

Harvard Elementary School

2015-2016 Student and Parent Handbook

REQUIRED READING



HOUSTON INDEPENDENT SCHOOL DISTRICT



This booklet is intended to serve as a guide to our school. It should be used in conjunction with the Code of Student Conduct and the policies of the Board of Education and the Texas Education Agency.



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

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HARVARD ELEMENTARY SCHOOL

810 HARVARD STREET, HOUSTON, TEXAS 77007

MISSION STATEMENT

The mission of Harvard Elementary, in partnership with our community, is to empower each student with global awareness, knowledge, skills, and values necessary to make a better world.

MOTTO

Think You Can...
Work Hard...
Get Smart!

SCHOOL COLORS

Royal Blue and Yellow

MASCOT

Eagle in Flight

PROGRAMS

- A Magnet School for Science, Technology, Engineering and Mathematics (STEM)
- International Baccalaureate Primary Years Programme (IB PYP)

Information in this handbook may be changed with or without notice based upon policy changes from the Harvard Elementary School's Shared Decision-Making Committee; the Houston Independent School District's Board of Trustees; the Texas Education Agency, the Texas Legislature or the Congress of the United States.

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DAILY SCHEDULE

- 7:00 a.m. Campus Opens
- 7:40 a.m. Students Enter Classroom
- 7:40 a.m. First Class Breakfast Service Begins
- 7:45 a.m. Instruction Begins
- 7:50 a.m. Students are Tardy
- 8:00 a.m. Daily Announcements
- 9:30 a.m. Official Attendance is Taken
- 3:00 p.m. Dismissal

HOME COMMUNICATION DAY

PARENT AND STUDENT ACTION REQUIRED EVERY TUESDAY

Tuesday is Home Communication Day. The office as well as classroom teachers will send a majority of all written communications home in a weekly folder. Some items such as the Weekly Conduct Grade sheet require a parent signature each week. Individual teachers may also require parents to sign completed assignment packets or tests. According to the Code of Student Conduct, students may be disciplined for not returning signed items as requested.

A teacher may require that a student sign for items before they are taken home. This includes, but is not limited to, progress reports, tests, discipline notes or other forms of communication.

HISTORY OF HARVARD ELEMENTARY SCHOOL

On September 18, 1898, Harvard Street School opened its doors to the children of the south end section of the Heights. The **City Directory** for that year lists the school as “Houston Heights School No. 2 – Harvard, 8th Avenue.”

The school was built on two lots at Harvard and 8th, and its name derived from its location, although later the word **Street** was dropped from its title.

In 1902, rooms were added to the building. This enlarged, three-room frame building was still serving students in 1911 when a book about the Heights printed a picture of the first brick unit next to the old building.

The main structure, now called Harvard Elementary School, was built in 1923 with additions added in 1979 and 1988.

GOALS AND EXPECTATIONS FOR STUDENTS AND PARENTS

ACHIEVEMENT

Each student will:

- Demonstrate proficiency in all academic subjects.
- Demonstrate proficiency in oral and written communication.
- Demonstrate an understanding, basic knowledge, and skills in the subject areas of art, music, health and physical education.
- Develop the knowledge and skills necessary for success in a technological society.
- Develop skills necessary for life-long learning.

CITIZENSHIP

Each student will:

- Demonstrate regular attendance including arriving on-time each day.
- Exhibit positive social behavior and refrain from acts of misconduct as described in the *Code of Student Conduct*.
- Develop short and long range career and educational plans including attending college after high school graduation.
- Develop proficiency in practical and technical skills required for career opportunities.
- Demonstrate civic responsibility for functioning in a multi-cultural society including participation in community service projects.
- Demonstrate responsibility for completion of homework and class work.

PARENTAL RESPONSIBILITIES

Each parent or guardian will:

- Be sure their child comes to school each day and on time.
- Support their child in completing assignments and projects.
- Support the school in maintaining appropriate discipline.
- Encourage their child to attend college after high school graduation.
- Attend school sponsored events to show their support for the school and its organizations.
- Notify the school of all telephone number and address changes.

INTERNATIONAL BACCALAUREATE

IB Learner Profile: Official Definitions from the IBO

The aim of all IB programmes is to develop internationally minded people (students, teachers, staff members, parents and community members) who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

IB learners strive to be:

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - achieve well-being for ourselves and others. We recognize our interdependence with other people and with the worlds in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

IB Learner Profile: Definitions for Harvard Students

Inquirer	I ask questions.
Knowledgeable	I acquire information.
Communicator	I share information, ideas, and feelings with others.
Risk-taker	I challenge myself.
Knowledgeable	I acquire information.
Principled	I follow the rules that people live by.
Caring	I am helpful and show concern.
Open-minded	I accept new ideas and am flexible.
Balanced	I am of sound mind and sensible.
Reflective	I am thoughtful.

