

***“Where Success is the Only Option and
Learning is Essential!”***

STUDENT HANDBOOK



**Jennifer Whittie-Wells, Principal
Tonya Chevalier, Assistant Principal**

2022-2023



Lora B. Peck Elementary

Preparing and Educating Children with Knowledge into the 21st Century with a Culture of Excellence!

5001 Martin Luther king Blvd
Houston, Texas 77021 Phone (713)845-7463 Fax (713) 847-4701
Jennifer Whittie-Wells, Principal Tonya Chevalier, Assistant Principal

Lora B. Peck

Student/Parent Handbook Acknowledgement Form

The 2022-2023 Lora B. Peck Student/Parent Handbook contains policies with regards to attendance, dress code, student conduct expectations and discipline management, grading/reporting/testing, information and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of *(student name)*_____ hereby confirm that I have access to or have received a copy of the 2022-2023 Lora B. Peck Elementary Student/Parent Handbook, and further understand the responsibilities expected of Peck parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2022-2023 Peck Elementary Student/Parent Handbook.

Student Signature

Date

Parent or Guardian Signature

Date

Grade _____

Homeroom _____

Complete and sign this form and return it to the homeroom teacher or front office.

Lora B. Peck ELEMENTARY STUDENT HANDBOOK 2022-2023

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How Can We Help You?

It is requested that parents call the school if their child is going to be absent or tardy for the day. **Please call 713-845-7463.**

If you have any questions or concerns, please do not hesitate to call the school. We will gladly assist you in any way we can.

All faculty/staff members or school administration can be reached by email. You may check the school's website for e-mail addresses or contact the main office for assistance. You will receive a response from your email within 48 hours.

WE WORK TOGETHER TO EDUCATE YOUR CHILDREN

ADMINISTRATION	
Principal	Jennifer Whittie-Wells
Assistant Principal	Tonya Chevalier
Teacher Specialist	Surnetra Earnest
SPED Dept. Chair	James King
Counselor	Juwan McDaniel

Support Personnel	
Principal's Secretary	Beatrice Armstrong
Data-Entry Clerk/SIR	Kizze Franks
Office Clerk/LEP	Kailyn Dauria
Office Clerk	Isabel Garcia

STAFF ASSIGNMENTS 2022-23

Teacher	Grade/Subject
Pre-K	
	Pre-K Bilingual
Massop, Marvia	Pre-K
Kindergarten	
Beal, Darlene***	Kindergarten (Self)
Arellano, Graciela	Kindergarten (Self) Bilingual
Smith, Deniquea	Kindergarten (Self)
First Grade	
Davis, Maria	1 st (Self) Bilingual
Koenigsberg, Barbara***	1 st (Self)
Second Grade	
Chavez M	2nd (Self) Bilingual
Ryan, Glen	2 nd (Self)
Adams, Alicia***	2 nd (Self)
Third Grade	
Chamber, Hope	3 rd (Reading)
Tottenham, Tomesia	3 rd (Math)
Rodriguez, Ruth***	3 rd Bilingual
Fourth Grade	
Maybin, Maya***	4 th Math
Sanchez, Jocelyn	4 th Science/SS (ESL)
Fitch, Jana	4 th Reading
Fifth Grade	
Mackey, Whitney	5 th Reading
Randall, Mae***	5th Science
	5th Math

Ancillary

Staff	Department
Eifert, Erick	Physical Education
Furman, Michael	Media Specialist
Wright, Tamieka	Music

LORA B. PECK SCHOOL VISION STATEMENT

Peck's mission is to cultivate independent thinkers in a safe and productive environment by creating an exemplary and multicultural community.

LORA B. PECK SCHOOL MISSION STATEMENT

Together, we will build a culture of high expectations focused on student achievement.



SCHOOL HOURS

Office Hours 
School Hours 

7:00 a.m. - 4:00 p.m.
7:30 a.m. - 3:00 p.m. (Mon. – Friday.)

ARRIVAL TO SCHOOL

Doors open for students at 7:10 a.m. Parents cannot drop off students at school before that time.

TA's and Clerks will be on duty as of 7:00 a.m.

