

ERNEST MCGOWEN SR. ELEMENTARY SCHOOL



***Student and Parents* HANDBOOK**

2022 - 2023



Houston Independent School District

6820 Homestead Road
Houston, Texas 77028
(713) 636-6979

We Enter to Learn and Leave to Achieve!

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HOUSTON INDEPENDENT SCHOOL DISTRICT

Ernest McGowen Sr. Elementary School
6820 Homestead - Houston, Texas 77028 - TEL (713) 636 - 6979 FAX (713) 636-6983

Jeffrey Whitaker,
Principal

Dear Parents and Students:

Welcome to Ernest McGowen Sr. Elementary School and to a culture that is orderly, supportive, and focused on academic success. We will continue to create an environment that influences scholars to seek education beyond high school graduation, "If you go to college..." will be replaced with "When you go to college..."

McGowen Elementary provides an academically challenging environment, supports scholars in excelling to their full potential in a global society, and builds a foundation that prepares scholars to succeed at each level leading to college.

Our core values describe who we are and what we stand for. We have **PRIDE** in everything we do.

Purpose: We are focused on achieving our mission-building a foundation that prepares our scholars to succeed at each level leading to college.

Respect: We value and appreciate each other, as demonstrated through our words and actions. We treat others the way we want to be treated.

Integrity: Our actions are aligned with our beliefs and words. We do what's right even when no one is looking.

Determination: We do whatever it takes to achieve our goals and persevere when faced with challenges.

Excellence: We are what we repeatedly do. Excellence is not an act, but a habit.

Our campus is filled with talented teachers and support staff, who work their hardest everyday to make sure our scholars reach their highest potential. This year will prove to be even more successful as the teachers, the staff, you and I work together to help our scholars succeed academically.

We are very proud of our building and the many programs offered at McGowen Elementary. I encourage you to participate in your child's education. In fact, I'm requesting your commitment to attend Teacher Conferences, Open House, Parent Meetings, Family Curriculum Nights, Student Performance Programs and PTO meetings.

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This handbook contains information as to the rules, regulations and operation of our school. All notices enclosed in this handbook are very important to the success of your child and to the efficient operation of this school. Please read the contents of this handbook carefully with your child. All students and parents will be held to the rules, regulations and procedures of this handbook. **After reading this handbook, please sign and return the signature page located at the last page by September 9, 2022.**

We are glad that you and your child are a part of the McGowen team. Please feel free to call the office at (713) 636-6979, if we can assist you in any way. We look forward to working with each of you in the 2022-2023 school year.

Respectfully,
Jeffrey Whitaker, Principal

McGowen Elementary 2022-2023 Faculty and Staff

Employee	Grade/Assignment
Jeffrey Whitaker	School Principal
Anthony Pollard	Assistant Principal
Janice Courtney-Stevens	Teacher Specialist
Nicole Forte-Hutcherson	Counselor
Audrey Sanders-Smith	Reading Interventionist
Pyria Booker	Pre-Kindergarten
Salandra Williams	Pre-Kindergarten
Gwendolyn Thompson	Kindergarten
	Kindergarten
Rhonda Guyton	Kindergarten
Crystal Joyce	1 st Grade
	1 st Grade
	1 st Grade
Taylor Rodgers	2 nd Grade
Deandria Bluiett	2 nd Grade
Eddy Nelson	2 nd Grade
	3 rd Grade
Cassandra Brown	3 rd Grade
Rosetta Davis	3 rd Grade
	4 th Grade
Tamay Davis	4 th Grade
Sydney Winn	4 th Grade
Shantay Berguin	5 th Grade
	5 th Grade
Joslyn Williams	5 th Grade
	Computer Lab
	Speech Therapist
Carmody Duhon	Life Skills Teacher
Myrical Toran	Life Skills-Teacher Assistant
Teri Young	PALS Teacher
Erenia Perez	PALS-Teacher Assistant
Courtney McGowen	Resource Teacher
	Resource – Teacher Assistant
Claudia Fernandez	School Clerk

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Nechelle Davis	Wraparound Specialist
Mary Chachere	Nurse
Ethel High	Student Information Rep
	School Secretary
Tyrone Rosemond	Plant Operator
	Custodian
Irma Morales	Custodian
Monica Marrinez	Custodian
DeShanna Negret	Cafeteria Manager
	Cafeteria Worker
Patrizia Thomas	Cafeteria Worker
LatTiffany Young	Cafeteria Worker
Patricia Lazard	Crossing Guard

Principal's Notes & Reminders

Rules, Regulations and Procedures

- ❖ All students and parents are expected to abide by the rules, regulations, and procedures of this campus handbook.
- ❖ All students and parents are expected to abide by the rules, regulations and procedures of the Student Code of Conduct of the Houston Independent School District.

