your child to attend school.

Assist the school in promoting good attendance by making appointments after school hours whenever possible. If a daytime appointment must be made, be aware that attendance is taken daily at 9:30 a.m. and children must be present at 9:30 a.m. to be counted as present. A written note stating the reason for the absence is to be sent to the office. If a child is ill do not send him/her to school. It is required that when the child returns to school that a physician’s note must be turned in to the office, excusing the absence due to illness. You may contact the school nurse for assistance with ongoing medical concerns.

**EXCUSED ABSENCES**

The only acceptable excuses for tardiness and absences are:

* Personal illness
* Medical, dental, or psychological appointments
* Illness or death in the family
* Quarantine
* Emergencies or unusual circumstances recognized by the principal or person designated
* Observance of religious holy days
* Health services provided to Medicare-eligible students
* School sponsored or school sanctioned activities away from campus or at the school
* HISD or private bus breaks down
* Suspensions
* Competitive athletic events duly sanctioned by the national governing body for that sport as recognized by the U.S. Olympic Committee
* Academically engaged time approved by the principal

**UNEXCUSED ABSENCES**

A student is considered to have an unexcused absence if he/she does not present a written excuse within three days for one of the reasons stated or is away from school participating in an activity *not* *approved* by the district as excusable.

Unexcused absences may be reviewed by the principal in determining whether or not to grant a student credit for a class in which the student credit for a class in which the student failed to meet the attendance requirement, but who met all other academic requirements for passing.

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the HISD attendance officer assigned to Patterson Elementary.

Unexcused absences may **not** be made up and the student receives a 50 for the daily assignment(s).

**TARDY POLICY**

School begins promptly at 7:50 a.m. each day. Students are considered tardy at 7:55 a.m. and must report to the attendance office. A note is required from the parent/guardian within 3 days. School officials understand that *occasionally* traffic, weather, or oversleeping may cause a student to be late. Persistent tardiness will be referred to the HISD attendance office.

**At the fifth occurrence of tardiness the student’s conduct grade will be lowered one grade within the current grading period. Tardiness is considered a violation of Levels I, II, and III in the Code of Student Conduct. Tardiness will be recorded on the report card.**

**Students who are habitually tardy and are not zoned to Patterson will be removed from the school and sent to the school to which they are zoned.**

**STUDENTS NOT ZONED TO PATTERSON WHO ATTEND PATTERSON**

Patterson is a school of choice and there is a waiting list for students who want to attend Patterson Literature Magnet School. We have to give priority to students who live in Patterson school zone because of our limited space. If a student who lives out of the Patterson school zone has poor attendance (being tardy on a regular basis and missing school regularly) he/she will be placed on a growth plan and will have to go back to the school that he/she is zoned to.

**ACADEMICS**

***Academics come first. No pass, No play.***

**HOMEWORK**

Students should have a quiet time and a quiet place for doing homework. Parents should insist that the child spend at **LEAST** 60 minutes a day on homework. On the days that a child does not have written assignments, he/she should be encouraged to read or be read a book, study his/her spelling words, and study his/her math facts. Homework assignments are provided every **DAY**. Daily homework assignments may vary for each grade level and subject area.

Periodically, a teacher may send reading materials home. Parents should encourage the child to tell them about what he/she has read. Every student should read at home daily. In addition, studies have shown that **reading aloud to the child** significantly improves a child’s overall achievement (regardless of child’s age).

Regularly assigned homework assists pupils in achieving satisfactory school progress and develops good study habits and responsibility. Assignments are the outgrowth of classroom work and provide practice and maintenance homework is assigned Monday through Friday.

It is each student's responsibility to complete homework assignments and meet all deadlines. Students are assigned homework assignments, however it is the responsibility of the parent so show interest, provide guidance and a motivating environment.

The following homework suggestions may help **YOU** help your children:

* Choose an area where you and your child can read together for 30 minutes or more each day.
* Schedule a specific time for the whole family to read for 30 minutes or more each day.
* Make sure the television and radio are turned off in the room where your child is studying.
* Be a reading role model. Let your child see you read.
* Check your child's homework and provide positive comments.
* If your child is having difficulty with the assignment, ask your child's teacher how you can help.
* The most important suggestion is to have **FUN** helping your child learn!

