

HORN ELEMENTARY

Student Handbook 2022-2023

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Mission Statement

The fundamental purpose of Horn Elementary is to provide a diverse educational program in a creative environment that develops the global graduate to become a leader, a critical thinker, a college-ready learner, an adaptable and productive citizen, a responsible decision maker, and a skilled communicator.

Overview of School

Paul W. Horn ES is a neighborhood school in an urban neighborhood - in Bellaire, Texas. Horn's enrichment program consists of six components: art, drama, library/computer lab, PE, music, and science. Built in 1949, Horn has maintained a stable neighborhood population over the years. With a total school population of around 750 students for the 2021-2022 school year, Horn has become a melting pot of cultures. Students attend Horn from many different countries.

The community is very involved at Paul W. Horn. Horn PTO supports many endeavors on campus. The "Master Plan" describes improvements planned for the campus that will prepare Horn for the educational challenges and will enable the school to continue the tradition of high-quality education which has been a hallmark of Horn for 50 years. The PTO Executive Board and the PTO general body then approve these expenditures. Because of past parent efforts, technology is available in all classrooms.

Horn Elementary Arrival and Dismissal Procedures

Welcome back to school! **For the safety of your child**, please read and follow the Arrival and Dismissal Procedures listed below. We need to dismiss all students each day safely and efficiently - following these procedures is imperative for the safety of all Horn students and families.

School hours are 7:20 a.m. to 2:50 p.m.

Dismissal for all students is 2:50 p.m.

No entry to the office area between 2:15 – 3:00 p.m.

The information below will help you determine the best arrival and dismissal plan for your student(s). If you have not already done so, please communicate your dismissal plan to your student(s) homeroom teacher. Please see the Horn Traffic Map for the building and gate entrances and exits that will be used. Any changes in your dismissal plan must be sent in writing to your child's homeroom teacher. **There is NO ENTRY to the office between 2:15 and 3:00 p.m. If your child has an appointment, please make arrangements to pick them up before 2:15 pm.**

Arrival Procedures

School doors open at 7:20 a.m. Students are encouraged to come to school at this time. Please **DO NOT** drop off your child earlier than 7:20. All students must go directly to their classroom. Students who wish to eat breakfast at school will be able to pick up their meal on their way to their classroom.

Morning time bells

7:30 a.m. **First bell** - Instruction begins.

7:40 a.m. **Tardy bell** - Students not seated in their classroom at 7:40 are considered tardy and will be marked in the system.

Entry points are as follows:

Walkers & Bike Riders

Carpool & Walkers

SLC, HISD & Daycare Bus Riders

Avenue B - Entrances G1 and G3

Carpool - Entrance B9

Front door - Entrance B1

Students arriving after 7:40 a.m. must report to the front office for a tardy slip. Any student arriving late must be accompanied by a parent/caregiver.

Considerations

- **Crossing Guards** are posted at the corners of Pine Street and Avenue B, and Holly Street and Avenue B.
- **NO bikes** or scooters during the first week of school (8/22-8/26).

- Beginning the week of 8/29/2022, bikes and scooters enter through Avenue B - Entrance G3 on arrival.
- Children who walk from home without adult supervision must cross the street with a Crossing Guard.
- Safety patrol students will begin the second week of school.
- When dropping your child in the **carpool area**, pull your car all the way up and next to the curb, so safety patrol students can open the doors. Students are not allowed to step off the curb.
- DO NOT exit your vehicle at any time. Students should enter and exit from the passenger side only.
- No cell phone usage in the carpool lane, or any posted school zones. This is Texas State Law.

Dismissal Procedures

Dismissal templates will be available to be picked up at designated times and days in front of the school.

- 2:40 p.m. **SLC** to Exit B1 (Holly Street)
Pre-K to Exit B9 (Carpool Exit)
- 2:45 p.m. **HISD & Daycare Bus Riders** dismissed to Exit B1 (Holly Street)
- 2:45 p.m. **Kindergarten walkers** dismissed to Exit G1 (Avenue B)
- 2:50 p.m. **1st grade** dismissed to Exit G1 (Avenue B)
2nd grade dismissed to Exit G2 (Avenue B)
3rd grade dismissed to Exit G2 (Avenue B)
4th grade dismissed to Exit G3 (Avenue B)
5th grade dismissed to Exit G3 (Avenue B)
- 2:50 p.m. **Carpool** dismissed to Exit B9
- 2:50 p.m. iKids After-school program students walked to the cafeteria
- 3:05 p.m.: All students not picked up at dismissal will be taken to the front office to wait for their parents/caregivers.
You **MUST** pick up your child on time. After the 2nd late notice, you will meet for a conference with a member of the administrative team.