Professional Conduct

- ❖ Professional conduct is expected by all persons conducting business with this school. Please refer to goal three on the previous page.
 - Speak in a calm voice.
 - Show mutual respect.
 - My staff has been informed of our rule

Instructional Time

- ❖ Teachers will not be interrupted from teaching between 7:20 A.M. and 3:05 P.M.
- ❖ In order to ensure that dismissal is safe and orderly, **we do not allow students to be checked out early for non-emergency reasons after 2:15 P.M.**
State law mandates the hours of instruction that a student receives daily. We monitor these hours to ensure that students meet the required hours daily. When students check out prior to the end of the school day before 2:50 P.M., they may be at-risk of failing a subject or grade level. Therefore, this information is reported to our truancy officers to enforce compliance.

Conference Times

- ❖ Each teacher has a designated **45-minute conference time**. He/She will inform you of the time through a Welcome Back Letter during the first week of school.
- ❖ **Teachers are not available for conferences, even short ones, from 7:20-7:45 A.M.** They are responsible for supervising and lining up their students to begin the

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day. Please do not stop them in the cafeteria, hallway or the POD areas to inquire about your child's progress.

- ❖ **Teachers are not available for conferences from 2:45-3:05 P.M.** Again, they are on duty to supervise and monitor their students to ensure that they are getting to their cars or parents safely. Please do not have conferences at your vehicle.

Meetings with the Teacher

- ❖ Each teacher has a planning time daily in which parent meetings can be held. Contact the teacher in person, by email, by note or call the main office to make an appointment.
We prefer that you schedule conferences during the teacher's conference period. However, other times may be available depending upon the teacher's availability. We do ask for a 24-hour notice. **Administration does have the right to reschedule conferencers with teachers and parents.**

Meetings with the Principal

- ❖ If you would like a meeting with the principal, you must schedule an appointment with the secretary.
- ❖ Be advised that the principal is to observe and support classroom instruction and therefore is not in the office all day, but in the classrooms.
- ❖ If you have a classroom concern, you should have a meeting with the teacher first, before scheduling a meeting with the principal. If this has not happened first, you will be directed to meet with the teacher to resolve the issue. Afterwards, if a conference is still needed with the principal, you will be asked to complete a Parent Concern Form and an appointment will be set for you.

Chaperones on Fieldtrips

- ❖ Parents who wish to be chaperones may not bring any other children. Additionally, the parent must have registered on the HISD VIPS website and been approved prior to the fieldtrip.

Visitors in the Classroom

- ❖ Other than HISD personnel or other authorized observers, students may only be observed in the classroom by a parent/guardian. The observation may last no longer than 30 minutes. The observation must be arranged at least 24 hours in advance and must have teacher approval. Observation times are limited due to the fact that any observer is a distraction to instruction.

Campus Security and Safety

- ❖ All visitors should enter through the front doors of the building.
- ❖ Students are not permitted to open the pod or side entry doors.
- ❖ All visitors must report directly to the front office.
- ❖ All visitors must wear a visitor pass while on campus.
- ❖ Parents may wait in the front of the school or in the front hallway if the weather is bad.
- ❖ **All late arrivals (after 7:45 a.m.) should enter through the front doors accompanied by adult. Parents must park and bring your child into the building to sign them in.**

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The student late arrival will be recorded and place in Chancery for record keeping.
Remember when a child is repeatedly late, they are missing key instructional time.