Should a student arrive excessively early, a phone call will be made to the parent to remind them of the school's drop-off policy. Our primary concern is your child's safety.

Parents should drop students off at the cafeteria/auditorium doors.

Students arriving after 7:40 a.m., must enter through the front door (*main office entrance*) and get a permit to class.



ATTENDANCE

Students are expected to attend school daily for the entire instructional day. Absences from school can impact the student's learning and educational progress.

The only acceptable excuses for absence are personal illness, serious illness in the entire family, death of a close relative, **(parent, sibling, or grandparent)**, or observance of a religious holiday.

If a student is absent, parents must contact the front office as early as possible on the day of the absence. ***(before 7:25 a.m. is preferred)***

Upon returning to school, the student must bring a note signed by the parent that describes the reason for the absence. If no excuse is provided for the absence, it is considered an **unexcused** absence.

Should your child be absent for 2 or more days, the school nurse requires a doctor's note.

A truancy notification will be sent home for students exhibiting poor attendance

If your child is absent during the day, he/she may **not** attend afternoon or evening activities.

TARDY PROCEDURE

Promptness to school is very important. Students must be ready to begin the day in their classroom promptly at 7:30 a.m.

If a student arrives after 7:45 a.m., he/she must report to the main office. Clerical staff will issue a tardy slip, which will be required for entry into the class. **No exceptions.**

Students arriving after 9:30 a.m. are marked absent for the day. Unless they have a doctor's note that day. 

Repeated instances of tardiness will result in further action.

EXTENDED VACATIONS

Lora B. Peck Elementary believes strongly in all students' importance of attending school daily. **Parents are strongly urged not to schedule family vacations during school days and not to extend any school holidays or breaks.** Parents of students who do take vacations during school time should inform the building Principal at least one week in advance, explaining the length of time for the vacation and the reason.

MAKE-UP WORK

If a child is going to be absent for an extended time, please call the school to request assignments from your child's teachers. This request **must** be made by **9:00 am** to ensure assignments are ready for pick up by the end of the school day. These assignments must be completed and returned within 3 school days of distribution. Teachers will make every effort to assist students who need extra help in making up work **due to illness.**

Students who are absent for reasons other than illness or extenuating family circumstances will be provided the normal range of assistance upon the student's return to school. Assignments will be provided to students at the teacher's discretion. The school will not assume responsibility for providing individual tutoring or extensive help for the student when he/she returns.

EARLY DISMISSAL

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as possible. Also, note that picking up a child early regularly results in missed opportunities for learning.

For the safety of all students, a parent or authorized adult must come to the office and sign the student out. Please be prepared to show proper identification. Once an identity is verified via enrollment card or emergency pick-up form, a campus representative will then call for the student or collect the student and escort them to the main office.

ALL DISMISSALS MUST GO THROUGH THE MAIN OFFICE. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other areas to pick up a student; therefore, we ask that you wait at the front office. **If for whatever reason, your contacts change, it is your responsibility to alert the office immediately.**

No students will be released after 2:00 pm for dismissal unless it is an EXTREME, EXTREME emergency. Please see below:

EARLY RELEASE/TRUANCY VIOLATION

**Students will NOT be released early unless excused by
TEC.Sec. 25.087.**

STATE LAW requires students to attend school each day for the entire
period the instruction program is provided. (TEC.Sec.25.085.

Compulsory School Attendance)

Court Warnings/Final Notices will be issued for Early Release.

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Any and all early dismissals or tardies will affect the student's school attendance records.

PARENT PICK-UPS

School personnel will accompany students being transported by car to the parent pick-up line at the various dismissal areas of the school. Please follow the signs for parent pick-up. Because of the number of students being transported

by personal vehicles and safety concerns, parents are required to wait in the parent pick-up line to pick up children. Parents must remain in line in their vehicles.



STUDENT WALKERS

Students walking home from school will leave together, accompanied by school personnel, through the gate. Students will be escorted to the gate. For your child's safety and the safety of all children, parents will not be allowed to remove children from the walker line until they have exited the gates.

Students who do not walk home regularly must have a note from their parent or guardian permitting them to walk at the end of the school day. Notes are to be given to the classroom teacher notifying the school of the transportation change.