Considerations

- **Crossing Guards** are posted at the corners of Pine Street and Avenue B, and Holly Street and Avenue B.
- Exit B1 (Front door) is dedicated only to SLC, and bus riders, both HISD and Daycare.
- SLC parents/caregivers must wait outside at the base of the school steps for children at dismissal.
- **NO bikes** or scooters the first week of school (8/22-8/26)

- Children who walk home without adult supervision must cross the street with a Crossing Guard.
- If it is raining, Grade 2 moves to gate G1, and Grade 3 moves to gate G3 exit.
- Safety patrol students will begin the second week of school.
- When picking up your child in the **carpool area**, pull your car all the way up and next to the curb, so safety patrol students can open the doors. Students are not allowed to step off the curb
- DO NOT exit your vehicle at any time. Students should enter and exit from the passenger side only.
- No cell phone usage in the carpool lane, or any posted school zones. This is Texas State Law.
- Dismissal Signs are required and should be displayed/visible on the passenger side visor.
- Carpool signs should be written in LARGE BLOCK LETTERS on 8 1/2 x 11 paper and include:

**LAST NAME
FIRST NAME, GRADE #**

- For your convenience, a dismissal template can be found at www.hornpto.org under "Horn Traffic."
- There will be specific colors available for each grade level. These will be available in the front of the school on designated days and times to be picked up.
- Fill out your student(s) information, print it, and place it on your car passenger's visor.
- Please make extra Dismissal sign(s) for additional vehicles/caregivers picking up your student(s).
- Laminating your sign will help it last longer.

Communication with Families

Parent-Teacher Conferences

Parents, teachers, and administrators may request a parent/teacher conference to discuss a variety of issues. Please confirm all appointments. Meetings may be scheduled before school, during conference periods, or after school. Parents and teachers can discuss whether the meeting will be virtual or in-person to accommodate families' schedules.

Communication Folder

Every Tuesday all students will be sent home with a red folder with pertinent information about classroom work as well as PTO and other school-related functions. This information should be read and returned the following day with any necessary forms filled out or other information requested.

Class Dojo

A communication and collaboration platform designed to connect the people who work together to raise and teach our kids in one safe place.

- A web and mobile Facebook-esque interface
- Safely share media and files
- Teachers will correspond with individual parents using secure HISD email and not a private message function.

Cafeteria Rules and Procedures

Please refer to the *Cafeteria Etiquette* infographic to discuss with your students, with cafeteria rules to share and discuss with your classes. This enables everyone in the school to be on the same page.

The classroom teacher is responsible for his/her students' behavior and care of the cafeteria. Each classroom will be assigned specific tables and times. Cafeteria rules should be discussed with students regularly. (i.e. The cafeteria rule infographic will be shared with you and posted in the cafeteria.) Classroom teachers will hold students accountable for cafeteria behavior.

- Discuss lunchroom conduct with your class; emphasize good manners.
- Teachers will accompany students to the cafeteria and pick them up at the end of each lunch period. Prompt arrival and departure are required.
- Tables and floors should be clean, and trays returned to the proper place.
- Students should enter the cafeteria in a single file line, with no talking, no running, and no shoving.
- Students are allowed to speak in a soft tone to their neighbors and will be reminded to lower their voices if too loud.
- **Students will be verbally warned three times before receiving a cafeteria conduct cut.**

Students

Attendance

Attendance is submitted through PowerSchool at **9:30 a.m.** It must show tardies and absences for each day. These are auditable items. If a mistake is made, consult the attendance clerk to correct the error.

Absences

Absent students must present a written excuse from a parent or a guardian when they return to school, no later than 3 school days after the date of absence. Acceptable excuses for absences are determined by HISD Board policy. Please ensure that any notes given to you must be given to Donna Keller, the registrar. Make a copy for yourself and give Donna the original.

Tardies

Students must be in their homeroom classroom by 7:40 a.m. Students who arrive after the 7:40 a.m. bell will receive a tardy slip for the front office or morning duty staff. Students are not admitted to class without a tardy slip. Students who do not arrive at their homeroom classroom with a tardy slip must be sent to the front office to retrieve one.

Release of Students

During the school day, all students will be checked out from the front office.

Withdrawal of Students

To permanently withdraw a student from the school, the parent must speak with the attendance clerk at least 24 hours in advance. The teacher will be asked to complete a checkout sheet for the student. Grades must be given for each subject area.