INTERNATIONAL BACCALAUREATE

IB Attitudes: Official Definitions from the IBO

In International Baccalaureate Primary Years Programme schools, all people (students, teachers, staff members, parents and community members) should demonstrate:

Appreciation	Appreciating the wonder and beauty of the world and its people.
Commitment	Being committed to their own learning, persevering and showing self-discipline and responsibility
Confidence	Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices.
Cooperation	Cooperating, collaborating, and leading or following as the situation demands.
Creativity	Being creative and imaginative in their thinking and in their approach to problems and dilemmas.
Curiosity	Being curious about the nature of learning, about the world, its people and cultures.
Empathy	Imagining themselves in another's situation in order to understand his or her reasoning and emotions, so as to be open-minded and reflective about the perspectives of others.
Enthusiasm	Enjoying learning and willingly putting the effort into the process.
Independence	Thinking and acting independently, making their own judgments based on reasoned argument, and being able to defend their judgments.
Integrity	Being honest and demonstrating a considered sense of fairness.
Respect	Respecting themselves, others and the world around them.
Tolerance	Being sensitive about differences and diversity in the world and being responsive to the needs of others.

IB Attitudes: Definitions for Harvard Students

Appreciation	I am grateful.
Commitment	I promise to support or complete what I begin.
Confidence	I believe in myself.
Cooperation	I work together with others.
Creativity	I use my imagination.
Curiosity	I am inquisitive and eager to find out.
Empathy	I recognize the feelings of others.
Enthusiasm	I am excited and show interest.
Independence	I am able to complete tasks without much help.
Integrity	I am honest and do the right thing.
Respect	I treat everyone and everything fairly.
Tolerance	I am patient and accept others.

SAFETY

The safety of students is a major concern of parents and school staff alike. The goal of the Houston Independent School District is, **safety above all else**. Our rules for bicycle riders, walkers, and drivers are of primary importance in maintaining an accident free environment for everyone. We feel that the safety of children cannot be overemphasized. We urge you to caution your child about safety to and from school, talking to strangers, and going directly home unless previous plans have been arranged.

RULES FOR WALKERS

- Walk at all times without running.
- Cross streets where crossing guards are located or at corners only.
- Walk on sidewalks.
- Do not talk to strangers – do not accept rides with strangers.
- Always follow planned, direct route to destination.

RULES FOR BIKE RIDERS

- City ordinance requires all students to wear a helmet.
- While bicycle riding is permitted, it is not encouraged.
- Bicycles must be “walked” on school grounds.
- Bicycles must be parked and locked each day in the rack.
- Only one person may be on bicycle.
- Parents should set an example by having student passengers on bicycles in approved seats only.
- No one may ride or play with another child’s bicycle.
- Always follow planned, direct route to destination.

RULES FOR DRIVERS

- Please be patient and observant – young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.
- Drop off and pick up children in approved locations only.
- Observe all parking signs and traffic cone placement around the school and in the neighborhood. Picking up and dropping off children at school does not exempt you from the information on these signs.
- The parking spaces in the parking lot are reserved. This area may not be used to drop off or pick up students.

SECURITY

The Harvard Elementary School campus is a secure location. However, everyone including students, teachers, staff members, parents and visitors must remain observant and immediately report any person, vehicle or situation that is out of the ordinary.

The school conducts monthly fire drills and semi-annual disaster and intruder drills to maintain our awareness of emergency situations that may arise. In addition, perimeter doors are locked once school begins and entry is restricted to individuals with keys or electronic entry cards. All visitors are required to enter the front door and report to the office where they will be questioned about their presence on campus and then issued a picture identification badge.

A closed circuit television system (CCTV) with cameras located throughout the facility records all activities inside and outside of the building. The CCTV system is operational 24 hours per day and is monitored by the school and the Houston Independent School District Police Department.

An emergency telephone call out system is in place and may be used to notify parents of situations either before school starts or during the school day. The system is only effective if we have a current telephone number on file. It is each parent's responsibility to keep all telephone numbers and addresses updated.

A PLAN FOR EVERY CHILD FOR EVERY DAY

Children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home each afternoon and with whom. A message can be relayed to a child through the school office if an **emergency** necessitates a change in plans. Children will not be called to the telephone for any reason. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone, except in an emergency, parents should do all they can to help their child remember everything needed each day – homework, library books, lunch or lunch money, books, signed notes, etc.

DISMISSAL FOR INCLEMENT WEATHER AND OTHER EMERGENCIES

In the event that weather conditions become inclement or other emergencies exist and there is a possibility that school may be closed, the principal will activate the emergency telephone call out system. This system will notify parents via the telephone and email, if on file, of the emergency conditions and the action that will be taken.

