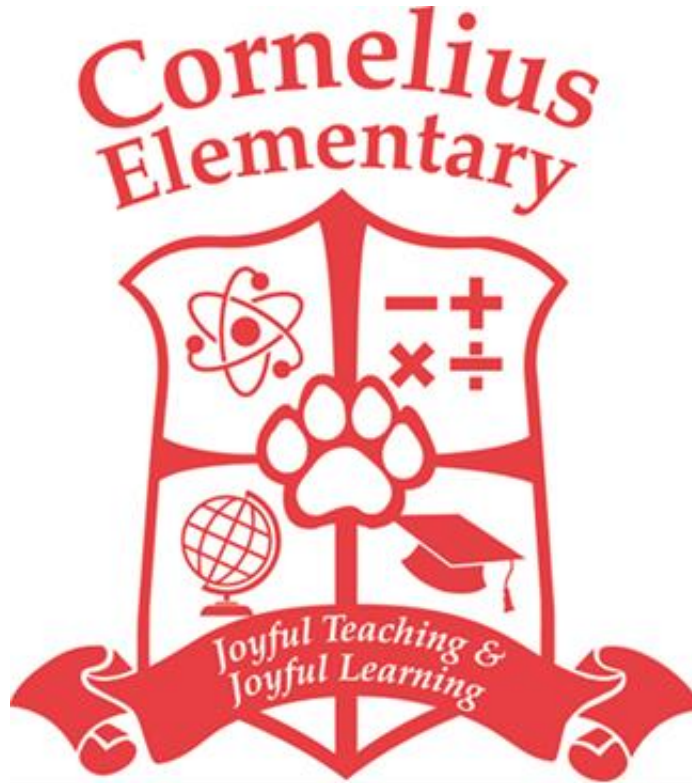


**John Paul Cornelius Elementary  
Student-Parent Handbook**

**2022-2023**



Cornelius Elementary School welcomes you and your parents to our school. We are anticipating an exciting new school year!

**Cornelius' Mission**

We believe in *joyful teaching and joyful learning* daily. It is our hope that you smile every day.

***Zaira Gomez, Principal***



## **Cornelius Elementary**

### **Dream Team 2022-2023**



#### **Principal (Zaira J. Gomez)**

The principal is responsible for the organizational and instructional leadership of the school, including school-wide systems and behavior management plan.

#### **Teacher Specialist (Erica Caldwell, Ghida Hijazi, and Monica Rojas)**

The teacher specialist assists the principal in administering the school, confers with students and/or parents on disciplinary problems and assists in developing sound instructional programs within the school, as well as ensure the maximum academic achievement for students and professional growth of teachers. Teacher specialist assists teachers with improving their performance and increasing their instructional skills so that each student in the school is provided with educational opportunities of a consistently high standard.

#### **Magnet Coordinator (Natasha Putman)**

The magnet coordinator develops program goals, objectives, and assists the principal in coordinating the Magnet program with the regular school's instructional program. She confers with prospective students and parents.

#### **Counselor (Rosie Munivez)**

The counselor works with students who have academic, personal, or social problems. They additionally make schedules, arrange parent and teacher conferences, and administer standardized tests.

#### **Nurse (Jakelyn Alfaro)**

The nurse is on duty to care for ill or injured students, discuss health problems with students/parents, and enrolls all new students.

#### **Librarian (Roslene West Walton)**

The librarian is on duty from 7:30AM to 3:10 PM daily to assist students in the use of library materials.

#### **School Secretary (Kathryn Riggins)**

The secretary handles administrative duties for the principal and handles all communication for the school.

#### **Attendance and Records Clerk (Crystal Cerda)**

The attendance clerk is in charge of the recording of absences and tardies for ADA. All students checking out to another school must see the attendance clerk first in the main office. The record clerk is in charge of sending and receiving all student records.

#### **Student Information Rep (Ana Luviano)**

The SIR is in charge of enrollment, withdrawals, report cards and student master scheduling.