BUS TRANSPORTATION

Students who ride buses and/or vans, will be escorted to the front of the school. If your child rides a private van and/or bus, please be sure the provider is always aware of school hours and drop off/pick up locations.

BUS CONDUCT

Persons who transport students via contracted transportation services insist on using proper language and conduct by riders. Contractors and drivers shall exercise care for the safety and comfort of riders, and shall have full authority over the management of conditions and conduct of students while in route.

Lora B. Peck recognizes and supports the need for cooperative efforts between the administration and drivers to develop and implement regulations that promote high and safe standards of conduct on the buses and deal effectively with misconduct cases. It shall be the responsibility of the administration to establish BUS CONDUCT guidelines, acquaint the students with such guidelines, and supervise the compliance with such guidelines by contractors and drivers.

Administrative guidelines and/or regulations shall include thorough compliance with the following. They will be defined in the student handbook and/or Student Code of Conduct:

A. GUIDELINES

Pupil transportation is a privilege dependent on good behavior on the bus. All students who ride school buses shall be informed of, and are expected to comply with, at a minimum, the following rules of behavior:

1. Students are to wait for the bus on the sidewalk or side of the roadway until the bus comes to a complete stop.

2. Students are to board and leave the bus in a single file, walking, as directed by the driver.
3. Students must remain seated until they reach their destination and the bus stops.
4. Students should not put any part of their body out of the bus window.
5. Students are not to eat or drink on the bus. The bus must be kept clean at all times.
6. Bus windows will be opened with the permission of the driver or his/her aide only.
7. No objects are to be thrown on/off or within the bus or extended out of it.
8. Students are not to damage the bus in any way.
9. Smoking is not permitted on the bus at any time.
10. Students are expected to observe the rules of courteous, considerate behavior on the bus at all times.
11. Fighting, vulgarity, loud noise, and other aggressive behavior is not permitted on the bus.
12. Possession and/or use of drugs, alcohol, weapons (or any item used as a weapon), incendiary devices, explosive devices, any threat toward another student or staff member, lewd conduct, assault, and/or battery are prohibited on the buses. Discipline action consistent with that outlined in the Code of Conduct will be implemented and enforced.
13. Students who refuse to obey the directions of the driver or aide promptly, or refuse to obey regulations may forfeit their privilege of riding on the bus for a specified period.

B. DISCIPLINARY PROCEDURES FOR BUS MISCONDUCT:

In handling matters of student discipline, concerning conduct and misbehavior on the buses, the following procedures will strictly adhere to

1. Drivers will be responsible for:
 - a. Administering fair, consistent, and equitable discipline procedures.
 - b. Give verbal warning to students as necessary.
 - c. Preparing and submitting “Bus Conduct Reports” to the bus company, to Principal, and designees when behavior warrants disciplinary correction and who is not responding to the driver’s instructions.
2. Upon receipt of a “Bus Conduct Report,” the Principal and designee will:
 - a. Review the referral with the student and will contact the parents by phone to enlist their assistance. This constitutes a warning.
 - b. After the call, send home a Bus Conduct Report with the Disciplinary Procedures for Bus

Misconduct. This will review the complaint and outline future courses of action if such become necessary.

3. After No. 2 above, repeated referrals within the same school year will be dealt with as follows:
 - a. Second referral: 1-day suspension from the bus privilege, and the school will contact the parents by phone. Mandatory parental conference with an administrator before the return of privilege will be required.
 - b. Third referral: 5 days suspension from the bus privilege, and the school will contact the parents by phone. Mandatory parental conference with an administrator before the privilege return will be required.
 - c. Fourth referral: 10 days suspension from the bus privilege, and the school will contact the parents by phone. Mandatory parental conference with an administrator before the return of privilege will be required.
 - d. Fifth referral: Termination of the bus privilege for the duration of the school year following a conference with the Principal, bus driver, and/or designees. The final decision will rest with the Administration and Bus Company representative.