SHELTER IN PLACE

In the case that the school is asked to **shelter in place** by emergency personnel, parents will not be permitted to enter the building to pick up children until an all clear has been announced by fire or police personnel.

ATTENDANCE

Student attendance is taken daily at 9:30 a.m. Students must be at school in order to be counted present. A student must be in attendance at least two instructional hours in order to be counted present for one-half day and at least four hours to be considered present for one full day. TEC 42.006(b)

EXCUSED ABSENCES

The only acceptable excuses for absences are:

- Personal illness
- Dental or doctor appointments (note required from physician)
- Illness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal
- School sponsored or school sanctioned activities away from the campus
- Participation in school activities recognized by the principal

UNEXCUSED ABSENCES

A student is considered to have an unexcused absence if he/she does not present a written excuse within three days for one of the reasons stated above or is away from school participating in an activity **not approved** by the district as excusable. *Absences of convenience* that extend weekends or approved school vacation days or for the purpose of taking family trips are not excused.

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

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the attendance officer assigned to Harvard Elementary School. **Unexcused absences may not be made up and the student receives a zero for the daily assignment(s).**

TARDY POLICY

School begins promptly at 7:45 a.m. each day. Students are considered tardy at 7:50 a.m. School officials understand that **occasionally** traffic, weather or waking up late may cause a student to be late. However, persistent tardiness will not be tolerated.

According to the **Code of Student Conduct**, it is the parent's and student's responsibility to arrive on time each day. Students on magnet transfer qualify for bus transportation if they live outside the two-mile zone. This will guarantee their arrival on time each day.

A student must present a written note at the time they arrive at school explaining the reason for being tardy in order for the tardy to be considered excused.

STUDENTS ARRIVING AFTER SCHOOL BEGINS

Students arriving after 7:50 a.m. are to report to the main office. This includes students that are tardy or returning with a parent after an off-campus appointment. Students will be given a tardy pass or admitted to class. Parents may not walk their child to class as this disrupts the educational program in the classroom.

SCHOOL TOURS AND AUDITIONS

Students going on school tours or taking place in auditions as part of the School Choice Program or to visit private schools will be counted absent (excused) if they are not present at Harvard Elementary School when attendance is taken at 9:30 a.m. HISD Magnet Schools have scheduled tours for the afternoon to ensure that students are present for attendance. Parents are encouraged to seek afternoon auditions if their child is applying to a Fine Arts Magnet School. This is the policy of the HISD School Choice Office.

COMPULSORY SCHOOL ATTENDANCE LAWS

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This section is to inform you of Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six month period:

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
- The student is subject to prosecution under Texas Education code 25.094

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Once enrolled in a Texas public school, all children beginning at age 4 (PK) are subject to the compulsory school attendance laws.

PERFECT ATTENDANCE INCENTIVES/REQUIREMENTS

Various attendance incentives may be offered to students during the school year. These include, but are not limited to, certificates, ribbons, stickers, and pencils. Students will be awarded a trophy at the end of the year during grade level Awards Day programs.

Requirements for the trophy include:

- Absences for the purpose of receiving a trophy will begin on the second day of school.
- Only students enrolled at Harvard Elementary School during both the fall and spring semesters are eligible to participate for the trophy award.
- A student is disqualified for the trophy award if they are absent (excused or unexcused).
- Fifth grade students, enrolled at Harvard Elementary School since their kindergarten year and who have perfect attendance for all six years will receive a special recognition trophy at their grade level Awards Day program.

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the parent who has signed the enrollment form or someone with a written or telephone authorization from the parent will be allowed to take a child from school during regular school hours. Go to the school office to sign out the child who will then be called to the office. Office personnel will ask for a valid driver's license to verify your identity. A phone call may be made to the parent or guardian who signed the enrollment form to verify if an individual is eligible to remove the student from the campus. The school is not permitted to release students unless this procedure has been followed.

When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time so that plans can be made accordingly. If a parent is out of the city and left his child with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed. ***Early release of students is strongly discouraged.***

UNIFORM DRESS CODE

Students are required to wear uniforms Monday through Friday. Occasionally, non-uniform days will be announced. Please refer to the monthly school calendar. The principal has the final authority for dress code decisions.

SHIRTS

- Any solid color polo style shirt either short or long sleeves.
- Harvard t-shirts.
- Shirts with the name of a college or university.
- Boy and Girl Scout uniforms may be worn daily.