#### **Cafeteria Manager (Alma Dominguez)**

The cafeteria manager manages the preparation and serving of food in the cafeteria and snack bar.

#### **Plant Operator (Alejandro Garcia)**

The plant operator is in charge of temperature control in the building and the management of the custodial staff.

# Welcome!

Cornelius Elementary School welcomes you and your parents to our school. We are anticipating an exciting new school year! At Cornelius Elementary, we believe in *joyful teaching and joyful learning* daily. It is our hope that you smile every day.

As a citizen of this school, you are expected to follow the rules which have been established for the welfare of the entire student body. Following these rules will help all students to become more productive school citizens.

Share in our pride and take care of your school. As a school citizen, you are expected to always conduct yourself properly. Always work hard to maintain the cleanliness and attractiveness of your school. At Cornelius, you will learn necessary and useful skills for the future.

We all 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.

## Cornelius's Instructional Program Structure

**At Cornelius, we have several programs to best accommodate ALL our learners.:**

General Ed	Math and Science Magnet	Gifted and Talented
Bilingual Transitional	ESL	SPED and 504

**We are a PK-5<sup>th</sup> grade campus where:**

- PK-1<sup>st</sup> grade follow the self-contained where the homeroom teacher teaches all subject areas
- 2<sup>nd</sup>-5<sup>th</sup> grade follow the departmentalized structure where each teacher they go to teaches a core subject area

**We offer the following extra curricular programs:**

- Science lab, physical education, music, art, library and many other after school clubs

### Arrival Procedures

Parents are NOT allowed to come inside the building to escort their child(s) to their classrooms. Staff members will be on duty in various locations of the school in the morning in order to assist with getting students where they need to go. Doors will be opened at 7:15.

### Dismissal Procedures

The **front driveway** located in the front of the school (Westover Street) will be utilized to dismiss all 1<sup>st</sup>-5<sup>th</sup> grade car riders who do not have Pre-K or Kindergarten siblings. Those students will wait in the cafeteria until their car ride arrives.

The **back driveway** located in the back section (Kingsway) of our campus will be utilized to dismiss Pre-K and Kindergarten car riders and their elder siblings.

**Students will be dismissed at 2:50 p.m. from the various locations** (front driveway, back driveway, blacktop area).

### Instructional Day

7:30 am – 3:00 pm

### Bell Schedule

7:30 a.m. – Instructional day begins

7:45 a.m. – Late bell

3:00 p.m.- Instructional day ends

### Tardiness

Students are considered tardy after 7:45 am. When your child is late, he/she must be escorted by the parent and report to the office to sign in. Being tardy not only prevents your child from receiving instruction, it also interrupts the learning process of other children who are on time. For this reason, repeated tardiness will necessitate a telephone call and/or conference with your child's teacher. If this becomes a chronic issue, the result in truancy charges and/investigation into zone/residency states.

### Cell Phones/Smart Watches

Students will not be called out of the class for personal phone calls. In an emergency, administrative permission must be secured. Students are NOT use cell phones/smart watches while on campus. This includes the classroom, cafeteria, restrooms, outdoors, hallways. Students who are seen using cellphones/smart watches will get a verbal warning to put away. After 3 verbal warnings, cellphones/smart watches will be picked up from the student and dropped off in the front office. Parents are to come and pick up the cell phones from the office.

**Students who continue using their cellphones/smart watches on campus will be prohibited from bringing them to school.**

### Procedures for Checking Student(s) Out

Parents are required to wait in the front office area when picking up students prior to school dismissal. Parents are not authorized to go to the classroom to get their child at any time. If you are going to pick up your child early, you must sign him/her out in the front office and show appropriate photo ID before we can release your child.

We will NOT release any child to any person not listed on the enrollment card.