On the occasion of each instance, the principal or their designees will:

- a. Discuss the matter with the student and parent and follow up with the Bus Conduct Report. Copies of all Bus Conduct Reports shall be maintained in the respective school and bus offices and not destroyed.
 - b. Attempt to modify student behavior by seating changes, traditional discipline, etc.
 - c. In all cases, the administrator and designee of the bus company shall make the decision regarding suspension or termination of bus privilege.
4. Should an extremely serious incident pose a threat to the safety and well-being of the passengers and/or driver of a bus, nothing herein shall prevent a decision from being made to immediately remove a student from a bus permanently or for some other period.

In this event, parents and the student shall be entitled to a hearing with the appropriate Administrator (Principal and/or designee). They shall subsequently be entitled to contact the region's Parent Manager.
5. Should it become necessary to terminate a student's access to bus transportation, the student shall still be required to attend school, subject to laws relative to attendance, and it shall become the responsibility of the parent(s)/guardian(s) to furnish appropriate transportation.
6. Failure to abide by these procedures/policies by a parent(s) shall result in an added day of bus suspension for each infraction.

Failure to pick up a child within 15 minutes at the end of the school day or to abide by these procedures/policies will result in school personnel notifying the police and CPS of potential negligence on the part of the parent(s), or loss of the bus privilege entirely.

7. Any student who loses the bus privilege for any period of time will automatically lose the bus privilege for any field trip during that same period.



PARENT PHONE CALLS REGARDING CHANGES IN TRANSPORTATION

Due to concerns regarding student safety, Lora B. Peck Elementary School personnel **cannot** accept messages over the telephone requesting that the child's mode of transportation to go home be changed. Only front office staff and administration can receive these requests. If any changes need to be made, the parent/guardian must notify the school no later than 12:00 noon on the same day.

Arrangements will need to be made in advance, with the normal mode of transportation only being altered under the following two conditions:

1. *The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would forward it to the office.*
2. *The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.*

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO THEIR USUAL MODE OF TRANSPORTATION.

SAFETY

For the safety of students and school personnel, after 7:45 a.m., entry into the building is through the main entrance, where you will receive a visitor's pass. **Please DO NOT ask students and/or school personnel to allow entry through any other door.**

Early childhood parents, we are aware that you must check your child in and out; however, you are required to use the main doors and/or cafetorium doors in the morning. Pre-K students that arrive after 7:45 a.m. must sign their child in the main office. In the afternoon, you must use the side doors of your PreK classroom to sign out your student. This is for the safety of students at Lora B. Peck Elementary.

SCHOOL ENTRANCE AND WITHDRAWAL REQUIREMENTS

Any student entering school must be fully immunized in accordance with state health laws. Parents must give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. You will have 7 days to bring your child's Immunization up to standard from the date of the letter sent home. For the beginning of the school year, all immunization records need to be updated by September 30, 2023, **NO EXCEPTIONS!!**

Parents are asked to notify the school as soon as possible if they will be withdrawing their child from school. Records

will be mailed to the receiving school.

EMERGENCY FORM

An “Emergency Form” for each student, completed by parents, will be on file in the Nurse’s Office and the Main Office. It must be filled out at the beginning of each school year and returned to school within the first week. This form must be kept up to date. It should include the following information:

1. *Parent(s) or guardian(s) name(s)*
2. *Complete and up-to-date address and **phone numbers***
3. *Home phone and parent(s) work phone, cell numbers*
4. *Emergency phone numbers of friends or relatives cell numbers*
5. *Physician’s name and phone*
6. *Medical alert information*
7. *If your child takes medication, please inform the nurse of the type and dosage.*

Please inform the office of any changes that occur during the year relative to the information on the emergency form.

It is very important that emergency forms be filled out completely and updated as needed by the parent or guardian.

IN CASE OF ILLNESS OR ACCIDENT

If a student becomes ill or is injured during school hours, the School Nurse will be notified. The School Nurse will determine the seriousness of the illness or injury, and upon her determination, a parent, or legal guardian will be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the emergency form will be contacted and if warranted, the family physician. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

CONTAGIOUS DISEASE OR HEALTH CONDITION

Students with any contagious health ailments cannot be sent to school until the condition is properly treated and is no longer contagious. The School Nurse is responsible for determining the student’s re-entry into school.

SCHOOL NURSE

The purpose of the school nurse is to enhance the education process by the modification or removal of health-related barriers to learning and by promoting an optimal level of wellness.