- ❖ Parents and visitors are not to enter the Pod areas in the mornings or the afternoons.
- ❖ Classrooms are to be locked through-out the day as well as when the teachers leave.
- ❖ Visitors / Parents are to refrain from wandering around the building without permission from the main office Campus Policy.
- ❖ Be sure to tell the teacher when you pick up your child at dismissal. He or she needs to know who your child is leaving with.
- ❖ If there is a change as to whom or how your child will be picked up, please send a note with your contact number for verification.
- ❖ Any person not listed on the enrollment card will not be allowed to check out your child without a written note from you and a picture ID.
- ❖ Please do not leave your vehicle running to come get your child, park in the red fire zone, or motion/call for your child to run out into the driveway or street. **This is dangerous.**
- ❖ **Safety FIRST.**
- ❖ Please wait in your vehicle for your child to be escorted to your vehicle.
- ❖ The building is officially closed at 6:00 p.m. daily (times will change with afterschool program/tutorials). Parents, please pick your children up in a timely manner as we have no one to supervise them after the faculty and staff have gone home at 3:35 p.m.
- ❖ After hours visitors are to call the school and make arrangements with the school employee prior to visit. They will only be let in by the employee they are here to see.

School Hours

7:00- 7:40 a.m.	Breakfast
7:30 a.m.	School Day Begins
7:30 a.m.	Morning Announcements
7:45 a.m.	Instruction Begins
2:50 p.m.	Dismissal

Daily Tutorials

Students receive 30 minutes of small group instruction daily. Times may vary according to grade level. In addition, selected students will remain for extended day tutorials or Saturday

Significant Dates

August 22, 2022,	First day of school
December 22, 2022,	Last day of first semester
January 6, 2023,	First day of second semester
May 31, 2023,	Last day of school

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GRADING CYCLE INFORMATION

PRE-KINDERGARTEN – 5TH GRADE	
Six Week Cycles	Report Card Day
Aug 22 – Sept 30	Oct 7, 2022
Oct 3 – Nov 4	Nov 11, 2022
Nov 7 – Dec 21	Jan 13, 2023
Jan 9 – Feb 24	March 3, 2023
Feb 27 – Apr 14	April 20, 2023
Apr 17 – May 31	May 31, 2023

Student Holidays

September 5, 2022,	Labor Day
October 4-5, 2022,	Fall Holiday/Teacher Service Day
November 21-25, 2022,	Thanksgiving Holidays
December 23, 2022 – January 6, 2023,	Winter Break
January 16, 2023,	Martin Luther King Jr. Day
March 13-17, 2023,	Spring Break
March 31, 2023,	Chavez/Huerta Day
April 7, 2023,	Spring Holiday
April 21, 2023,	Spring Holiday
May 29, 2023,	Memorial Day

Parent Meetings

Open House 5:00 – 6:30 p.m.	September 22, 2022
PTO/PAC Meetings	2 nd Tuesday of Each Month AM Meeting – 8:00 a.m. to 9:00a.m.

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PM Meeting– 3:30 p.m. to 4:30p.m.

Site Based Decision Making Committee
(SDMC)

4th Thursday of the following
months from 3:30 p.m.-4:30 p.m.

- September
- October
- March
- April

INCLEMENT WEATHER PROCEDURE

In the event weather conditions are so inclement or such serious emergencies exist that might cause the school to close, parents, students, and other staff members are asked to keep tuned to radio and television stations for definite information. ***ALL PARTIES ARE ASKED NOT TO TELEPHONE SCHOOL PERSONNEL, SCHOOLS, LAW ENFORCEMENT AGENCIES, RADIO OR TELEVISION STATIONS, SINCE THIS TIES UP COMMUNICATION LINES.***

You are asked to keep tuned to the radio and television stations. In the event school is closed, this decision is made prior to 6:00 a.m. The radio or television announcer will say: **SCHOOL IS CLOSED TODAY. ALL STUDENTS ARE DISMISSED.**

If inclement weather conditions cause the usual dismissal time to be delayed, pupils remain in classrooms under the supervision of a teacher until it is safe for them to be dismissed.

PLEASE MAKE ARRANGEMENTS AT THE BEGINNING OF SCHOOL AND HAVE A CLEAR UNDERSTANDING WITH YOUR CHILD AS TO WHAT TO DO ON RAINY DAYS.

Pupils will not be allowed to call home to ask for this information since the telephone lines are needed for emergencies. Make rainy day plans **today!**

GETTING THE SCHOOL DAY STARTED

The school day begins at 7:30a.m. and children are tardy at 7:45 a.m. Arriving on time each day and everyday helps a student get off to a good start. The cafeteria is open to students at 7:00 a.m. Your cooperation and assistance in developing the habit of arriving at school on time will carry over into your child's adult life.