### Attendance Requirements

It is the parent's duty to **require** the student to attend school, monitor the student's attendance, and request a conference with the school officials to discuss any concerns about attendance. Students must bring a written, signed excuse upon return of an absence within (3) three days from the day of the absence. Only **5** handwritten notes will be accepted per school year. Three or more consecutive absences will require a doctor's note/ excuse. In HISD elementary schools, a student may have no more than **10** unexcused absences during the school year. Any student with 10 or more unexcused absences will be in danger of retention and will be required to attend summer school

If a student fails to present an excuse, the district shall file a complaint with the Harris County Justice of the Peace Courts against the student's parent or legal guardian, the student, or both. By state law, it is the responsibility of the parent/legal guardian to ensure student attendance at school.

**Note:** Prior to filing a complaint with the court, the student's parent/ legal guardian will receive a warning letter from the school stating that their child is being identified as truant.

### Picking Students Up After 2:15pm

Parents who find it necessary to pick their child up from school for an early appointment must do so **prior to 2:15 p.m.** After 2:15 pm, students will not be released from classes unless it is an emergency.

### Withdrawals

If it becomes necessary for a student to withdraw from school, parents are asked to report to the Attendance Office and speak with Mrs. Luviano. Students are not considered withdrawn until Mrs. Luviano has completed the appropriate paperwork.

### Parent Communication

We have many ways we communicate with parents: Wednesday folders (sent home every Wednesday with flyers, calendar, and updates), monthly calendars, parent meetings, school wide phone calls, text messages, our school website, and social media (Facebook and Twitter). Additionally, all teachers have conference periods where they are available to meet parents. Teachers are available for conferences either in person or by phone during this time. If you call during the day, the teachers may not have a break until after school is out. Therefore, teachers make every effort to rerun calls within 24 or 48 hours.

### Volunteers

Our community Relations Department coordinates more than 39,000 parent, business, and community volunteers, who perform tasks that support and enrich education in HISD schools. Members of the acclaimed Volunteers in Public Schools (VIPS) and Community Relations programs serve as tutors, mentors, teacher partners, speakers, attendance callers, security patrols, chaperones, interpreters, cafeteria monitors, and helpers in libraries, media centers, clinics, and offices. HISD values its parents and volunteers. We encourage every Houstonian to become involved.

All volunteers must complete a VIPS Registration Form and the Background Check form. These forms are to be completed at the beginning of the school year. Processing of these forms may take approximately 3 to 4 weeks. You must have clearance from HISD in order to go on field trips. Volunteers should check in with the VIPS Coordinator, Ms. O.Fuentes, for an assignment upon arrival.

To complete the VIPS registration process online, please visit: [WWW.HOUSTONISD.ORG/VIPSLOGIN](http://WWW.HOUSTONISD.ORG/VIPSLOGIN)

### School Visitor Protocol

Every visitor must sign in at the school office immediately upon arrival, leave appropriate picture ID, and wear a visitor's pass for the duration of their stay. Upon leaving, the badge is returned to the office and the Picture ID will be returned to parents.

The following campus procedures must be implemented at all times:

**-Visits should not disrupt school activities.**

-Once the school day begins, there are to be no interruptions. Parents are to inform the office staff of their intentions to remove students from school. At that time, the classroom teacher is asked to release the student, or a staff member is asked to escort the student to the front office area.

-Library books and other items that may have been forgotten at home are to be dropped off in the main office.

### Enrollment Cards

It is very important for the school to be able to locate parents. Enrollment cards must be completed yearly. Please notify the office in writing when any information on your child's enrollment card has changed. Remember - your child will only be released to adults listed on his/her enrollment card. Keep all information and phone numbers on your child's enrollment card current.

If you will be out of town during a school day or are not available, please notify the school in writing. Be sure to include the dates you will be gone, and the name of the person responsible for your child in your absence.

### Fire and Safety Drills

Fire and safety drills are required by state and local laws. Fire drills will be conducted monthly, exit routes are posted in each room. All occupants of the building MUST exit during a fire drill.

Shelter in place, evacuation, and lockdown drills will also take place during the school year. Please visit [houstonisd.org/page/56851](http://houstonisd.org/page/56851) to learn more about these drills

### Lunch Procedures

Once in the cafeteria, students are expected to practice good table manners and common courtesy at all times.