**NOTICE OF PROGRESS**

The Notice of Progress will be sent to parents of students who are making unsatisfactory progress during the fourth week of the reporting period or as often as may be deemed necessary. The Notice of Progress form will be made in triplicate – one copy placed on file in the assistant principal’s office, one copy sent to the parent, and one copy for the pupil’s permanent record file. The parent must sign and return the form to indicate to the teacher that the parent has seen the report. Parents are then encouraged to schedule a conference with their child’s teacher to work on strategies that will help the student pass. Teachers will send notices if a student’s grade falls below 70% or if there has been a significant drop in student performance (10 % or more). A mid-year conference will be held in December between teacher and parent to discuss student’s progress for the first semester.

**Make Up Grades/Work**

After re-teaching a lesson, students will be given the opportunity of re-taking a failed test. It is at the teacher’s discretion how the failing grade will be replaced; however, the highest grade a student will receive is a 70.

It is at the teacher’s discretion to offer time before and after-school to make-up class work. The highest grade a student will receive is a 70.

**REPORT CARDS**

A report card is issued to the parent or guardian at the close of each nine-week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grade. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

**EXPLANATION OF GRADE MARKS**

**Numeric:** 90 – 100 Excellent

80 – 89 Good

75 – 79 Fair

70 – 74 Passing

50 – 69 Failing

**Alpha:** E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

**Level:** Level on which student is working according to Individualized Educational Plan (IEP)

NA - Grades not available

\* - Failure due to excessive absences

**Marks for Work Habits and Conduct:**

E – Excellent

S - Satisfactory

N - Needs Improvement

P - Poor

U - Unsatisfactory

**PARENT STUDENT CONNECT**

Parents can view current students’ grades online by registering on HISD’s portal under PSConnect or by visiting <https://psc.houstonisd.org/ParentStudentConnect>.

**PROMOTION STANDARDS**

Promotion Standards are set by the school district and are *subject to revision*. As of this printing these are the standards for promotion to the next grade.

**Grades 1 – 5 Requirements:**

* All students in grades 1 - 5 meet current Texas course-average: a 70% overall average in course grades, including a 70% or better grade in reading, language arts, mathematics, and either science or social studies.
* Students in grades 1 and 2 must earn a passing score on HISD’s High Frequency Word Evaluation.
* Students in grade 3-5 must earn a passing score on the reading and mathematics section of the STAAR.

**FIELD TRIPS**

During the year, educational field trips will be arranged for your child’s class. Signed HISD permission slips **MUST** be returned by your child prior to taking the trip. **Verbal consent and notes are not acceptable.** Field trips requiring an admission fee must be submitted in cash only. Permission slips and monies are due at time that is stated on the permission slips, the teacher will not accept late permission slips or monies. Patterson students represent the school and their homes. Exemplary behavior is expected of all students on the school bus and at the destination. Improper conduct at school or on a field trip may result in the loss of field trip privileges. Students who do not maintain satisfactory conduct in the classroom will not be permitted to go on a field trip. Other siblings cannot be included in field trips. All students and chaperones ride the bus. Parents wishing to ride the bus with the students must be registered as a VIPS and display VIPS badge on trip.

**CHAIN OF CONTACT**

Please follow this contact chain for discipline or academic concerns.

**First Contact in the case of discipline and/or academic concern is the Teacher:**

Parent must meet with the teacher and proper documentation must be made by the teacher.

**Second Contact - if the issue is not resolved with the teacher then contact the Grade Level Administrator**

Parent may make an appointment with the Grade Level Administrator only if a solution was not reached with the classroom teacher.

**Teacher complaints/concerns must be put in writing and submitted to the Grade Level Administrator at the time of the appointment or via email prior to the scheduled appointment.**

**REQUESTING A PARENT – TEACHER CONFERENCE**

Parents may request a parent/teacher conference to discuss a variety of issues. It is recommended that students be included for a portion of all conferences involving improved student achievement or discipline.

A 48 hour notice should be given before a conference is held. Written requests should be sent directly to the teacher via note or email. Teachers will confirm all appointments. Meetings may be scheduled before school, during the teacher’s conference period, or after school. Follow sign-in procedures when arriving for a conference.

**PROGRAMS AND RESOURCES**

**Instructional Programs:**

* Magnet Literature Program
  + Primary/Intermediate Literature Classes
  + Primary/Intermediate Library
    - Vanguard Neighborhood Program
    - School-wide Title I
    - Bilingual Program
    - Title III
    - Special Education
      * Resource
      * Speech
      * Generic
      * Content Mastery
        + Technology
        + Extended Day Tutorials
        + Enrichment Classes
        + Science Lab
        + Physical Education
        + Accelerated Reader
        + DEAR Time (Drop Everything And Read)

**Special Services:**

* Counselor
* Safety and Security Team
* Free/Reduced Breakfast/Lunch Program
* VIPS
* Business Partnerships

**PROGRAM DESCRIPTIONS**

Patterson Literature Magnet School is a school-wide magnet program where all students participate in a literature-based curriculum that provides skills that develop readers that are grounded in the written word and part of a framework of cultural diversity and interdisciplinary components. The students learn to appreciate the different genres of literature through books, reader’s theater, music, plays and literature-based activities. Students are provided opportunities to meet authors, illustrators and storytellers during our literature celebrations. The nucleus of instruction is literature, and all academic disciplines embrace its thematic structure.