When you are late getting your child to school, you must obtain a tardy slip for your child from the office. Children late to class must have an office permit to enter class after 7:45 a.m. A conference is required with you if your child has excessive tardiness or absences. Further action can be taken if tardiness continues after conference.

Daily Schedule:

School Day begins 7:30 a.m. (*students are tardy after 7:45 a.m.*)

Attendance Taken 9:30 a.m.

Dismissal Bell 2:50 p.m.

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LEAVING EARLY

Daily attendance is important for every child. In the event that your child has to leave school before dismissal at 2:50 p.m., send a **note to the classroom teacher**. A parent or guardian must report to the school office and sign out their child. School personnel will call for your child to meet you in the office area. **Early release of students is strongly discouraged.**

For all early dismissal we are asking that you pick up your child before 2:15pm. Parents will not be allowed in the building after 2:30pm. The teachers will be preparing students for dismissal at 2:40pm. **we do not allow students to be checked out early for non-emergency reasons after 2:15 P.M.**

Attendance is based on your child's presence in the classroom at 7:30 a.m. A child, who leaves before 9:30 a.m., is counted absent for the day. Please keep this policy in mind whenever you must schedule a necessary appointment for your child.

DISMISSAL

The school day ends with a dismissal bell at 2:50 p.m. Bus riders report to the bus ramp for departure at 2:40 p.m. Other students meet their carpools at designated areas. After that time there is ***no adult supervision available for children who remain on campus waiting for a ride unless they are enrolled in an afterschool program.***

Safety is our number one priority. Please review the options available for after school care. These include **HISD** bus transportation, day care or carpools. School personnel will be happy to assist you in making arrangements for your children after school care.

TRANSPORTATION POLICIES

Safety First: McGowen's transportation system for the 2022-2023 school year has been developed to provide a safe environment for our students. Please read the policies below very carefully. We need the cooperation of ALL parents and guardians beginning the first day of school. Help us to keep all McGowen students safe.

Parents will receive a McGowen tag to place in the windshield. Students will be called by their name.

All students (car riders and walkers) will be assigned a transportation tag.

Parents should NOT share their tag with anyone who does not pick their children up from school. If your child is picked up by someone other than you, that person **MUST** have the tag in their windshield.

Who will use transportation tags?

Transportation tags will be used whenever a family member picks a student up from school driving or walking. All students who are not bus riders or who do not walk home alone must go to the cafeteria for dismissal.

How will a parent in a car use the tag?

Families who drive to pick their children up should enter the visitor driveway on Jay Street and have their assigned transportation tag showing in the windshield. The staff member will radio the name and grade in the cafeteria for car riders. The student's name will be called. **DO NOT PARK AND ENTER THE BUILDING.**

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What will happen if someone comes to pick a student at 3:05p.m. and they don't have a transportation tag?

Anyone who does have a transportation tag will not be allowed to leave with the student. Individuals will be asked to go to the main office so that the office staff can verify the person's identity with the parent.

SCHOOL COMMUNICATIONS

We frequently send Communications/Notes home to the Parent/Guardians. Ask your child on a daily basis about messages or papers from the school. These communications are very important and are our attempts to keep you informed on what is going on at all times.

Additionally, information regarding upcoming events, programs, student holidays, and parent conferences days are examples of messages that are sent via the telephone connection system and/or Class Dojo. You will only receive these messages if there is a current telephone number on file.

As a parent or guardian, you can access your child's weekly grade on-line via the Houston ISD website. Ask your child's teacher or our technologist for more details. This tool allows you as a parent to stay current on your child's progress.

ENROLLMENT CARDS

All students will return one completed enrollment card by the end of the first week of school. Teachers will check for completion of each item. If necessary, the enrollment card will be returned home for completion of various blank spaces. Parents are required to update vital information whenever a change is made. The changes should be sent to the attendance office and to the classroom teacher.

Each card must be signed by the parent or legal guardian before a child is enrolled.

Please return the completed enrollment cards (2) to your child's teacher.