**The following rules are enforced in the cafeteria:**

#### **Students**

- are not to play in the cafeteria.
- cannot cut in line and may not allow others to cut in line.
- may not take trays, dishes, or food out of the cafeteria.
- may not talk loudly or cause any disruption in the cafeteria

### Student Dress Code

It is mandatory that students wear school uniforms, or you will be called to bring your child appropriate attire.

#### **Uniform**

**Boys:** Pants or shorts (navy blue or khaki)

Polo Shirts (navy blue, red, or white)

**Girls:** Pants, shorts, dress or skirt (navy blue or khaki)

Polo Shirts (navy blue, red, or white)

\*Skirts may not be shorter than 3 inches above the knee

### Uniform Accessories and Appearance

No hats or caps of any type may be worn on campus. Hair nets, scarves, bandanas and/or sweatbands are not to be worn on campus.

Hair must be clean and neat with no rakes, picks, and/or sharp hairpins. No extreme hairstyles (Mohawk/Fohawk/Designs Cut and Spiked-Up) or extreme colored hair are allowed.

No facial piercings are allowed. No sunglasses and/or dark tinted glasses may be worn in the building.

Tennis shoes are recommended because they are comfortable and appropriate for running and students participate in physical education every day. Sandals cannot be worn to school. For safety reasons, Heelys (tennis shoes that have one or more wheels embedded in each sole) are NOT allowed on campus.

**The administration reserves the right to make the final decision regarding the appropriateness of clothing, hair style/s, and/or accessories**

### Conduct

A student's conduct grade is based on the teacher's evaluation of the student's overall behavior during each of the grading cycles.

#### **Conduct**

##### **Academic Subjects**

<b>"E"</b> - Excellent	90- 100 Excellent
<b>"S"</b> - Satisfactory	80- 89 Good
<b>"P"</b> - Poor	75- 70 Satisfactory
<b>"U"</b> - Unsatisfactory	Below 70 unsatisfactory

A grade of Unsatisfactory in conduct on the report card requires an administrator's approval.

### Lunch Drop Off

**Hot lunches from home cannot be delivered to students every single day.**

Parents may not deliver lunch directly to students or go inside the cafeteria to have lunch with their child. All lunches must be dropped off in Front Office. If you would like for your child to have a special lunch, please send it to school in the morning with your student. Cornelius ES promotes healthy eating habits and would like your support with this for all students, at all times.

### Spirit Fridays

All students are allowed to wear blue jeans each Friday with a school spirit t-shirt or uniform collared shirt. School spirit t-shirts can be any t-shirt with Cornelius printed on it (i.e. past Field Day shirts, grade-level shirts, Student Council shirt, PTO spirit shirt).

Jeans should be knee-length or ankle-length and must not have holes or rips in them. Jeans may not have writing on them.

### Notice of Progress

A notice of unsatisfactory progress will be sent by the teacher to the parent or guardian of any student who is performing at an average below 70 in a subject area during the fourth week or no later than the fifth week of the nine-week grading period.

A "Notice of Progress" form must be signed by the parent or guardian and returned to the teacher immediately.

### Teacher Conferences

Parents are encouraged to contact teachers to discuss any questions or concerns.

We prefer that you schedule conferences during the teacher's conference period. To request a teacher conference, parents are encouraged to email the teacher directly. Parents may also call the main office to schedule a conference.

If a parent has a concern, it is our campus protocol to address the matter at the lowest level possible. This means that the parent must first address the concern with the teacher. If the problem is not resolved, then the parent may schedule a meeting with the child's grade-level administrator.

### Library Books

Students check out library books at their assigned times. It is the student's responsibility to take care of all library books in their possession. Parents are responsible to pay for all damaged and/or lost books.

### Campus and District Grading Guidelines

#### **Promotion Standards**

HISD has established firm standards for promotion from one grade to the next, based on course grades and success on district and state assessments. These assessments are the **State of Texas Assessments of Academic Readiness (STAAR)**, **District Level Assessments (DLAs)**, **Campus- Wide Monthly Benchmarks**, and or the **High Frequency Word Test (HFWE)**.