PANTS, SKIRTS, SHORTS, SWEATERS and SWEAT SHIRTS

- Khaki (tan) or navy blue solid colored pants, skirts or shorts.
- Pants, shirts and shorts must fit properly at the waist a belt is preferred to hold up pants.
- Pants must be straight-leg style with cuffs or straight hemmed at the top of the shoe level.
- Skirts or jumpers must be traditional design and may not be more than 3 inches above the knee with no splits or slits.
- Shorts must be worn at the knee or no more than 3 inches above the knee.
- Any oversized, undersized, torn, cut at the seam or frayed pants are not permitted. All clothing must fit appropriately.
- If sweaters or sweat shirts are worn, uniforms must be worn under these clothing items.

SHOES and SOCKS

- Closed-toe shoes are worn at all times. These shoes may be leather or sneaker styles.
- Socks are worn with all shoes.
- For safety reasons, platform shoes, spiked heels, combat boots, steel-toed boots, or any backless shoes including clogs, crocs, shoes with wheels, house shoes, sandals, open-toed shoes, thongs, or water socks are not permitted.

ADDITIONAL DRESS and GROOMING REGULATIONS

- Students should be clean and wear clean clothes.
- Clothing items, including jewelry, which distracts from the educational process, is not allowed. This includes anything depicting the occult, gang membership, death, suicide, violence, drugs, sex, race, gender, obscenities, alcohol, items with double meanings or anything else deemed inappropriate.
- Hairstyles should be reasonable and clean. No designs may be cut into the hair.
- Hair colors, other than natural shades of hair color, are not permitted.
- Headwear (hats, caps, bandannas, “hoodies”, etc.) are not permitted.
- No body piercing is allowed, except earrings. All earrings must be “stud” type. No loops or dangle types allowed. This policy applies to girls and boys.
- Keys may not be worn around the neck or belt loop.
- Make-up may not be worn or brought to school.

DISCIPLINARY CONSEQUENCES

- **First Offense** – Parent is contacted by telephone or note.
- **Second Offense** – Parent contacted to bring appropriate clothing to school or take the child home to change.
- **Third Offense** – Parent contacted. One-day suspension from school.
- **Subsequent Violations** – Parent contacted. Three-day suspension from school.

REQUESTING A PARENT-TEACHER CONFERENCE

Parents may request a parent-teacher conference to discuss a variety of issues. Teachers are available before school, during their planning period, except Thursdays, and after school. Parents need to make appointments 24 hours in advance and wait for teacher confirmation. **Parents who arrive during the day asking us to interrupt a class so they can talk with the teacher will be turned away. This is a disruption of the educational process.**

CLASSROOM VISITATION

Parents wishing to observe their child in his/her classroom are invited daily from 8:15 a.m – 10:30 a.m. Parents may only visit classrooms and programs in which their child is enrolled. To avoid a disruption of the educational process, visits shall be restricted to 30 minutes. **Arrangements must be made 24 hours in advance prior to your visit with the classroom teacher and approved by the principal.** Visitations shall not be permitted when substitute teachers or other long-term teachers are assigned. There shall be no photographs, video or sound recordings permitted. The principal reserves the right to deny visitations that disrupt the educational process. In addition, the principal or designee may opt to accompany visitors to classrooms. The frequency of visitations may be limited by the principal.

REQUESTING COPIES OF STUDENT RECORDS

Copies of student records may be requested from the main office. Requests must be made in person. The records clerk will verify your relationship with the child and check your identification. You will be asked to place your request in writing. The records will be prepared and you will be contacted to pick up the documents in the main office. The first set of records is provided at no cost. Additional copies will be provided at \$0.10 per page. The turn around time for record requests is before the end of the next business day.

STUDENTS WHO BECOME ILL AT SCHOOL VISITATIONS TO THE NURSE

The school nurse will contact parents to pick up all students who have temperature elevations or who have vomited. Students will not be permitted back in class until these symptoms have cleared for 24 hours.

If parents cannot be contacted, a relative or emergency contact person listed on the enrollment form will be called and asked to pick up the child. Parents are expected to keep their contact information current.

Teachers will refer children who appear ill or complain of sickness to the school nurse. It is the nurse's professional decision to contact parents. The nurse is not expected, nor will she, contact parents every time their child is sent to the clinic. It is the parent's responsibility to keep the nurse informed of all medical conditions related to their child's health.

VOLUNTEERS

Teachers are encouraged to establish a volunteer program in their classroom. The frequency for volunteering directly in the classroom and the types of activities the volunteer will complete is at the discretion of each teacher. Some volunteer activities can be completed at home if you are unable to come to the school during the instructional day.

All volunteers must be police background checked prior to any volunteer activity at school according to Houston Independent School District policies. Forms are available in the school office. Allow 3-6 weeks for the approval process.

REPORTING COMMUNICABLE DISEASES AND ILLNESSES

Parents are required to report all communicable diseases such as strep throat, chicken pox and influenza to the school nurse within 24 hours of a diagnosis by a physician. This information is then reported to the City of Houston Health Department for monitoring.