SAFETY

The safety and security of our students is a major concern to us all. Parents can assist greatly by planning ahead and practicing patience and good safety procedures when delivery and picking up their children. Please follow these procedures:

1. Students should not be dropped off or sent to school prior to 7:00 a.m. There is no supervision until 7:00 a.m. and student safety is the responsibility of the parent prior to this time.
2. Plan to pick up students at 2:50 p.m. Monday-Friday. Plan to pick up students at 12:30p.m. on Early Dismissal Days.
3. In the mornings, students should be dropped off in the front of the building where they can enter through the cafeteria door or the main entrance.
4. Have students enter cars or exit on the curb side only. It is a dangerous practice for students to enter or exit cars on the traffic side of the street.
5. **Do not pick up or deliver students through the teacher's parking lot. Students are not allowed in the teacher's parking lot. This is a dangerous area as buses and cars are constantly moving.**

6. The **regular routine for dismissal** is from the cafeteria where they are supervised by their teachers.
7. Do not double park.
8. Do not leave cars illegally parked.
9. Do not park in restricted areas of the fire zones or handicapped zones. **Tickets have been issued by HPD and HISD Police Department for this violation.**

STUDENT REPOSIBILITIES

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

Arrive to school on time and attend all classes each day.

- Prepare for each class with appropriate materials and completed assignments.
- Dress according to the dress code adopted by our school.
- Know that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and/or weapons are unlawful and prohibited. Students may be subject to random searches in accordance with Board Policy and State and Federal Law in order to assure a safe school environment.
- Show respect toward others.
- Conduct yourself in a responsible manner.
- Pay required fines and fees when due.
- Know and obey all school rules in the Code of Student Conduct and the School-Based Discipline Management System.
- Cooperate with staff members in the investigation of disciplinary matters.

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Houston Independent School District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, district personnel, and parents while at school or while attending school activities.

Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline and the school-based discipline management system are established to achieve and maintain order in the school. Students who violate the rights of others or district or school rules shall be subject to disciplinary action in accordance with established district policies and procedures. All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student's being removed from participation in school activities, including commencement exercises.

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Personal technology or Cell Phones is NOT ALLOWED. It will be the parent's responsibility to check your child's personal belongings for them not to bring any technology on campus, as it will not be returned until the end of the school year for a fee of \$15. **If a student must bring a cell phone it is that student's responsibility to turn the Cell Phone into the office. If the student is caught with a cell phone it will be confiscated and a fee of \$15 will be required to get the phone back.**

DISCIPLINE CODE

Our goal is to create a warm and supportive, but firm and orderly classroom environment that promotes learning. Parents and students will receive the *Code of Student Conduct: Your Rights and Responsibilities*. This book details the expectations for student behavior and the consequences for misbehavior. The administrative staff is charged with maintaining adequate discipline in each school. The teacher is responsible for the care, discipline, and instruction of pupils in charge and as assigned by the principal. The entire staff enforces all rules governing the pupils about the building and campus. 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 suspension, reassignment, 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. Children will not be permitted to attend extra-curricular activities (field trips, assemblies, etc.) if their conduct (P or U) does not warrant participation.

SCHOOL WIDE EXPECTATIONS FOR STUDENT BEHAVIOR

Classroom Rules / Consequences

The following rules and consequences are common to all classrooms

Classroom Behavior Rules

1. Follow directions.
2. Raise hand before speaking.
3. Keep hands, feet, and objects to yourself.
4. Remain in your seat.
5. Have materials and supplies ready.
6. Respect all teachers, classmates and staff.

Classroom Consequences

1. Warning
2. Isolation / Time-out
3. Removal of Privileges
 - A. Lunch Isolation
 - B. In-school Detention
4. Call Parents
5. Conference with Parents
6. After School Detention/Saturday Detention
7. Discipline Referral to Office

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Administrative Consequences

1. Administrative Conference with student, parents and teacher
2. In-School Suspension
3. Out-of-School Suspension
4. Afterschool/Saturday Detention
5. Referral to the alternative school (Disciplinary Alternative Education Program)

Rewards for Good Behavior

Teachers on all grade levels may use a variety of rewards for good behavior. Rewards may include, but are not limited to, individual incentive charts, certificates, student of the week, popcorn parties, extra recess time, grade level activities, special movie or video, and end of year recognition.

Removal of Recess

The school reserves the right to remove recess from any student that has not completed class or homework assignments, has not followed classroom or school rules, or has not returned notes or signed materials from the Home Communication Folder.