The following requirements must be met for your child to receive any medications:

1. A signed permission slip from a parent must be on file.
2. A signed medication order sheet from the child’s doctor. This includes all prescriptions and over-the-counter medications.

Any medication that your child is to take, including Tylenol and cough drops, will not be supplied by the school. All medications must be supplied by the parents in the original containers with the child’s name properly labeled on the container.

Should you have any questions regarding your child's health, please do not hesitate to contact the nurse.

LEGAL CHILD CUSTODY/RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it. The latest orders from the courts are the orders that will be followed.

TELEPHONE CALLS FOR TEACHERS

We encourage communication between parents and teachers. However, because of their teaching responsibilities, teachers will not be called to the phone during instructional hours (7:30 a.m. - 2:50 p.m.). If you would like to talk with the teacher about your child, we will write a message and you will receive a call back from the teacher when his/her teaching responsibilities are concluded for the day. Parents may also email teachers. *(email addresses can be found online)*

If at any time you have a concern regarding your child's education or school procedures, **PLEASE BEGIN WITH YOUR CHILD'S TEACHER.** If after talking to the teacher you still feel concerned, please call the Assistant Principal at 713-845-7463. Your concerns are our concerns - please feel comfortable in sharing them. A resolution will be worked out with a team effort if need be.

VISITORS

Everyone coming into Lora B. Peck Elementary must first check in at the Main Office with a proper/Valid State ID. (NO EXCEPTIONS) No ID, unfortunately, you will not be allowed to enter the school building.

If you wish to speak with your child's teacher, please make an appointment with the office secretary. We would like to be considerate of our teachers, please allow 24-hour notice.

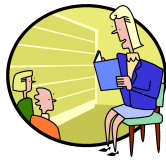
Visitors, parents, guests, and repair people will be given a visitor's pass to wear and will be asked to sign-in in the visitor's logbook. Before leaving the school, visitors are asked to stop at the main office and sign out. All parents will be welcome to come to Peck and have lunch with their children once a month, every 3rd Thursday.

MESSAGES TO STUDENTS

We have over 400 students enrolled on campus, it is impossible to handle large numbers of phone calls with messages for students. Please make personal and family arrangements with your child at home prior to him/her coming to school. Also, keep in mind that there is no public phone for student/parent use. It would be impossible to allow use of the school phone for outside calls unless it was an emergency.

EMERGENCY EVACUATION INSTRUCTIONS

The alarm system in Lora B. Peck Elementary is a loud, continuous horn, and, when activated, sends a direct signal to the Fire Department. There will be numerous practice evacuation drills and other types of emergency drills during the school year. Emergency and fire evacuation instructions for Lora B. Peck are posted in the respective areas of the building. Students and staff will be permitted back into the building when it is deemed safe by public safety officials and the building principal. In the case of some evacuations, students and staff may go to the Funeral home parking lot (across the street) when circumstances warrant it.



Lora B. Peck SCHOOL PTO

The Lora B. Peck School Parent Teacher Organization is an important part of our school. Many of the funds raised by the Lora B. Peck PTO support field trips, provide programs for our students, and allow teachers to purchase materials for their classrooms.

All interested parents are encouraged to become active members in the PTO, and volunteer in supporting education. Feel free to contact one of the officers for additional information or leave your name and number in the PTO school mailbox.

The Parent Teacher Organization traditionally organizes one or two fundraising drives each year. Parents who prefer to make a donation in place of their child participating in the fundraiser are welcome to do so. Children should not sell products door to door. All parents are encouraged to involve themselves in a variety of jobs with a variety of commitments. We appreciate everyone's efforts.

CONFIDENTIALITY STATEMENT

Information about our students is confidential and should never be discussed in public places or where the discussion may be overheard by others. Thank you for respecting the privacy of our children and their families.

VOLUNTEERS

All parents are encouraged to participate as school volunteers during the course of the school year. Many enriching and worthwhile experiences are afforded to our children through the volunteer help from parents, and with this support, teachers are able to provide more direct instruction to students. Parents interested in volunteering time and services are requested to contact the PTO and or our VIPS (Volunteers In Public Schools) contact person. Volunteers are requested to sign in at the main office upon entering the building and sign out upon completion of services. In addition, all volunteers must complete a CORI (Criminal Offender Record Information) check before volunteering in the school. We greatly appreciate any amount of time and support volunteers are able to offer.