To be promoted in grades 1<sup>st</sup> -5<sup>th</sup>, a student must maintain an overall course grade average of 70 or better for the year and an average of at least 70 in reading, other language arts, mathematics, and either science or social studies. In grades 1<sup>st</sup> -2<sup>nd</sup>, a student must earn a passing score on the High Frequency Word Evaluation.

In grades 3<sup>rd</sup> -5<sup>th</sup>, a student must meet the state's passing standards on the reading and mathematics sections of the **STAAR**, as well as maintain an overall course grade average of 70 or better for the year in reading, other language arts, mathematics, and either science or social studies.

#### **Attendance is also one of HISD's Promotion Standards.**

In HISD elementary schools, a student may have no more than ten unexcused absences during the school year. Any student with 10 or more unexcused absences will be in danger of retention.

### Fieldtrips

Per HISD Policy, each classroom will be provided with the correct number of chaperones per the number of students in class.

**Teachers will have the discretion of which chaperones will attend once they are cleared through VIPS, as there can only be a limited number of chaperones.** Depending on the field trip, there is 1 chaperone for every 10 students. Parents may not bring other children with them. Chaperones will assist with monitoring of the students, and not just their child.

To complete the VIPS registration process online, please visit: [WWW.HOUSTONISD.ORG/VIPSLOGIN](http://WWW.HOUSTONISD.ORG/VIPSLOGIN)

· Parents who have not been selected as chaperones by their child's teacher cannot meet our staff and students at the Field Trip location and accompany them. Even if you are VIPS approved, you cannot join our staff and students while enjoying their field experience or interacting with any children.

· Parent chaperones are not allowed to bring non-school-aged or school-aged siblings (other family members).

· Supervision of students is critical; therefore, the selected chaperone must be solely concerned with watching all students on the field trip.

· Parents cannot follow their child's bus for safety reasons during a field trip.

· Our campus responsibility is to know which adults are with our students off-campus. This policy is in place to prevent student interactions with people who may not be VIPS-approved and ensure student safety.

Please note that our responsibility is to ensure all Cornelius students' safety and well-being. So rest assured that all chaperones selected for field trips have been appropriately verified and will remain with the classroom teacher during the entire experience.

### **Nurse's Corner (Jakelyn Alfaro)**

The nurse is on campus to provide immediate first aid, health screening, and health counseling. Before a student leaves the classroom, the teacher must complete the "Recommendation to Nurse" form. Teachers are not to give any medication to students. Students needing to take medication during the school day are to leave the medication with the nurse. Parents must provide the nurse with a statement from the doctor listing the medication he/she is taking and when it is to be administered. The nurse will administer the medication in the clinic. The medication must be labeled with the student's name.

#### **Clinic Expectations**

-Every student must have a "Recommendation to Nurse" form to enter the clinic. It must be dated and timed by the teacher.

**-Emergencies are seen immediately and take priority.**

-HISD Board Policy does not authorize school personnel to give medication, such as aspirin, unless we have a physician's request in writing that medication is to be given during school hours.

-Confidential folders are kept on all students that are known to have serious medical problems (i.e. diabetes, cancer, high blood pressure, etc. ...)

#### **Immunization**

Students whose immunization records are delinquent are required to bring their records up to date. A student's immunization records must remain current. Parents are asked to submit a copy of new immunization records.

### **Inclement Weather Procedures**

**An announcement will be made a few minutes before dismissal in case we need to carry out an inclement weather dismissal.**

**2<sup>nd</sup> and 4<sup>th</sup>-5<sup>th</sup> (Lopez, Garcia, Chen, Bueno):** students will line up in the cafeteria. Students will be escorted to the front of the school as cars pull-up with car tags visible.

**PK-K** students will be housed in T-buildings near back driveway and will be dismissed from the back of the school on Kingsway Drive.

**Bus Riders** -Will gather in the hallways outside of Principal's office, Room 151 (Science Lab), and Room 104 (Library).