FIELD TRIPS

Field trips will be arranged by the teacher as an outgrowth of school curriculum and instruction. For any field trip, parent approval forms will be sent home by the teacher to be signed and returned. No student will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip must be returned to the teacher no later than two days prior to the scheduled trip. Telephone, faxed or emailed confirmations will not be accepted.

We reserve the right to deny a child's participation in a field trip or in co-curricular activities if his/her conduct (P or U) at school does not merit this privilege. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary.

CHAPERONES FOR FIELD TRIPS

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all of our students. All adults must ride school buses and pay all bus and admission fees. Parents may not drive personal vehicles on field trips. Parents may not "show up" at a field trip location to avoid our procedures. Appropriate attire that matches the activity should be worn. Parents may not bring siblings or other family members or friends on field trips.

All chaperones must be police background checked prior to any field trip according to Houston Independent School District policies. Forms are available in the school office. Allow 3-6 weeks for the approval process. Parents are responsible for updating their status yearly. There is no rollover from year-to-year. Teacher sponsors of the field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

DAILY PLANNER

All students in grades 2-5 will be issued a daily planner to assist them in tracking homework assignments and projects. Students are required to enter information daily and to keep track of their planner. Parents are asked to monitor their child's homework by reviewing the planner each day. Teachers may ask parents to initial the planner each day if their child has a habit of not completing assignments.

HOMEWORK

PURPOSE OF HOMEWORK

- To reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom.
- To encourage development of independent study habits, skills and responsibilities.
- To provide an additional opportunity for family involvement in the child's education.

TEACHER RESPONSIBILITY

- Assign work that meets the school's homework policy time guidelines and is grade level appropriate.
- Give clear, concise directions.
- Reinforce previous (not new) learning related to the objectives being taught.
- Vary assignments and avoid busy work.
- Check and evaluate homework in keeping with a system that is clearly explained to the class.
- Provide legible handouts.
- Provide an opportunity for student and parent feedback.
- Be accepting of exceptional situations when homework cannot be completed.

STUDENT RESPONSIBILITY

- Record, take home and return all assignments.
- Make up missed or incomplete work.
- Be accurate and neat.
- Ask for explanations or clarification if you need it.
- Complete assignments in an appropriate place and within the allotted time.
- Proofread your own work and check for errors.
- Try your best.
- Have a good attitude about homework.
- Discuss problems or concerns about homework with your teacher.

PARENT RESPONSIBILITY

- Make school the number one priority during the academic year.
- Provide an appropriate time and place for homework.
- Model a positive attitude.
- Indicate an interest about assignments and assist, when requested by your child, but do not complete the work for the child.
- Do not critique the entire assignment unless asked.
- Communicate and cooperate with your classroom teacher if your child is having difficulties or working longer than the time prescribed.
- Request assignments for children when short/long term absences are involved.
- Assure that children read and or choose items from the homework reinforcement list when specific homework assignments are not given or when they are completed before the specified time period for homework is over.
- Know when to stop a child when he or she is struggling and exhausted.

TIMELINES FOR HOMEWORK

In general, homework assignments will be completed for the following days; however, long-range assignments and/or special projects will provide students with an opportunity to develop and refine research skills and the ability to work independently.

Grade Level	Frequency of Assignments	Total Daily Average (all subjects)
PK/K	Daily (4 days a week)*	10 minutes + 20 minutes reading**
1	Daily (4 days a week)*	20 – 30 minutes + 20 minutes reading**
2	Daily (4 days a week)*	20 – 30 minutes + 20 minutes reading**
3	Daily (4 days a week)*	30 – 50 minutes + 20 minutes reading**
4	Daily (4 days a week)*	50 – 60 minutes + 20 minutes reading**
5	Daily (4 days a week)*	50 – 60 minutes + 20 minutes reading**

** Weekend homework will include written assignments, extended projects and items selected by parents from the list below.*

*** Reading is recognized as a universal skill that relates to all subjects. This time period includes parents reading to their child or children reading library books or other pleasure reading. This is Houston ISD policy.*

HOMEWORK REINFORCEMENT AND IDEAS FOR PARENTS

The following items are examples of homework that parents can use to reinforce skills.