SCHOOL MEAL SERVICES

We provide FREE breakfast and lunch for all students. Snacks are available for purchase. Parents, to ensure Peck Elementary receives proper funding, we are asking you to complete and return the Socioeconomic Information Survey. The Socioeconomic Information Survey is a part of your child's school funding. This survey will be sent home with your child's enrollment packet.

DISCIPLINE

STATEMENT OF PHILOSOPHY

The Lora B. Peck School Community believes that virtually all students can and will learn the skills needed to function appropriately in school and community if given instruction, sufficient time, and support. To accomplish this, Peck's three main goals are: ***Achievement, Culture and Application***. Our students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. These goals will drive our vision and mission in assisting students with getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior. To achieve this, certain guidelines must exist. At all times, HISD's Code of Student Conduct will be enforced.

BEHAVIOR EXPECTATIONS

1. Students are responsible for their actions and must accept the consequences of their behavior.
2. Students are expected to respect the rights and properties of others and themselves.
3. Students will listen and follow directions.
4. Students are expected to use self-control and behavior appropriate to a school setting.
5. Rude or abusive language or behavior will not be tolerated.
6. Students will be held responsible for any damage done by them to any part of the school building.
7. Students will not be allowed to possess anything that could harm themselves or others.
8. Intentional physical contact, which causes pain and suffering, is not allowed.
 - a. Toys, collectibles, etc. are not allowed in school unless they have been brought with teacher permission for a school project.
9. No eating or drinking will be allowed in the halls, gymnasium, library, music room, or computer lab.
10. Knives and other sharp and dangerous weapons are not allowed in school. Any weapons that are brought in will be confiscated, and the parent will be contacted.
11. Students must wear their hair in a presentable manner. Boys may not wear any **mohawk haircuts, drawings, designs, letters, numbers, team logos, or tattoos on their heads or hair or any part of their body, for any reason. Girls cannot tint their hair with any color.**
12. Girls may not wear big hoops or earrings. They may only be 1 inch or less in diameter.
13. Boys may not wear any kind of earrings, strings or threads for any reason while on the school campus.
14. Boys need to wear a belt every day since saggy pants are not allowed.

PHYSICAL OR VERBAL THREATS

If a student issues a verbal or physical threat to another student/staff member, it is up to the administrator's discretion to determine the action taken. Depending on the seriousness of the threat, the action taken could range from a reprimand to school suspension. It is extremely important for students to understand the use of appropriate language and actions at all times when speaking to other students or staff members. Bullying of any kind will **NOT** be tolerated. If bullying occurs, the aggressor is subject to disciplinary action.

TOYS

Bringing toys, collectibles or articles of value to school is **NOT** allowed unless they have been brought with teacher permission for a school project. Students are also strongly discouraged from bringing large amounts of money to school. Under no circumstances are weapons or articles that resemble weapons in any manner allowed in school. Items that disrupt the educational process are not permitted. **The school will not accept responsibility for lost, broken, or stolen items.**

CELL PHONES

Cell phones, iPods, iPads, PSPs, Nintendos or any other electronic device, are not allowed to be on or visible for any reason during the instructional day. This includes the device being in vibrating mode. Cell phones in use will be confiscated, and parents will be contacted. The first incident will result in the electronic device being confiscated, and parents will have to pay a fee of \$15 to get the phone back. If a next incident occurs with the same student, it is up to the administration to permanently confiscate the phone after contacting the parents. **Peck Elementary is not responsible for any damaged, lost, or stolen electronic devices.**

HOMEWORK

Homework is integral to the school routine to foster student learning and understanding. It is an extension of the learning in school and increases in amount and expectation with each grade level. Homework can provide practice reinforcing classroom learning and opportunities for independent study, research, and creative thinking. An effective homework program also supports the certainty that learning is not limited to the everyday classroom experience but an extension that works to expand the vital home/school connection. Failure to complete homework will be addressed at the individual teacher's discretion. Students will have homework every day of the week, Monday thru Thursday and Friday, at the teacher's discretion.