Patterson Elementary provides the **Vanguard Neighborhood Program** to meet the needs of gifted and talented students. All Vanguard Neighborhood Program procedures are HISD Board approved (Elementary School Guidelines, 2007 – 2008) and aligned with the Texas State Plan for the Education of Gifted and Talented (G/T) students. The Vanguard Neighborhood Program is under the direction of the HISD Advanced Academics Department. The Vanguard Neighborhood Program serves students in Kindergarten (beginning in March) and grades 1 – 5.

The Vanguard Neighborhood Program is designed for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. The official definition of the term “giftedness” from the Texas Education Code:

*“Gifted and Talented student” means a child who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:*

1. *Exhibits high performance capability in an intellectual, creative, or artistic area*
2. *Possesses an unusual capacity for leadership or*
3. *Excels in a specific academic field*

Parents who want their child to be considered for the Vanguard Neighborhood K – 5 Program must complete an application available through the school office. All applicants to the Vanguard Neighborhood Program are evaluated on multiple criteria including: ability and achievement testing, teacher ratings, and grades. The appropriate tests are administered three times during the school year. Parents of applicants will be notified when their child will be tested. Also, parents will be notified whether their child qualified for the Vanguard Neighborhood Program.

Any questions regarding the Gifted and Talented Program may be directed to your child’s teacher or the Neighborhood Vanguard Coordinator at 713-943-5750.

**Bilingual Education** is an instructional program offered in elementary schools and selected middle schools for students whose native language is other than English (Spanish, Vietnamese, etc.) and who need to enhance English language skills. The program provides Limited English Proficient (LEP) students with a carefully structured sequence of basic skills in their native language, as well as gradual development in English, beginning at PK, through English as a Second Language methodology. In bilingual programs, the function of the native language is to provide access to the curriculum while the student is acquiring English; instruction in the native language assures that students attain grade level cognitive skills without lagging behind.

Patterson Elementary offers a **Developmental Bilingual Program**, whereby LEP Spanish speaking students are allowed to fully develop and maintain their primary language while learning English. It is considered an additive bilingual program and the goals of this program promote full bilingualism and bi-literacy. All participating students receive instruction in language arts and content subjects primarily in Spanish in the early grades (K – 3) with a grade specific amount of English as a Second Language instruction incorporated daily. English instruction is gradually increased through the grade levels (K – 3) and by fourth grade instruction is presented in a 50 % Spanish/50 % English format. In grade five, instruction is delivered through a 40 % Spanish/60 % English mix. In grades 4 – 5 the language of instruction is determined by content area. In fourth grade language arts, reading and mathematics are taught in Spanish and Science, Social Studies, and English literature are taught in English. In fifth grade language arts, reading, mathematics, and science are taught in English and Social Studies and Spanish literature are taught in Spanish. LEP students, who meet exit criteria anytime in this program, are reclassified as non-LEP, but remain in the program with parent permission.

Options and requirements for providing assistance to students who are experiencing learning difficulties or who need or may need **Special Education** are as follows:

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options including referral for a Special Education Evaluation. Students having difficulty in the general education classroom should be considered for tutorial compensatory and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for Special Education services. Within a reasonable amount of time, the district must decide whether the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and report within 60 calendar days of the date the district receives the written consent. The district must provide a copy of the completed report to the parents.

If the district determines that the evaluation is not needed, the district will provide parents with written notice explaining why the child will not be evaluated. The written notice will include information regarding parent’s rights to dispute the district’s decision. Additionally, the notice will inform parents about how to obtain a copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Barbara Wheeless at 713-943-5750. Parents can also visit HISD’s *Special Education Department Website*.

**Extended Day Tutorials**

Extended Day Tutorials will start in mid-September and will end in January for grades 1st and 2nd. Tutorials will continue until May for grades 3rd, 4th and 5th. **Saturday** tutorials will start in January and end in May.