Homework Reinforcement	K	1	2	3	4	5
Practice handwriting and letter formation.	•	•	•	•	•	•
Talk with your child to develop oral language skills.	•	•	•	•	•	•
Practice math facts and flashcards.		•	•	•	•	•
Practice counting forwards and backwards.	•	•	•	•	•	•
Compose original math word problems.	•	•	•	•	•	•
Practice telling time.	•	•	•	•	•	•
Practice measuring using standard and non-standard units of measure for weight, capacity and length.	•	•	•	•	•	•
Discuss reading selections with your child after they read. Include main idea, characters, predicting, setting and sequence.	•	•	•	•	•	•
Develop a writer's notebook (home journal) to include poetry, narratives and letters.	•	•	•	•	•	•
Use technology whenever possible to enhance topics being taught in class.	•	•	•	•	•	•
Practice self-help skills such as tying shoes, buttoning, using a zipper, organizational skills and responsibility.	•	•	•	•	•	•
Correct and review incorrect answers on previous assignments.	•	•	•	•	•	•
Identify, count and exchange money.	•	•	•	•	•	•
Practice using various types of maps.	•	•	•	•	•	•
Play traditional board games as a family to enhance cooperation, listening skills and following directions.	•	•	•	•	•	•
Classify and identify simple/compound machines, solids, liquids and gasses; list ways to conserve energy.	•	•	•	•	•	•

PARENT AND STUDENT CONNECT – PS CONNECT

GRADESPEED – ON-LINE GRADES, PROGRESS REPORTS AND REPORT CARDS

Parents may log on at www.houstonisd.org and register under **PSConnect** to view their child's grades, receive progress notices and view report cards. You will need the following information to register:

- HISD Student ID Number
- Student's Date of Birth
- Last 5 digits of the student's Social Security Number

If you need assistance in registering your child, please come to the main office. The school is unable to provide parents with the information needed to register over the phone, by email or by fax. All requests must be made in person.

A kiosk is set up in the office for parents to use to access the **PS Connect** website and print their child's grades, progress notices and report cards.

NOTICE OF PROGRESS

REPORT TO PARENT FORMS

The **Notice of Progress – Report to Parents** will be sent to parents during the fourth week of the reporting period or as often as may be deemed necessary. The parent must sign and return the form to indicate to the teacher that the parent has seen the report. The teacher may require students to sign for progress reports before they are taken home.

REPORT CARDS

A report card is issued to the parent or guardian at the end of each grading period for grades K-5. Pre-kindergarten students receive a report card every twelve weeks. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grades. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

PROMOTION STANDARDS

Promotion Standards are updated yearly. Log on to the school website for a current list of the standards for each grade.

GRADING POLICY FOR GRADES 1-5

Approved by the SDMC - September 2014

The following grading percentages will be used for determining the average report card grade for each core academic subject that is assigned a numerical grade each nine weeks.

<i>TYPE</i>	<i>PERCENTAGE</i>
Quizzes	25%
Tests	50%
Class Work and Projects	25%
Homework	0%
Total	100%

- Students will be given a reasonable opportunity to redo a class assignment or test if they receive a failing grade (below 70%).
- The highest grade a student may receive for the retake is 75%.

Definitions:

- **Quiz** – a brief assessment covering a minimal number of learning objectives.
- **Test** – an assessment covering multiple learning objectives.
- **Class Work**– assignments given and completed in the classroom.
- **Projects** – long-term independent assignments involving multiple steps and a final product for completion at school or at home.

CRITERIA FOR GRADING ACADEMIC SUBJECTS

Grades 1-5

90-100	(A)	Excellent
80-89	(B)	Good
75-79	(C)	Satisfactory
70-74	(D)	Poor
50-69	(F)	Failing

Pre-kindergarten and kindergarten

Subjects are marked according to the scale listed on the report card.

GRADING RUBRIC FOR SPECIALTY CLASSES

The following rubric is used for grading specialty classes. An E, S, N or U will be assigned for the science lab, math lab, music, physical education, library (grades 3-5) and the technology lab.

	Excellent (E)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Student actively participates while demonstrating an understanding of the content that is being taught.	Nearly all of the time	Most of the time	Seldom	Rarely/Not at all

CRITERIA FOR GRADING CONDUCT

E	Excellent quality of behavior
S	Satisfactory quality of behavior
P	Poor quality of behavior
U	Unsatisfactory quality of behavior

DISCIPLINE MANAGEMENT SYSTEM

CONSISTENCY MANAGEMENT

The **Code of Student Conduct** shall serve as the guide for setting expectations for student behavior and the consequences for misbehavior. Parents are expected to review expectations for proper behavior at school on a regular basis with their child. Teachers are expected to assume responsibility for the discipline of students in their individual classrooms. Students will be dealt with reasonably, fairly and with patience, **but persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into difficulty which might lead to reassignment, suspension or expulsion.** (State Law Section 37.000) The school may prohibit any action which impairs, interferes with or obstructs the educational process or function of the school.

ESSENTIAL ELEMENTS OF A GOOD DISCIPLINARY SYSTEM

- Recognition that discipline can be controlled, modified, and improved through the instructional program.
- Acknowledgment that a positive approach to children produces numerous benefits.
- Development of management procedures and guidelines for student behavior which include clear and concise rules and expectations.
- Establishment of the responsibility of students for their own behavior.