Use of Cellular Phones is strictly forbidden

All cellular phones, paging devices, and electronic communication systems (personal digital assistants, etc.) must be turned in to the office before going to class. In addition to disciplinary action, the unauthorized operation of these devices will result in confiscation. The principal or other administrator will notify the parent and pager/cellular phone company of the serial number and 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. Devices not claimed will be sent to Property Management for disposal.

Quiet Zones

1. Restroom Areas – Students will be quiet when taking a restroom break so as not to interrupt / disturb instruction, which is taking place in nearby classrooms.
2. Hallways – Students will be silent in the halls during instructional time.
3. PODS – Students will be quiet in the open areas of the PODS during instructional time.
4. Cafeteria – Students are expected to speak in low tones.

CAFETERIA PROCEDURES

1. Students are to enter the cafeteria quietly and remain quiet as they pass through the serving line.
2. Students should spend the first 15 minutes of their lunch period eating their meal.
3. Once food is eaten, a student is allowed to talk to 3 “buddies”. (The person on his/her right, the person on his/her left and the person sitting across from him/her.
4. Students are to use their 2-inch voices as they visit with their three “buddies”.
5. Students are to wait to be dismissed. They are to clean their areas and empty their trash and walk quietly to their line. They are to remain quiet until picked up by their teacher.

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6. No opened food may be taken out of the cafeteria. Due to the federal and district guidelines for serving free and reduced lunch meals, milk, juice and other food items are not to be removed from the cafeteria area.

DRESS CODE

DRESS CODE

2021-2022 Mandatory Student Uniform Program

All students who attend Ernest McGowen Sr. Elementary School **must wear uniforms.** **STUDENTS ARE EXPECTED TO BE IN THE APPROPRIATE UNIFORM EVERY DAY OF THE SCHOOL YEAR. PARENTS OF STUDENTS WHO ARE NOT IN UNIFORM WILL BE CALLED AND/OR NOTIFIED IN WRITING.**

The following is the official dress code for the 2021-2022. Please keep this in mind as you prepare for the upcoming school year.

Uniform Shirts: All students should wear solid polo-style uninform shirts. Shirts may be **gold, white, or navy blue** (school colors only). All students may wear all 3 colors this school year.

Uniform Bottoms: Pants, skirts, shorts, jumpers and skorts should be solid: navy blue or khaki. Bottoms (except long pants) should be no shorter than 2 inches above the knee while standing. Long pants legs should be always extended to the ankle. We ask that girls wear short pants under their dresses or skirts. Belts should be used to ensure that pants and skirts are fitted properly to the waist. **Pants that are oversized, undersized, torn, cut at the seam or frayed are NOT permitted.**

Shoes: Shoes should have rubber soles; athletic (tennis) style shoes are recommended. Heeley's and other brands of shoes that transform to skates are not permitted on any school day. Sandals, flip flops, platform shoes, Crocs, slip on shoes, house slippers, any shoes without a covering for the heel, are unsafe in school and are not permitted on any school day.

Note: All uniform items should fit appropriately and **not** reveal any portion of undergarments.

Special Attire Days:

Uniforms are appropriate attire Monday-Friday; however, Thursday and Friday are college and spirit days, respectively. Alternative attire for Thursday and Friday Is as follows:

Thursday: College Day! - Students are asked to wear a T-shirt captioning the college of their choice. The college T-shirt may be worn with appropriate jeans or uniform pants. Jeans with holes are **not** permitted on any school day.

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Friday: School Spirit Day! - Students are asked to wear their McGowen school T-shirt with appropriate jeans or school uniform pants. Jeans with holes are not permitted on any school day.

Lunch kits, jackets, winter caps, gloves, etc.: Please ensure that you label **all** student items with your child's first and last names. Many items end up in lost & found because the owner cannot be identified.

STUDENTS ARE PERIODICALLY REWARDED WITH A "FREE DRESS DAY" WHEN THEY HAVE DEMONSTRATED COMFORMITY WITH THE DRESS CODE FOR THE WEEK AND PERFECT ATTENDANCE.

Disciplinary Consequences

Typically, offenses will be handled as stated. However, the administration has the right to discipline students according to the *Houston ISD Code of Student Conduct* for extreme cases.