If a student is assigned to attend tutorials the student **MUST** attend the entire time. Tutorials will take place 3 days a week, using the following schedule:

|  |  |  |
| --- | --- | --- |
| **DAY** | **SUBJECT** | **TIME** |
| Tuesdays | Math | 3:15 pm – 5:00 pm |
| Wednesdays | Reading | 3:15 pm – 5:00 pm |
| Thursdays | Science and Writing | 3:15 pm – 5:00 pm |
| Saturdays | Writing, Reading, Math and Science | 8:30 am – 11:30 am  Second Semester |

If a student is absent from tutorials more than 3 times, the student will be dropped from tutorials.In order to reinstate a student into tutorials, the parent must make an appointment to meet with an administrator to discuss the matter.

**Accelerated Reader**

It is a goal at Patterson Elementary for each student to read at least 30 minutes each night, to help accomplish these goals. These are minimum goals and it is highly encouraged that students try to surpass these goals. Students can take AR tests in the classrooms or in the school library.

**Accelerated Reader Points (Minimum GOALS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE** | **SEMESTER 1**  **Goal** | **SEMESTER 2**  **Goal** | **YEARLY GOAL** |
| Kindergarten | 5 | 5 | 10 |
| 1st | 10 | 10 | 20 |
| 2nd | 20 | 20 | 40 |
| 3rd | 30 | 30 | 60 |
| 4th | 40 | 40 | 80 |
| 5th | 50 | 50 | 100 |

**CAMPUS ENVIRONMENT**

**VISITOR DRESS CODE**

When visiting the school campus, please refrain from wearing low cut tops, short shorts/skirts, or translucent clothing. Also, please refrain from wearing shirts with inappropriate logos and images. The campus is full of elementary age students whose innocence could easily be compromised.

**LUNCHROOM PROCEDURES**

State law mandates that teachers be given a 30 minute duty-free lunch period. The Safety and Security Committee and the SDM Committee members met to formulate policies and procedures for the lunchroom. Their goal was to have a lunchroom where students and adults can have a pleasant experience eating and visiting with friends.

Parents can assist us by being sure that their child has his/her money or lunch each day. We recommend that parents purchase lunch or breakfast cards for one week or more. This method of payment eliminates the problem of children losing or forgetting their money. Payments are made with cash only. Make payments to front office clerk. Please bring the correct change. Unused days are carried over if the child is absent. However, money cannot be refunded at the end of the year or when a child moves.

Parents can also make payments online at [www.parentonline.net](http://www.parentonline.net/)

A student who does not have money to purchase lunch is given a sandwich, as stated by HISD guidelines. The student is then given a yellow envelope with his/her name on it and the amount owed. The student is instructed to take the envelope home and return it the following day with the amount that is due.

Students that loose their lunch card will be charged a replacement fee of $3.00.

As students go through the lunch line they should have their cards or money ready. They may go through the line **ONLY ONCE** unless given permission by supervising staff.

Students will:

* Eat and talk **QUIETLY** with their neighbors.
* Not play with their food or utensils.
* Not get up without raising their hands for permission.
* Use good table manners.
* Sit at assigned table
* Use the appropriate doors to enter and exit the cafeteria
* Eat quietly the first 15 minutes of lunch
* Keep their hands and feet to themselves.
* Be encouraged to eat own food. Sharing is not permitted.
* Pick up their trash and leave their eating area clean.
* Line up following the direction of supervising adults.
* Walk at all times. For safety no running or pushing in the cafeteria.
* Line up in silence.
* Eat the entire meal at the site. No part of the meal component may be removed off the site. Meals taken off site are not reimbursable.

Parent guidelines:

* Send small water bottles. Carbonated drinks are **NOT** permitted (cokes, sprite, etc).
* Talk with your child about purchasing a well-balanced lunch. Occasionally when you send money with your child he/she might buy cookies and ice cream instead.
* Be sure that your child either has milk/juice money or a non-carbonated beverage.
* Parents are welcomed to eat with their child on the **child’s birthday, Tuesdays and Thursdays ONLY due to limited space.**
* Strollers and baby carriers are **NOT** permitted at any time in the lunchroom.
* Small children **MUST** be carried by parent or they are not allowed to enter the lunchroom.
* **NO** visitors are allowed to visit campus on any state testing days; this includes Stanford/Aprenda and STAAR tests.
* Parents/adults are **NOT** allowed to eat off of any student’s lunch tray. This is a violation of state law.
* Parents may not bring food to share with anyone other than their own child.