REWARDS FOR GOOD BEHAVIOR

Teachers will use a variety of rewards to fit the individual differences of students in their classes. Rewards include, but are not limited to, individual incentive charts, certificates, stickers, pencils, and recognition at Award's Day. Food items may not be used as a reward.

CONSEQUENCES

Consequences for specific violations are outlined in the **Code of Student Conduct**. Teachers will use a variety of initial consequences. They include, but are not limited to, time out section in the classroom, individual study carrel to keep student focused on class work; removal of free play at recess, removal from extra-curricular activities and field trips. If the behaviors continue, a teacher/student/parent conference will be held.

WEEKLY CONDUCT GRADE

All students will receive a weekly conduct grade in their Tuesday Home Communication Day folder. Parents are required to sign the conduct form and return it in the folder on Wednesday.

REMOVAL OF FREE PLAY AT RECESS

The school reserves the right to remove free play (not having a choice of activities) at recess from any student that has not completed class work or homework assignments; has not followed classroom or school rules; or has not returned notes or signed materials from the Home Communication Day folder. Student will have the option of walking laps to exercise during the recess period.

BIRTHDAY TREATS

The Texas Department of Agriculture has revised the policy regarding birthday treats at school. Should a parent wish to celebrate a child's birthday, cupcakes or cookies (one per student) are permitted at school however, they may not be served in the cafeteria during the lunch period. No other items are permitted such as candy, sheet cakes, juice, sodas, or fast food items. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day.

To maintain our instructional focus, teachers will allow a child to share cupcakes or cookies with classmates, at a time and location decided by the teacher after the students lunch period. Students in pre-kindergarten and kindergarten will use the treat as their daily snack. Parents should send the food items to school in the morning in a sturdy container. Parents will not be allowed to interrupt instructional time to drop off items or to supervise this activity in the classroom. No party type activities will take place including photographs, balloons, flowers, gifts or favors.

FIRST CLASS BREAKFAST

BREAKFAST IN THE CLASSROOM

In the fall of 2009, the Board of Education approved expanding the ***First Class Breakfast*** program to all elementary and middle school in the Houston Independent School District.

- All students will report to the location they normally report to each morning before school begins except:
 1. All pre-kindergarten students will sit at their assigned table. The teacher assistant, will monitor students and determine which students will eat breakfast. Teachers will pick up all students not eating breakfast at 7:40 am and take them to their classroom. The teacher assistant will bring the others to class as a group once they have finished eating.
 2. All prekindergarten students must report to the cafeteria. They may not wait in the hallway to enter the classroom.
- Students that have classrooms on the second floor will line up in the main hallway near the stairs by room 134. A teacher assistant will distribute breakfast cards to students that wish to eat. At 7:40 am students will begin reporting to their classrooms on the second floor. As they pass by the breakfast cart, they will pick up breakfast items and take them to their room. Students will enter their classroom and begin their regular morning routine.
- Students in rooms 101, 102, 103 and 144, and all students in the south wing (rooms 1-14) will sit in the hallway outside of their rooms until 7:40 am. At that time they will enter the classroom and begin their regular morning routine. Teachers will distribute breakfast cards to those students that wish to eat. Three breakfast carts will begin distributing food at 7:40 am by visiting individual classrooms.
- Students that arrive late may pick up their breakfast items from a cart located near the office.

Q.	Is there a cost for breakfast?
A.	No, all students are eligible to eat free.
Q.	What time will breakfast be served?
A.	At approximately 7:40 am carts will begin visiting classrooms or distributing items from carts located in central locations.
Q.	Are students required to eat breakfast?
A.	No, breakfast is optional for all students.
Q.	Will teachers monitor who is picking up a breakfast each morning?
A.	No, it is the parent's responsibility to discuss breakfast with their child and set expectations each morning.
Q.	May students bring their own breakfast items from home to eat in the classroom?
A.	No, those items should be eaten at home before coming to school.
Q.	May parents go to the classroom or wait in the cafeteria while their child eats breakfast?
A.	No, parents should drop off their children and then begin their daily routine.
Q.	What will students be doing while breakfast is being served and consumed in the classroom?
A.	Beginning at 7:40 am students will be involved in independent activities. These include a number of activities such as journal writing, review activities posted on the SMART Board, independent reading, Accelerated Reader quizzes on the computer, daily math and language review. All students are engaged in independent academic activities.

USE OF CELLULAR PHONES, PAGING DEVICES AND ELECTRONIC COMMUNICATION SYSTEMS

- All cellular phones, paging devices and electronic communication systems (personal digital assistants, etc.) must remain in the OFF position (unable to receive signals and commands) while on the school campus during the instructional day or at school sponsored events off campus.
- All cellular phones, paging devices and electronic communication systems (personal digital assistants, etc.) must remain in the student's backpack, purse or locker and may not be worn on their person.