Keeping Students Before or After School

If students are to be kept before or after school for any reason, parents must be notified in advance.

Back to School forms

A variety of forms will be sent home with students during the first week of school. Teachers should check both sides to be sure they are complete, and parents have signed the form.

SMART Watches

If it has cell phone capabilities (recording, texting, calling, browsing, SMART capability) they need to be off and in the backpack until the end of the day. Additionally, per HISD's Electronic Device Policy, SMART watches will be treated as a cellphone. As a result, SMART watches are strictly prohibited during state testing.

Commented [1]: Are they doing paper or electronic this year?

Dress Code

BOYS

T-shirts or sweatshirts: solid red, white, navy blue, or with the Horn official logo.

Sweaters or jackets: prefer the same color as shirts, but not required.

Pants or knee-length walking shorts: (NO OVERALLS) navy blue or khaki. Jeans must be size appropriate, hemmed, with no holes, and no faded color. No baggy pants.

Footwear: appropriate for PE activities

No caps or hats worn inside; no earrings

GIRLS

T-shirts, collared shirts, or sweatshirts: solid red, white, navy blue, or with the Horn official logo.

Sweaters or jackets: prefer the same color as shirts, but not required.

Pants or knee-length walking shorts, skorts, or jumpers with shirts: (NO OVERALLS); navy blue or khaki. Jeans must be size appropriate, hemmed, with no holes, and no faded color. No baggy pants.

Leggings: solid red, white, or navy leggings may be worn with shorts, skirts, skorts, dresses, and jumpers.

Footwear: appropriate for PE activities.

No caps or hats worn inside; no dangling earrings for safety reasons.

*School uniforms must be worn Monday through Friday. The Horn grey logo shirt may be worn Monday through Friday. **Horn special event shirts and class shirts may be worn on Fridays or specially designated days by the school.***

CONSEQUENCES

1ST time-The teacher will remind the student of the dress code and will send another copy of the Horn Elementary dress code home.

2ND time-The student will be sent to the office. The parent will be notified of infraction in writing – a signature will be required.

3RD time-The student will be sent to the office. The parent will be notified and the student conduct will be lowered daily by one letter.

Grading Overview

Grades should reflect student mastery of the content being taught and should not overly rely on student work habits.

- A minimum of two grades per week per subject is recommended.
- Numerical grades according to the HISD grading scale will be used for the appropriate grade levels as listed in the policy.

Progress Reports

- Progress Reports will be sent home midway through each grading period and/or when a student is making unsatisfactory progress.

Report Cards

- Grade cards will be completed at the end of each nine weeks grading period according to guidelines. Homeroom teachers are responsible for maintaining grade cards and submitting the appropriate reports.

Grading Requirements

HISD Board Policy EIA (LOCAL) provides that "the Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Guidelines for grading shall be communicated to students and parents". School Guidelines training is offered to all Campus Administrators, Registrars, and Student Information Representatives.

This policy also provides that "Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District standards. The student's mastery level shall be a major factor in determining the grade for a subject or course".

To these ends, each teacher will be responsible for:

- Having fair, valid, and consistent grading procedures.
- Ensuring that conduct grades are maintained separately from academic ones.
- Using those procedures to encourage student success.
- Exercising a high degree of professional judgment in evaluating student achievement; and
- Documenting the resulting grades in the grade book or class record book.

Basis for Grading

Horn policy- A student may be allowed a reasonable opportunity to make up or redo a class assignment only, not exams for which the student received a failing grade.

Students receiving special education services will be able to make up or redo a class assignment or exam, except for spelling tests, for which the student received a failing grade based on an individual basis.

Horn Elementary defines reasonable opportunity as one week for correction and returns after the assignment was returned to the student.

As a result of this policy, classroom teachers shall enter weekly grades for all courses for each student. All course grades entered into the Chancery system are uploaded directly from PowerSchool as per the existing policy and process guidelines to ensure accurate record-keeping of all grading. If extenuating circumstances prevent the use of PowerSchool by any teacher or certified associate teacher designated as Teacher of Record for any grading period or any course, an appropriate alternative method for keeping records of course grading (i.e. hardcopy grade book) must be in place to provide support for any grades entered into PowerSchool manually. In such circumstances, additional principal supervision is necessary. If a long-term certified associate teacher is designated as the Teacher of Record, they will be provided access to PowerSchool. An administrator, department chair, or lead teacher should monitor that grades are being posted weekly either in PowerSchool or a hardcopy grade book.