**LUNCHROOM COURTESY**

All classes are required to display good behavior during lunch. The rules are:

* We talk quietly.
* We talk only with classmates at our tables that are sitting next to me or in front of me.
* We sit facing our own table.
* We always walk in the lunchroom.
* We remain seated unless an adult gives permission to get up from the table.
* We keep our hands and feet to ourselves.
* We keep our food on our tray or in our lunch box.
* We do not take our classmate’s food.
* We line up quietly.
* We do not take food out of the lunchroom. All food must be eaten in the lunchroom.

**LUNCHROOM COLOR CONDUCT SYSTEM**

In an effort to use positive reinforcement, we use the color system for behavioral management in the lunchroom. Each teacher’s table is monitored by the lunchroom monitors and then scored by their behavior that day during lunch.

**Green – Excellent Behavior**

**Yellow – Needs Improvement Behavior**

**Red – Poor Behavior**

**DRESS CODE**

The required school uniform is to be worn everyday by all students except for specified events (individual picture day, fifth grade awards program, Go Texan Day, grade level culminating unit activity day). Fridays **ONLY**, students may wear any of their Patterson Spirit T-shirts.

**Tops**

* Tops must be solid colored green or white (including jackets and sweaters)
* Shirts must have sleeves (short or long), turtlenecks, sweatshirts, cardigans, or sweaters.
* Rounded necklines with sleeves may also be worn.

**Bottoms**

* Bottoms must be navy or khaki
* Students may wear blue jeans (denim) on Mondays with a college shirt or Fridays if the student had perfect attendance for that week.
* Tailored pants or walking shorts may be worn by boys.
* Tailored pants, walking shorts, skirts or shorts (must extend below the mid-thigh and be loose fitting) may be worn by girls.
* Belts should be worn at all times.

**Other items**

* Any make-up, hair color, haircuts with designs cut into hair, body or face piercing or jewelry that is considered a distraction is not permitted.
* Noisy or toy watches, oversized or inappropriate necklaces will not be allowed. Approved necklaces must be worn inside the shirt.
* Hats, caps, bandanas, sweatbands, and/or head coverings are not to be worn during the instructional day
* Backpack must be mesh or clear.

Clothes are to be sized appropriately. Socks and tights must be coordinated with any of the uniform colors. Shoes that are safe for a school setting are to be worn. Open-toed and backless shoes are considered dangerous and shall **NOT** be worn.

**PERFECT ATTENDANCE FRIDAY FREE DRESS PRIVILEDGE**

Students who have had perfect attendance all week will be allowed to wear free dress on Fridays. Students must adhere to all other dress code guidelines on Fridays. The parents of any student, who wears free dress on Friday, without meeting the perfect attendance guidelines, will be called to bring uniform pants/skirts.

**CONSEQUENCES FOR NOT WEARING UNIFORMS**

* The teacher will send a notice home.
* Students who repeatedly do not conform to the dress code will conference with appropriate administrator. The administrator will contact the parents. Students will be placed on **after school detention**. The HISD Board Policies and Procedures will guide further action involving parents.
* The HISD Code of Student Conduct will guide disciplinary measures.
* Uniforms are available for individuals without resources to pay. A request may be made to the assistant principal, counselor, or school nurse.
* Parents and staff are encouraged to donate gently-used uniforms when students outgrow them or leave Patterson.

**CELL PHONES AND ELECTRONIC DEVICES CAMPUS POLICY**

Students may bring cell phones on campus; however, all cell phones must remain turned off during the instructional day (7:50 a.m. – 3:15 p.m.). All cell phones must remain in the student’s backpack during school hours. Any student who has a cell phone turned on, uses a cell phone or has a cell phone out of his/her backpack will be subject to the following consequences:

* Student will be sent to the administration
* Cell phone will be confiscated
* Parents will be notified and must come to the campus for a conference at which time the cell phone will be returned.
* After the 1st time a cell phone is confiscated, a $15 charge may be assessed.

Students are not permitted to bring electronic devices such as pagers, IPods, MP3 players, electronic toys and personal radios on campus. Any student that has an electronic device in his/her possession will be subject to the following consequences:

* Student will be sent to the administration
* Electronic device/toy will be confiscated
* Parents will be notified and must come to the campus for a conference at which time the electronic device will be returned.
* After the 1st time an electronic toy is confiscated, a $15 charge may be assessed.

Parent communication with students during school hours may be conducted through the school office. Students will be allowed to use the school telephone before and after school to call parents with permission from the office.

**ORGANIZATIONS AND ACTIVITIES**

**EXTRACURRICULAR ACTIVITIES**

Students must maintain good conduct (E or S), good school attendance, and passing grades of 75% to take part in extracurricular activities. Students who do not meet all the requirements **cannot** participate in extracurricular activities. Any student who does not pass a benchmark test, a CBA (Curriculum Based Assessment), or does not pass any portion of the STAAR test will **not allowed** to participate in extracurricular activities. Academics are the number one priority of the Houston Independent School District.