FIELD TRIPS

Field trips have an educational value; therefore, every student is encouraged to participate. Parents will be informed well in advance of an upcoming field trip. ***All students must have a signed permission slip on file with the classroom teacher at least 24 hours before the scheduled field trip.***

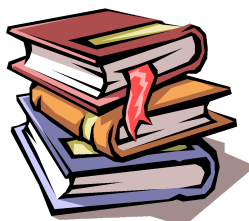
Parents are often encouraged to chaperone on field trips. Although we encourage all students to participate in field trips, it may become necessary to require a parent to attend due to habitual inappropriate behavior from their child. The teacher will request that the principal determine whether the parent's presence is needed. If such is the case, students and parents will be given at least two days' notice.

If medication must be given to a student during a field trip, written permission from a parent/guardian must be given to the school nurse to allow her to delegate that responsibility to the teacher if a nurse is not going on the field trip.

Under no circumstances will extraneous people (children of chaperones, visiting relatives, etc.) participate in a field trip. Chaperones must complete a CORI (Criminal Offender Record Information) check before going on a field trip. This process should be completed well in advance of the field trip.

LOST AND FOUND

Articles found in the school building, on school grounds, or on school buses are placed in the Lost and Found area in the main office where their owners may claim them. After a certain length of time, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and essential school supplies with the child's first and last name.



SCHOOL BOOKS AND EQUIPMENT

Each child is responsible for their textbooks, school equipment, and borrowed school library books. Any lost or damaged books and equipment must be replaced. The principal will determine the cost according to the damage amount and the book's age. If a library book has been lost and payment has not been forthcoming, the student will not be permitted to borrow additional materials.

STUDENT DRESS CODE

The student's school uniform will be:

- All grade levels- Navy and Khaki Bottoms
- All grade levels- White, Red and Black Polo Shirts
- On Fridays, students in all grades may wear plain blue jeans without colors and without extra colored stitching or embellishments with a polo shirt or school spirit shirt unless it has been designated by the principal as an "out of uniform" day. There will be **NO** exceptions to this policy. Out-of-dress code days will be listed on the school calendar for the month.
- **NO CROCS OR HOODIES**

Students not in dress code will be required to call home and obtain uniform clothing. Parents, who work, should be sure their child is in dress code to avoid having to leave work. ***Dress code will be strictly enforced. In addition, chains, unsafe jewelry, or any other kind of accessory that poses a safety hazard to the student or others will not be allowed.***

CLASSROOM CELEBRATIONS

Classroom celebrations (2) may be planned at various times throughout the school year at the classroom teacher's discretion. The classroom teacher will arrange any refreshments for parties. Parent volunteers are welcome to assist

with a celebration after making prior arrangements with the classroom teacher. Teachers are not to be asked to distribute private party invitations- unless there is an invitation for each student in the class. If you do not wish to include all class members, you must send the invitations in the mail.

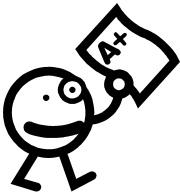
RECESS

All classes will have up to twenty (20) minutes of recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or rain are evident, recess will be held inside. During testing, there will be no recess until everyone has completed testing for that day.

PLEASE NOTE: It may occasionally be necessary to keep a child inside during recess due to inappropriate behavior or lack of academic effort during the time of learning. Teachers may refer any continued problems to the proper school administrator.

PARENT-TEACHER CONFERENCES

Parents are invited, on a scheduled basis, to meet with their child's teacher to discuss their child's academic progress. Conferences are held during the teacher's planning time or at a mutually agreeable time. Parent-Teacher Conference offers the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress. Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Each teacher has a voice mail extension that may be accessed through the main office.