Student grades will be determined by teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement to the grade or course-level standards. The following indicators may be used (as appropriate) to verify that the student has mastered the required standards in a subject area:

- Standardized test performance,
- Notebooks and other class work,
- Projects,
- Performances,
- Observations,
- Teacher-made tests, and
- Term papers.

This information will be documented in the teachers' class record books, students' work folders, etc., and be available to parents upon request. As an important part of the evaluation process, effective teachers identify performance standards, communicate specific expectations for achieving standards, and provide ongoing feedback as a student works to complete a task. They plan time for in-class conferences, make corrective comments applicable to all students, and provide private conversations and written comments on papers.

Spanish-speaking ELL students in bilingual programs will be assessed on progress in the primary language and English. ELL students in ESL programs will be assessed on progress in

subjects taught in English using ESL methods. Teachers should note that appropriate linguistic accommodations must be provided for ELLs and grading should reflect the student's efforts at this level.

Students with disabilities are assessed on their progress toward their IEP goals and objectives. The ARD/IEP committee does not assign or reverse grades. Students are graded as follows:

- **70-79 is awarded if the student shows evidence of demonstrating knowledge and skills.**
- **80-100 is awarded if the student shows evidence of exceeding expectations toward demonstrating knowledge and skills.**

Teacher Grade Changes

The **only** reasons for changing a student's grade after it has been recorded are:

- If there was an error in the computation of the student's grade; or
- If an error was made entering grades into the teacher's grade book

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. A principal may not arbitrarily change a grade. All changes must be made before the end of the next grading period.

After a cycle grade has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "INC," and the grade changed when the work is completed within the required time frame.

A sample Grade Change form to assist schools in documenting teacher grade changes may be found on the forms channel.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

See: The Code of Student Conduct: Level II Acts of Misconduct

Elementary Ancillary Courses/Supplemental Courses

The following grading scale is used for Enrichment and Supplemental courses for elementary students in grades 1 – 6:

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

***Horn ES gives all students satisfactory (S) in enrichment courses due to the large school enrollment.**

Elementary Work Habits/Citizenship

If a student's work habits are satisfactory, no marks will be given to the student. However, if a student **"needs improvement"** in any of the citizenship areas, an **"N"** will be gridded to indicate there is a need for improvement.

Each student's work habits are evaluated in the following areas at the end of each grading cycle:

- Effective Use of Time/Material
- Follows Classroom Directions
- Class Participation
- Completes Homework
- Completes Classwork
- Is Courteous
- Works and Plays Well with Others
- Follows Classroom Rules
- Adheres to the rules outlined in HISD's Acceptable Use Policy for Electronic Services for Students

Although a student's Work Habits/Citizenship and Conduct are related, grades issued in the eight work habits/citizenship areas are not averaged to determine a student's conduct grade.

Conduct

A student's conduct grade is based on the ancillary/non-ancillary teacher's evaluation of the student's overall behavior during each of the grading cycles. Use the following grading scale when recording a student's conduct grade and grid one of the following bubbles on the grade sheet:

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Before a student can receive a "U" on the report card, a detailed discipline report must be submitted for administrative review. This report must be signed by the principal or assistant principal and the teacher, stating specific incidents and dates.

Discipline Referral Form

When sending a student to the office for an offense requiring a referral, teachers will complete the discipline referral form. Teachers will attach any supporting documentation to the form and present it to the administrator.

Suspension of Students

Suspension from school is used as a LAST resort and would only be used for 3rd-5th grade per student code of conduct. The days suspended are to be considered excused absences, and work missed must be made up and graded. If the student is given the opportunity and does not make up the work, he/she receives a zero.

Excessive Absences

Minimum attendance for class credit, **or a final grade**, may not be awarded unless certain attendance requirements are met. The computer is programmed to determine if a student has exceeded the district attendance policy of allowing 10% unexcused absences before failing due to attendance. **Asterisks (*)** will appear on the report card in the grading cycle when excessive absences occur.

Report Cards (1st -5th Grades)

A .5 remainder or above, including 69.5, is rounded to the next highest number.

Current grades contained in the notice should be based on the student's academic achievement for the third week of the six weeks.

- For each subject that a student is failing, the notice must provide for a conference between the appropriate teacher and the parent.