**SAFETY PATROL**

Fourth and Fifth grade students are selected to serve as patrols before and after school. They monitor the students as they arrive at and depart from school. They assist children in crossing streets. Students must maintain good grades and conduct to remain as safety patrols.

**PARENT ADVISORY COUNCIL (PAC)**

Migrant funded districts must have a migrant Parent Advisory Council (PAC). PACs empower parents to be advocates and to access available resources for their children. A local advisory committee is established for each regular school year on each campus for planning, implementation and evaluation of the local MEP, with meaningful consultation and involvement of the parents of the children to be served.   
  
Migrant SSA member districts have the option of participating in the Region 16 ESC Migrant PAC that meets once in the fall and once in the spring of each school year. If a Migrant SSA district prefers to participate in the Region16 Migrant PAC, at least one migrant parent and the migrant district coordinator need to attend the two meetings.

**VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)**

Patterson has a very large and active volunteer program. Volunteers include parents, grandparents, and community members. They are an invaluable support to the school serving as tutors, chaperones, lunchroom assistants, traffic facilitators, etc. It is very important that VIPS volunteers sign in at the parent information center located in the front office, wear their nametags, and log their hours. Training is held in September.

All volunteers must complete an on-line VIPS volunteer information form available on the HISD website. All chaperones must have cleared the HISD criminal background check prior to participating in any field trips. HISD criminal background check forms are located in the front office. Unsupervised volunteers will have a criminal background check completed by HISD.

**MISCELLANEOUS**

**USE OF SCHOOL TELEPHONES**

Children must have written permission from a teacher to use school telephones. Children will **NOT** be called to the school office to talk to parents. However, the office will deliver emergency messages. A telephone line is available for all teachers and staff members in the lounge. All other lines are reserved for administrative functions within the various offices.

**TEXTBOOKS**

All textbooks are owned by the state and must be paid for when lost or stolen. A replacement book cannot be issued until payment has been made for the lost book. If books are found after they have been paid for, a refund will be provided.

**TECHNOLOGY**

The use of technology in the classroom is an integral part of the instructional process. The entire school campus is wired for access to the Internet with all workstations connected to a Local Area Network with access to the Houston Independent School District’s Wide Area Network. All staff members have an email address and may be contacted via the Internet. Violations of security, copyrights, and various other inappropriate uses are handled by the Code of Student Conduct for students and by Board Policy. Parents are required to sign in a permission form to allow student access to the Internet.

**MONEY AND DEBTS**

Students should bring the exact amount of money needed for each day. Money sent by parents for a special collection such as picture money, book order, etc. should be sealed in an envelope with the child’s name, amount enclosed, and purpose written on the outside of the envelope. Cash is the only form of payment accepted. Teachers or staff shall not collect monies from students without permission from the principal.

**FOODS OF MINIMAL NUTRITIONAL VALUE**

Approved food items will be permitted at the winter holiday party, field day, and end of the year party. Foods of minimal nutritional value are **not** permitted. The Texas Department of Agriculture established guidelines for foods of minimal nutritional value. Refer to their website for further information. Cookies or cupcakes are **NOT** permitted.

**SCHOOL PARTIES**

Classroom parties must be approved by the school administration.

* Limit: Two (2) parties per year. Winter party (December) and end of the year party (May).
* Birthday parties for students during school hours are **NOT** permitted.

Any special deliveries for students (i.e.: balloons, flowers, etc.) are **not** permitted, due to the distraction to the educational day.

**WAIVERS**

Patterson has requested the following waivers from the Texas Education Agency (TEA):

* The Shared Decision Making Committee will perform the functions of the Faculty Advisory Committee.

**CREDIT BY EXAM (CBE)**

CBE is a series of four tests that students can take in order to skip a grade level. Each test is designed to evaluate a child’s mastery of the Texas Essential Knowledge and Skills or TEKS. The Houston Independent School District offers this test in an effort to follow the administrative procedures for CBE, according to the Texas Administrative Code, Subchapter C. Enrollment must be completed in early spring of each school year. If you are interested in testing your child, please contact the Magnet office in January.

**BACTERIAL MENINGITIS**

**What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential of serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

**What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

**How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left permanently disabled.

**How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact of by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as kissing, sharing a drink container, utensils, or cigarettes).

The germ **does not** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body’s immune system and cause meningitis or another serious illness.