REPORTING AND GRADING PHILOSOPHY

It is our intent to convey an accurate report of children's progress during their studies at Lora B. Peck Elementary. Student Report Cards are issued to each student at district-scheduled intervals. (*refer to HISD academic calendar*)

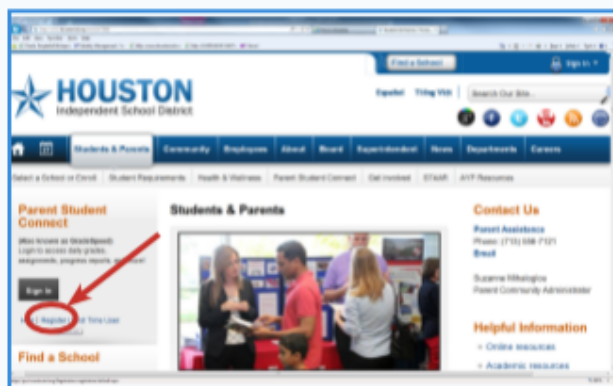
Progress Reports are issued on the fourth week, halfway through a marking quarter. The purpose is to keep parents informed of their child's overall progress. The report highlights both a child's strengths and areas in need of improvement.

**Parents are required to sign the report card /progress report and return it to the classroom teacher.
Report Cards will only be given to Parents or Guardians on Report Card day/Parent Involvement Day.**

Parent Student Connect (PSC), allows parents to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an email or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

How to Register

1. Please go to <http://www.houstonisd.org/domain/7888> to access the Parent Student Connect (PSC). Select "Register".



2. Select **Student or Parent** option. Then, select "Continue".
3. Please "✓" inside the "Check this box if you agree to the above and click on Continue" section.
4. Complete all fields, then select "Continue".
5. **Students:** Your PSC username will appear in "Here is your username" field. Select "Continue".
Parents: Please create a **Parent** username, with the directed format. Then, select "Continue".
6. Select your **security questions**. Then, select "Continue".
7. Create your **PSC password**, with the directed format. Then, select "Continue".
8. Congratulations! Your Parent Student Connect (PSC) account has been successfully created. You are ready to log into the Parent Student Connect (PSC).

How to Find your Username

1. Please go to <http://www.houstonisd.org/domain/7888> to access the Parent Student Connect (PSC). Select "Help".
2. Select **Student or Parent** option. Then, select "Continue".
3. Select "Find my username".
4. Complete all fields, then select "Retrieve Username".
5. Write down your user name as it appears in the "Here is your username" field. Then, select "Continue".
6. You are ready to log into PSC with your retrieved Username and existing Password.

How to Reset your Password

1. Please go to <http://www.houstonisd.org/domain/7888> to access the Parent Student Connect (PSC). Select "Help".
2. Select **Student or Parent** option. Then, select "Continue".
3. Select "Forgot my password".
4. Enter your username in the "Enter your username" field. Then, select "Continue".
5. Enter your **Security Questions** answers previously set. Then, select "Continue".
6. Create your **new password**, utilizing the format provided.
7. You are ready to log into PSC. Select "Continue".

STAAR (State of Texas Assessments of Academic Readiness) & OTHER TESTING.

The Reading and Math STAAR is administered to grades 3 - 5 each year. Grade 4 is also assessed in writing and grade 5 is assessed in science. Student scores are reported at the individual level and then aggregated to the classroom, school, district, and state levels. Parents will receive a summary page depicting their child's performance. You may also access your child's STAAR results at <https://texasassessment.com>

Parents will receive a summary page depicting their child's performance for testing other than STAAR administered in May.

Steps to Access Your Child's STAAR Scores

For more information on how to read your child's report card, please see "What's New" at HoustonISD.org/STAAR.

1. Go to TexasAssessments.com

2. You will see a screen like this:



3. Select "Log in to Student Portal"

4. If you DO have your unique student access code, enter the code and your child's date of birth to view their scores.

5. You will see a screen like this:

6. If you DO NOT have your unique student access code, click on "Find My Unique Student Access Code" in the purple box under the "Log In To Student Portal" box.

7. You will see this screen next:

8. Enter your child's first name only and their Social Security number in the PEIMS ID field and date of birth (month, day, year).
9. Click on "Go" and your child's code will appear. Be sure to write down the code for future use, as this code is valid as long as your child is enrolled in a public school in Texas.
10. Click on "Go" again to view your child's testing history and scores.
11. If you have questions, please contact your child's home campus or the Texas Assessment Support Center at 855-333-7770.