In addition to disciplinary action as outlined in the **Code of Student Conduct**, the unauthorized operation of these devices will result in confiscation. The principal will notify the parent of the intent to dispose of the device after 30 days. A \$15 administrative fee payable to Houston ISD will be charged if the device is claimed within 30 days by the parent. Devices not claimed will be sent to Property Management for disposal.

BRING YOUR OWN TECHNOLOGY (BYOT)

Students in grades 2-5 only participate in this program. Understand that the use of personal devices to support the educational experience is not a necessity, but a privilege

For purposes of BYOT, "Technology" means a privately owned wireless, portable, electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. In other words, any electronic device that connects to Wi-Fi and has an internet browser.

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time. Students will not be allowed to access cellular data during school hours. At the teacher's discretion students may take photographs and videos for specific class projects. Our "guest" Wi-Fi server blocks content such as Facebook and any other inappropriate sites.

Responsibility to keep the device secure rests with the individual owner. Harvard Elementary School, Houston ISD, nor its staff or employees, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Parents will sign the *Code of Student Conduct Student and Parent Acknowledgment* form indicating that you have received this information including the *Appropriate Use Policy for Electronic Services for Students* and return it your child's teacher each year.

TEXTBOOKS

All textbooks are owned by the State of Texas and must be paid for when lost or stolen. Another book cannot be issued until payment has been made for the lost book. If books are found after they are paid for a refund will be given.

NOTIFICATION REGARDING PESTICIDE APPLICATIONS

Pesticides are periodically applied indoors and outdoors and information on the times and types of applications and prior notification is available upon request.

LOST AND FOUND AND OTHER VALUABLES

Students are asked to bring toys and valuable items to school only as part of special school activities. Such items should be labeled and returned home at the end of the activity.

- Jewelry, clothing, stuffed animals, dolls, and other personal items may not be brought, loaned, sold, traded or given away at school.
- Lunch items may not be traded or sold between students.
- All removable clothing items such as jackets and sweaters should be labeled with the child's first and last name.
- A lost and found rack is located in the cafeteria. Unclaimed items are donated to charity at the end of the year.

MONEY AND DEBTS

Students should bring the exact amount of money needed each day. Money sent by parents for a special collection such as picture money, paperback book orders, t-shirt sales, etc., should be sent in a sealed envelope with the child's name, amount enclosed, and purpose written on the outside of the envelope. The school is not responsible for money that is lost or stolen prior to being received by the teacher or office. All monies collected from students require permission from the principal.

LUNCH MONEY PAYMENTS

Envelopes are located in the main office for parents to make daily, weekly or advance payments for lunch. Payments may be made on-line using a credit or debit card by setting up an account at www.parentonline.net. Parents are encouraged to use one of these two systems to make payments. It is not recommended to send lunch money to school each day with a child. All students, regardless of application status, may eat a free breakfast everyday.

CHECK ACCEPTANCE POLICY

HANDLING OF FRAUDULENT CHECKS

Checks may be accepted for various fund-raisers and school related activities. Checks will not be accepted for field trips or breakfast/lunch payments. Presentation of a personal check shall be treated as a good faith effort for payment from the bank.

In the event that a check is returned marked "insufficient funds", "stop payment" or "account closed" the check will be treated as a presumption to commit theft by deception and the following action will be taken:

- One attempt will be made by telephone to contact the check writer. A three-day period will be given for the individual to present payment in full including all bank charges and processing fees.

Failure to follow this good faith attempt will result in the following actions:

- Check writer will be sent a certified letter indicating a demand for payment in full including all bank charges and processing fees.
- Failure to respond to the conditions of the certified letter within 10 days will result in the filing of a check fraud case with the Harris County District Attorney's Office.
- The school will no longer accept personal checks from individuals that have written a check that will not clear the bank. All future payments must be made in cash or with a money order.

CRIMINAL CODE INFORMATION

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure for the State of Texas, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders. The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the office for public inspection of all offender notices received during a school year. The notices are maintained until the end of the current school year. The notice may include any information deemed necessary to protect the public including name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

PARENT TEACHER ASSOCIATION (PTA)

Harvard Elementary School's Parent – Teacher Association has been in existence since 1910 when the Mother's Club of Harvard was formed. Harvard has been a member of the Texas PTA and National PTA organizations since 1945.

Working together, parents, teachers and school administrators have implemented many programs over the years for the benefit of our children. Membership is renewable each school year and is open to parents, relatives, school employees, community members and business leaders. The membership campaign is conducted at the beginning of each school year, although membership can be obtained at any time.

Our members work to provide the school with meaningful educational programs and volunteerism. Show your school pride and become a member today.

PTA Objectives

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

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