**How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85 – 90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

**What should you do if you think you or a friend might have bacterial meningitis?**

Seek prompt medical attention.

**For more information**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health Office to ask about meningococcal vaccine. Additional information may also be found at the websites for the Centers of Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov/) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us/).

**SEVERE ACUTE RESPIRATORY DISEASE SYNDROME (SARS)**

**What is SARS?**

SARS is Severe Acute Respiratory Disease Syndrome, a respiratory illness.

**What causes SARS?**

The Centers for Disease Control and Prevention (CDC) announced that it has sequenced the genome for virus believed to be responsible for the global epidemic of SARS.

**What are the symptoms of SARS?**

In general, SARS begins with a fever greater than 100.4◦F. Other symptoms may include headache, an overall feeling of discomfort, and body aches. Some people also experience mild respiratory symptoms. After 2 to 7 days, SARS patients may develop a dry cough and have trouble breathing.

**Who is at risk for SARS?**

Most of the U.S. cases of SARS have occurred among travelers returning to the United States from other parts of the world with SARS.

**How is SARS spread?**

SARS appears to be spread primarily by close person-to-person contact. Most cases of SARS have involved people who cared for or lived with someone with SARS, or had direct contact with infectious material from a person who has SARS. Potential ways in which SARS can be spread include touching the skin of other people or objects that are contaminated with infectious droplets and then touching your eye(s), nose or mouth. This can happen when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces. **HANDWASHING IS IMPORTANT.**

**What are SARS guidelines for exposed students?**

Students who may have been exposed to SARS should be monitored for fever (i.e. measure temperature twice daily) and respiratory symptoms over the 10 days following exposure. During this time, in the absence of both fever and respiratory symptoms, students need not limit their activities outside the home and should not be excluded from school, or other public areas. However, the exposure should be reported to the school nurse and/or principal.

Exposed students should notify school officials and their health-care provider immediately if fever or respiratory symptoms develop. **In advance of clinical evaluation, the school nurse and/or principal should be informed that the student may have been exposed to SARS so arrangements can be made, as necessary, to prevent transmission to others in the school setting.**

Symptomatic students exposed to SARS should follow the following infection control precautions:

* If fever OR respiratory symptoms develop, the student should not go to school, but should stay home while arranging health-care evaluation.
* If symptoms improve or resolve within 72 hours after first symptoms onset, the student may be allowed, after consultation with their family physician, to return to school.

In a school that has a symptomatic exposed student in attendance during the 10 days following exposure, education concerning the symptoms of SARS and monitoring of potentially exposed students and school personnel should be conducted with the Health and Medical Services Department.

**VIRAL (“ASEPTIC”) MENINGITIS**

**What is meningitis?**

Meningitis is an illness in which there is inflammation of the tissues that cover the brain and the spinal cord. Viral or “aseptic” meningitis, which is the most common type, is caused by an infection with one of several types of viruses. Meningitis can also be caused by infections with several types of bacteria or fungi. In the United States, there are between 25,000 and 50,000 hospitalizations due to viral meningitis each year.

**What are the symptoms of meningitis?**

The more common symptoms of meningitis are fever, severe headache, stiff neck, bright lights hurting the eyes, drowsiness or confusion, and nausea and vomiting. In babies, the symptoms are more difficult to identify. They may include fever, fretfulness or irritability, difficulty in awakening the child, or the child refuses to eat. The symptoms of meningitis may not be the same for every person.

**Is viral meningitis a serious disease?**

Viral (“aseptic”) meningitis is serious but rarely fatal in persons with normal immune systems. Usually, the symptoms last from 7 to 10 days and the patient recovers completely. Bacterial meningitis, on the other hand, can be very serious and result in disability or death if not treated promptly. Often, the symptoms of viral meningitis and bacterial meningitis are the same. For this reason, if you think you or your child has meningitis, see your doctor as soon as possible.

**What causes viral meningitis?**

Many different viruses can cause meningitis. About 90 % of cases of viral meningitis are caused by members of a group of viruses known as enteroviruses, such as coxsackieviruses and echoviruses. These viruses are more common during summer and fall months. Herpesviruses and the mumps virus can also cause viral meningitis.

**How is viral meningitis diagnosed?**

Viral meningitis is usually diagnosed by laboratory tests of spinal fluid obtained with a spinal tap. The specific cause of viral meningitis can be determined by tests that identify the virus in specimens collected from the patient, but these tests are rarely done.

**How is viral meningitis treated?**

No specific treatment for viral meningitis exists at this time. Most patients completely recover on their own. Doctors often will recommend bed rest, plenty of fluids, and medicine to relieve fever and headache.