* **First Offense** – Parent contacted to bring appropriate clothing to school or take the child home to change.

* **Second Offense** – In School Suspension

* **Third Offense** – Parent contacted. 2 days in school suspension.

* **Subsequent violations** – Parent contacted. One day suspension from school.

PLACEMENT OF STUDENTS

Students must be five years old on or before September 1st to be enrolled in kindergarten.

Students must be six years old on or before September 1st to be enrolled in first grade. No child becoming five years old after September 1st will be admitted to kindergarten during the year.

This rule also applies to students who have attended school elsewhere. Students who will be five years of age as of September 1st, who successfully completed one year in a kindergarten instructional program and who apply for assignment to first grade, may be admitted in accordance with the following requirements:

- Space Availability
- Successful completion of a year of instruction in kindergarten and a written recommendation from kindergarten program director.
- Study and decision by parent, teacher, and principal based upon teacher anecdotal records and portfolio class work showing pupil's classroom performance.
- The final decision rests with the principal, who must adhere to Board Policy Guidelines.

All five-year old students will be placed in kindergarten pending the completion of requirements.

GRADING

Students will receive report cards at the end of each Six-weeks grading period. The academic grade will reflect the class work and tests done for that period.

Students will be receiving computer report cards again this school year. All grades will be numerical averages for 1-5 grades. Please use the following scale for interpretation of grades:

90 – 100	Excellent quality work – above average mastery of subject matter
80 – 89	Good quality of work – mastery with consistent effort
75 – 79	Satisfactory quality work – average achievement

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70 – 74	Below quality of work expected – below average achievement
Below 70	Unsatisfactory quality of work – poor work, failing
Conduct will be marked with one of the four letter grades to be interpreted as follows:	
E	Excellent Quality of Behavior – Totally Self-Disciplined
S	Satisfactory Quality of Behavior – Cooperates Readily
P	Poor Quality of Behavior – Below Average
U	Unsatisfactory Quality of Behavior – Needs Drastic Improvement

Honor Roll

Students who work hard to earn good grades will be recognized at the end of each nine weeks and during the annual McGowen Elementary “**Honor Roll Induction Ceremony**” at the end of the school year.

All A’s = Principal’s Honor Roll

All A’s and no more than two B’s = Honor Roll

(Students must also have an E or S in conduct to qualify for all awards)

Report Card Distribution and Parent Conference Days

Parents are encouraged to come in for a conference on designated early dismissal days to discuss their child’s academic progress.

Parent Conferences will be held at designated times. Each teacher will schedule an appointment for their parents.

WE WANT EACH CONFERENCE TO FOCUS ON A COLLABORATIVE PLAN FOR IMPROVING STUDENT ACHIEVEMENT.

NOTICE OF PROGRESS

The *Notice of Progress* will be sent to parents of students who are making unsatisfactory progress during the fourth week of the reporting period or as often as may be deemed necessary.

The *Notice of Progress* form will be made in triplicate – copy placed in a file in the principal’s office, one copy sent to the parents, and one copy for the pupil’s teacher. **The parent must sign and return the form to indicate to the teacher that the parent has seen the report. Teachers are only required to notify parents if a grade will be 69 or lower.**

PROMOTION STANDARDS

Grade 1 – 2 Requirements

A. All students in grades 1 - 2 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including a 70 percent or better grade in reading, language arts, mathematics, and either science or social studies.

B. **Passing score on High Frequency Word Test.**

Grade 3 –5 Requirements

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A. All students in grades 3 – 5 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including a 70 percent or better grade in reading, language arts, mathematics, and either science or social studies.

B. All students in grades 3 – 5 must earn a passing score on the reading and mathematics and grade 4 writing sections of the State of Texas Assessment of Academic Readiness (STAAR). Students who do not meet HISD Promotion Standards will be required to attend Title 1 Summer School. Please review the following information posted on the HISD portal.

ATTENDANCE POLICY

Students are expected to be on time (7:30 a.m.) and in school every day. The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by school within three days after the absence or tardy. Any absence may be investigated by the attendance officer assigned to the school. A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action. If a student is absent, they may not participate in extracurricular activities on the day of the absence.