- A notice of progress must be sent to parents of students who have exceeded 10% unexcused absences or ten (10) absences, excused and/or unexcused, by the fourth week of the reporting period and as often as may be deemed necessary after the fourth week.
- If a student's average falls **below 70**, or unexcused absences exceed 10% of the total absences exceed ten (10) after the scheduled notice of progress reports have been sent home, **the teacher *should* send a notice of progress report home immediately.** *Extra effort must be made to give parents advance notice of a pending failing grade before the report card is sent home.*
- Progress reports for instruction and related services must also be sent to parents of students with disabilities as required for parents of non-disabled students.
- Each campus will develop a plan of intervention strategies for students who will possibly be at risk of not meeting promotion standards, and thus, being retained. Principals and staff must strongly encourage both student and parent involvement in the intervention strategies.

Progress Reports will no longer be mailed out to the parents. It will be the responsibility of each school to develop a plan to follow up on Progress Reports that are not returned routinely. The teacher must note that a Progress Report was sent to the parent or guardian and the date sent.

NOTICE TO PARENTS OF UNSATISFACTORY GRADES/EXCESSIVE ABSENCES

TEC §28.022 states that parents or legal guardians **must** be notified at least once every 12 weeks of unsatisfactory grades. This legal requirement applies to all grades, including pre-kindergarten. This notice must provide for the signature of the parent or legal guardian and should be returned to the school. However, in HISD, a notice of progress reports shall be distributed to parents/legal guardians during the **third week of each six-week grading** for each student who is failing a subject.

Going the Extra Mile

VIPS – Volunteers in Public Schools

Teachers are encouraged to utilize volunteers to aid in the classroom according to the guidelines listed below. You have everything to be proud of as a professional. Volunteers work as a member of the educational team but under the direction and supervision of the classroom teacher.

- Plan the work before the volunteer arrives
- Acquaint volunteer with class procedures and materials
- Do not leave volunteers in charge of a large class. The teacher is always responsible for the students
- Communicate with the volunteer coordinator communicating your needs. Be sure that the VIPS coordinator has a list of names of all volunteers who help the teacher.
- List VIPS in lesson plans so that the substitute will know if one is expected.

Security with Visitors

Visitor notices are posted at each outside entrance/exit. Visitors report to the front office to register and to receive a visitor's badge. All non-staff persons are instructed to wear a visitor's badge while on campus. Parents are notified of visiting procedures in writing and at the first PTO meeting of the year.

All staff will take responsibility for confronting strangers without visitor badges and request that they report to the front office. Suspicious situations and intruders are reported to the office immediately.

Class Parties

Class parties are limited to three during the school year (Winter Holiday, Valentine's, and end of year). Please ensure that parents volunteering are cleared through the VIPS process. The designated party days are listed on the school calendar.

Treats for Students for their Birthday!

There are no birthday celebrations/treats in the classroom. Birthday celebrations/treats will be held during the students' recess time. Please remind parents to not send ice cream or cakes.

Lunch Information

As of now, the school will provide free breakfast as a grab and go option beginning at 7:20 on Avenue B side and Carpool side once the student enters the building. As for lunch, more information will be forthcoming. We have been told at this point that only students who qualify will be getting free or reduced lunch. More information on how to complete the form will be forthcoming. **Please do not eat with your child for lunch until September 26th.** We want to make sure that all students are in their routine and everything is organized. If you decide to have lunch with your child after that date, please make sure that you are VIPS cleared as you will need to sign in at the front desk and receive a badge.

Please do not bring treats to be passed out for a child's birthday to lunch. This will need to be discussed with the teacher ahead of time and the teacher will pass them out during their recess time.

No balloons, ice cream, candy or juices for birthdays. (Remember no peanuts or items cooked in peanut oil.) All food brought for a birthday must have enough for your child's class. There are no birthday celebrations in the classroom.

- **Students have their lunch periods for 30 minutes. If your child brings a lunch from home, please remember these tips:**
 - Pack lunches with drinks and snacks that are nutritious and easy to open **(that little hands can open themselves)**
 - Have your child practice using their lunch box and thermos before the first day of school.
 - Limit candy and sweets, as that is usually what a child will eat first.
 - Juice boxes are okay, but please no canned soft drinks.

Medical / Emergency Care

Student Injury

When a student receives any type of injury the student must be sent to the school nurse for observation and documentation. All students should be walked to the office by a classroom helper. The school nurse will be responsible for contacting the principal and the parent or guardian to inform them of a serious injury or medical concern.

Referral of Students to Clinic

Instruct the students to check with office personnel if the nurse is not in the clinic so that someone will know they are there.

Exclusion from school for illness Children are sent home if:

- Child is too ill/injured to function
- Child has a fever of 100+ degrees
- Head lice
- Vomiting
- Rash or weeping sores
- Immunizations not up to date
- Suspected contagious disease