**How is the virus spread?**

Enteroviruses, the most common cause of viral meningitis, are most often spread through direct contact with respiratory secretions (e.g. saliva, sputum, or nasal mucus) of an infected person. This usually happens by shaking hands with an infected person or touching something they have handled, and then rubbing your own nose or mouth. The virus can also be found in the stool of persons who are infected. The virus is spread through this route mainly among small children who are not yet toilet trained. It can also be spread this way to adults changing the diapers of an infected infant. The incubation period for enterovirses is usually between 3 and 7 days from the time you are infected until you develop symptoms. You can usually spread the virus to someone else beginning about 3 days after you are infected until about 10 days after you develop symptoms.

**Can I get viral meningitis if I’m around someone who has it?**

The viruses that cause viral meningitis are contagious. Enteroviruses, for example, are very common during the summer and early fall, and many people are exposed to them. However, most infected persons either have no symptoms or develop only a cold or rash with low-grade fever. Only a small proportion of infected persons actually develop meningitis. Therefore, if you are around someone who has viral meningitis, you have a moderate chance of becoming infected, but a very small chance of developing meningitis.

**How can I reduce my chances of becoming infected?**

Because most persons who are infected with enteroviruses do not become sick, it can be difficult to prevent the spread of the virus. However, adhering to good personal hygiene can help to reduce your chances of becoming infected. If you are in contact with someone who has viral meningitis, the most effective method of prevention is to wash your hands thoroughly and often. Also, cleaning contaminated surfaces and soiled articles first with soap and water, and then disinfecting them with a dilute solution of chlorine-containing bleach (made by mixing approximately ¼ cup of bleach with 1 gallon of water) can be a very effective way to inactivate the virus, especially in institutional settings such as child care centers. (See more about cleaning and disinfecting in general in CDC’s Prevention Resources).

**WEST NILE VIRUS (WNV)**

**What are the symptoms of West Nile Virus (WNV)?**

Most people infected with WNV will not show symptoms. Some, however, may have a fever, headache, body aches, and swollen lymph nodes. A small number may develop encephalitis (inflammation of the brain) or meningitis (inflammation of the spinal cord). Although rare, death can occur.

**How is it spread?**

West Nile Virus is spread by the bite of an infected mosquito. There is no recorded proof of it being passed from person-to-person, animal-to-animal, or animal-to-person.

**Can animals be infected with WNV?**

Yes. However, the only domestic animals that appear to be harmfully affected by WNV are equines, such as horses. Wild birds can also develop severe symptoms and may have large die offs.

**Where has it been and where is it going?**

WNV is commonly found in Africa, Easter Europe, West Asia, and the Middle East. It was first detected in the United States in 1999, during which time there was an outbreak of it in New York. By mid-June of 2002, it had traveled to eastern portion of Texas. Since then, it has been reported in mosquitoes, birds (such as blue jays and crows), horses, and humans in Texas. There has also been a continued westward movement of the virus.

**Can it be treated?**

There is no specific treatment for WNV infection. In a serious case, a person may have to be hospitalized and given supportive treatment along with good nursing care.

**How can I reduce my chances of being infected?**

1. Stay indoors at dawn, and dusk.
2. Wear long-sleeved shirts and long pants whenever you are outdoors.
3. Apply insect repellent sparingly to exposed skin. An effective repellent may contain 35% DEET. Repellents may bother the eyes and mouth, so try to not apply them to the hands of children.
4. Spray clothing with insect repellents containing permethrin or DEET, as mosquitoes may bite through thin clothing.
5. Whenever you use an insect repellent, be sure to read and follow the directions for use that are printed on the product label.
6. It does not appear that a person can get WNV from handling live or dead infected birds. However, use gloves or double plastic bags when handling any dead animals, including birds.
7. If you leave your house windows open, make sure they have screens.
8. Do not allow water to stagnate in old tires, flowerpots, trash containers, swimming pools, birdbaths, pet bowls, etc.

**HANDBOOK ACKNOWLEDGEMENT**

The ***Patterson Literature Magnet Parent & Student Handbook*** has been written to help you and your son/daughter gain the greatest benefit from his/her school experience.

The school is in need of your help and cooperation. It is important that every student understand the handbook. Please read and discuss the handbook with your child. When you have done so, you and your child must sign this form and return it to your school.

Signatures of parents and child acknowledge receipt of a copy of the ***Patterson Literature Magnet Student and Parent Handbook*** and certify that both have read and discussed the Handbook.

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Student Signature Date

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Parent or Guardian Signature Date

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Homeroom Teacher Grade

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