Excused Absences

- * Personal Illness
- * Dental or doctor appointment or health services provided to Medicaid-eligible students
- * Death in the family
- * Quarantine
- * Weather or road conditions making travel dangerous
- * Emergencies or unusual circumstances recognized by the principal or person designate
- * School sponsored activities (no parent note required).
- * Observance of religious holy days
- * Suspensions (no parent note required)

Unexcused Absences

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

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 McGowen Elementary. Students are not allowed to make up work when they have an unexcused absence.

Make-up Work for Days Absent

Students who present acceptable excuses for absences will be given to the opportunity to make-up work. Students will be allowed five (5) days after they are absent to submit all make-up work. Students whose absences are excused but fail to make-up work within the designated period will not receive credit for the work they missed. This will be noted in the teacher's grade book as a zero (0).

When students are suspended from school, all days missed by the student during the suspension are considered excused. Make-up work must be submitted within five (5) days to receive credit for work missed.

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Perfect Attendance

Perfect attendance is defined as no absences and no tardies from the first day of school through last day of school.

Tardy Policy

School begins promptly at 7:30 a.m. Students are considered tardy when they arrive after 7:45 a.m., regardless of the reason. School officials understand that occasionally traffic, weather or waking up late may cause a student to be late. However, persistent tardiness will not be allowed.

According to the *Code of Student Conduct*, it is the parent's and student's responsibility to arrive on time each day.

To address persistent tardiness, the school will have the option of:

- * Placing transfer students that do not utilize HISD transportation services on a growth plan that will be monitored. Students that repeatedly arrive late will be returned to their home school at the end of the year.
- * For every 3rd tardy during a nine-week grading period, a student's conduct will be lowered by one grade on the nine-week report card regardless of the conduct sent in Daily Conduct folder.
- * A mandatory conference with principal and parent will be held if the student's conduct grade is lowered by two grades during any grading period.

COMPULSORY SCHOOL ATTENDANCE LAWS TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN:

Senate Bill 1432, passed by the Texas Legislation effective September 1, 2001, 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 absent without an excuse for ten (10) or more days or parts of days 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.

POLICIES GOVERNING ADMINISTARTING MEDICATION

We would like to review the policy concerning the administration of long term medication at school.

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The policy of the Board of Education does not authorize Houston Independent School District personnel to give medication of any kind, which includes aspirin, similar medications, or any other drugs.

Nurses, and other school personnel, however, can and should give medicine during school hours when the physician requests in writing that there is a need for such medication. The doctor's statement should be accompanied by written permission of at least one parent.

It is your responsibility to inform the school nurse and the classroom teacher of your child's medical condition and check the appropriate documentation is on file.

An HISD medication form is available on request from the school nurse.

OPEN RECORD

Directory type information concerning students is accessible under the Texas Open Records Act. Persons, who do not wish information to be released by us, or by the district, must file a request for privacy in writing in our school office.

FREE / REDUCED MEAL APPLICATIONS

All parents at McGowen Elementary School who want their child/children to receive free or reduced meals must complete and sign the application which will go home the first day of school. You can also apply online at <https://mealapps.houstonisd.org>

Thank you for taking the time to review the McGowen Elementary Parent/Student Handbook with your child. Please keep this handbook for your reference during the 2018-2019 school years as needed.

Please understand that the information is subject to change based on the needs of the students and the school. We will make every effort to notify students and parents of any modifications made. If you have any questions or concerns, please contact the school or your child's teacher.

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HOUSTON INDEPENDENT SCHOOL DISTRICT

Ernest McGowen Sr. Elementary School
6820 Homestead - Houston, Texas 77028 - TEL (713) 636 - 6979 FAX (713) 636-6983

Jeffrey Whitaker,
Principal

SIGNATURE PAGE

This handbook was prepared for parents and students. It is our goal to provide an organized and efficient management system for routine activities. Basic rules and regulations are herein contained. The administration requests that all regulations be followed explicitly. Signatures of parent(s)/guardian(s) acknowledge the receipt of a copy of the Student/Parent Handbook. The signatures also certify that the booklet has been read and discussed in detail. It is expected that parent(s)/guardian(s) and students will accept their responsibilities as directed in the Ernest McGowen Sr. Elementary School Handbook.

Jeffrey Whitaker, Principal

Student's Name

Parent's Signature

Child's Teacher

PLEASE RETURN THIS SIGNATURE PAGE BY FRIDAY, SEPTEMBER 9, 2022.

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