#### **Walkers**

Walkers will be released from the blacktop- parents must wait outside of the gate.

**The following are common violations to our parking lot procedures:**

Drivers parking vehicles along the front driveway lanes to pick car riders up on foot.

Drivers wanting to drop off students in the middle of the parking lot or street.

Students crossing the parking lot and or street without an adult escort.

Parents signaling students to cross the parking lot by themselves to enter cars at pick-up.

Parents allowing their children to run ahead of them and not stay with them in the parking lot.

Drivers dropping students off outside of the drop off zone in the back of the teacher parking lot.

Drivers talking on phones and/or speeding in the parking lot.

Drivers stopping and getting out of their cars in the kiss-n-go lane.

Drivers using the handicap spaces to drop off students.

Drivers double parking in the parking lot.

Drivers turning left on Westover Street in order to get into the kiss-n-go lane.

Drivers turning left on Kingsway Street in order to get into the kiss-n-go lane.

Drivers leaving their children in their vehicles.

Drivers blocking private property driveways or our school's driveway.



## **Student Responsibilities**

Student responsibilities for achieving a positive learning environment at school and/or school related activities include the following:

Arrive on time and attend all classes each day.

Prepare for each class with appropriate materials and completed assignments.

Dress according to the dress code adopted by our school.

Know that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and/or weapons are unlawful and prohibited and that students may be

subjected to random searches in accordance with Board Policy and State and Federal Law in order to assure a safe school environment.

Show respect toward others.

Conduct yourself in a responsible manner.

Know and obey all school rules in the Code of Student Conduct and the School-Based Discipline Management System.

Cooperate with staff members in the investigation of disciplinary matters.

### **Work Habits**

***Failure to establish good work habits may seriously affect the student's academic progress.***

### **General Rules on Student Behavior**

Cornelius Elementary follows the "Student Code of Conduct" Handbook generated by the Houston Independent School District. Please take a minute to become familiar with the code of conduct <https://www.houstonisd.org/codeofconduct>

The following acts include but not limited to and **will not** be tolerated:

Class disruptions , Bullying, Fighting , Cursing, Name calling , Stealing, Disrespecting teachers and/or fellow students, Destruction of school property, Alcohol abuse, Smoking, Drug use, Playing with food in the cafeteria

## **Magnet Program Expectations**

### **Grades**

Grades PK-5 must maintain satisfactory grades in all core subjects and magnet classes during each grading cycle.

### **Attendance**

Magnet students must maintain regular attendance in accordance with school and Magnet policy. Refrain from excessive tardiness in accordance with school and Magnet policy. Respect school rules concerning the timely drop-off and pick-up of students

### **Behavior**

Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher

### **General**

Meet other expectations as defined by the individual program and relevant to that program

Students who do not meet these program expectations or whose parents do not meet program expectations are placed on an **HISD Magnet Growth Plan** for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place, and it is used to determine if the student should continue in the magnet program the following school year.

### **PLEASE NOTE:**

**A magnet transfer is a one-year commitment.** A recommendation from the growth plan committee could result in a student losing his or her place in this magnet program at the end of the year and returning to their zoned or another choice school at the beginning of the next school year.

Students cannot be placed in the regular educational program on the same campus where they have a magnet transfer. All students are limited to a single transfer each school year.

Should the child choose to leave the program voluntarily before the end of the school year, he or she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

# Acknowledgement

Dear Student and Parent,

Cornelius Elementary provides this Student-Parent Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our school.

We urge you to read this publication thoroughly and to discuss it with your family. If you have questions about the information in this handbook, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The parent and student should sign this page on the space provided below and return this page to your child's teacher. Thank you.

*Cut along the solid line and return the bottom portion.*

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We acknowledge that we have received the Cornelius Student-Parent Handbook for the 2022-2023 school year, and that we are responsible for reading and understanding the information contained here.

Student's Name: \_\_\_\_\_  
(Please Print)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(Please Print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

*Please sign this page, remove it, and return it to your child's teacher. Thank you.*