

# Askew Elementary School



# Parent/Student Handbook

2019-2020

Houston Independent School District



## TABLE OF CONTENTS

<b>Section</b>	<b>Page #</b>
Letter from the Principal	3
School Information & Hours	3
District Leadership	4
The Askew Oath	4
Attendance Policy	4
After School Events	5
After School Care for Students	5
Arrival (Morning Drop-Off)	5
Backpacks	5
Birthday Celebrations	5
Breakfast in the Classroom	6
Buses	6
Carpool Map	6
Cell Phone Policy	7
Classroom Observations	7
Computers	7
Communications/Red Folder Day	7
Compulsory Attendance	8
Crossing Guards	8
Discipline Policy	8
Dismissal (Afternoon Pick-Up Guidelines)	9
Dress Code/Uniform Policy	10
Early Dismissal Days	11
Early Pick Up	11
Emergency Procedures	11
Extra Curricular Activities & Clubs	11
Field Trips	11
Food of Minimal Nutritional Value (FMNV) Policy	12
Gifted & Talented/Vanguard Magnet Program	12
Grading Policy	12
Homework	13
Inclement Weather	13
Leader in Me	13
Lunch	13
Medical Information	14
Parking	14
Pesticides	14
Physical Education	14
Pre-K Program	15
Promotion Standards	15
Report Cards & Progress Reports	15
Residency	15
Student Records	16
Testing	16
Textbooks & Library Books	16
Unauthorized Items	16
Visitor Policy	16
Volunteer Opportunities	17
Waiting for Students	17
Walkers Policy	17
*Acknowledgement Form- Please Return	18

## **LETTER FROM THE PRINCIPAL**

On behalf of the Board, administration, and staff, I want to welcome you to Jewel Askew Elementary School. We trust that you will enjoy your year with us as we work and learn together. It is an honor and a privilege to partner with your family as we provide a safe, rigorous, and fun learning environment for your child.

In this handbook, you will find information that I hope will encourage clear and open communication. We have tried to be as comprehensive as possible without being overwhelming with the information provided. Please make yourself familiar with the contents in the handbook and if you have any questions feel free to contact the school. We appreciate your support and partnership with our staff throughout this coming year!

Sincerely,

*Ebony Cumby*

Principal

## **SCHOOL INFORMATION & HOURS**

### **Jewel Askew Elementary School (#274)**

11200 Wood Lodge Dr.

Houston, Texas 77077

Phone: 281-368-2100

Fax: 281-368-2103

*School Website:* <http://www.houstonisd.org/AskewES>

*\*Teacher and staff contact information can be found on the school website.*

### ***School Hours:***

**School hours are 7:30 a.m. to 2:50 p.m. each day, Monday-Friday.**

#### Bell Schedule:

*First Bell: 7:30 am*

*Tardy Bell: 7:35 am*

*Attendance Bell: 9:00 am*

*Dismissal Bell: 2:50 pm*

The school opens to students each morning at 7:05 am. Students **should not** arrive on campus before **7:05 am**. No adult supervision will be available to students prior to 7:05 am. All students report to the multi-purpose room each morning upon arrival, and the teachers pick up students at 7:30 am. Students that arrive on campus after 7:35 am will be marked as tardy.

*The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The policy reads as follows: The principal, teachers, and staff are not responsible for the supervision of students who arrive at school before 7:05 am or stay after 3:10 pm.*

***Please make plans to ensure your child(ren) arrives to school on time and is picked up on time each day.***

## **DISTRICT LEADERSHIP**

*Interim Superintendent: Dr. Grenita Lathan*  
*West Area Superintendent: Dr. James McSwain*  
*School Support Officer: Dr. Jorge Arredondo*  
*School Board Member: Holly Flynn Vilaseca, District VI*

## **THE ASKEW OATH**

As an Askew student I will be an All Star. I will show respect to myself and others, take responsibility for my behavior, work hard to achieve at high levels, and be ready to complete the tasks that will make me a better scholar and person. I plan to do these things and not waste today, because I am an Askew All Star and I shine above the rest.

## **ATTENDANCE POLICY**

*It is each parent's duty to monitor the students' attendance and request a conference with school officials to discuss any attendance concerns. Students with excessive absences will be referred to the principal and Attendance Committee of the school to determine whether credit may be awarded. State law provides that if a student is absent from school without excuse for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the student and the student's parent or legal guardian can be subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Courts.*

**DAILY ATTENDANCE:** Attendance is taken each day at **9:00 a.m.** Students arriving after 9:00 a.m. will be marked absent. Students who become ill at school and are sent home will be counted absent if they arrive in the clinic before 9:00 a.m. Students who have medical appointments are not counted absent if they return to school with a statement from the medical practitioner.

**STUDENT ABSENCES:** Any time a student is absent from school the student should bring in an excuse in writing on the day they return to school. For an absence to be excused, a written excuse note must be submitted within three (3) school days. *The excuse note should have the following information:*

- ✓ Date
- ✓ Child's first and last name
- ✓ Date of the absence (s)
- ✓ Reason for the absence
- ✓ Parent Name & Signature

*According to Board Policy, student absences are considered "excused absences" for the following reasons:*

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel hazardous (not just rainy or cold)
- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal

**TARDY POLICY:** School starts at 7:30 a.m. Students are tardy if they arrive after 7:35 a.m. All students enter through the main entrance and must stop by the main office when they arrive after 7:35 a.m. Repeated late arrival can result in loss of privileges.

***Help your child succeed by ensuring they are at school EVERY DAY & ON TIME!***

## **AFTER SCHOOL EVENTS**

Parents, please be reminded you should not leave your children unattended while attending any after school or PTO events such as Ice Cream Social, Book Fair, After School or Saturday Events, Carnivals, etc. Parents are required to supervise their children when visiting the campus for all after hours events.

## **AFTER SCHOOL CARE FOR STUDENTS**

Askew **does not** provide after school care for students. **All students must be picked up at 2:50 pm.** Askew has partnered with iKids to provide an exceptional, safe, and convenient after-school program that will fulfill the educational, recreational, and creative interests of your child! ***There is a fee for your child to participate in the program.*** For more information about iKids at Askew please call 713-665-5200.

## **ARRIVAL: MORNING DROP-OFF GUIDELINES**

**OUR TOP PRIORITY IS THE SAFETY OF OUR STUDENTS! PLEASE ADHERE TO ALL DROP-OFF GUIDELINES.**

### **MORNING ARRIVAL/DROP-OFF:** *(Please refer to carpool map for location of areas)*

*The school opens at 7:05 am. **NO students should arrive on campus before 7:05 am,** as there is no adult supervision. All students arriving at or before 7:30 am should report to the multi-purpose room/gym each morning upon arrival. All students must be on campus by 7:30 am.*

**CARPOOL DROP-OFF:** Parents that are bringing students (all students PK-5<sup>th</sup> grade) to school in a car **MUST drop students off using the carpool lane.** The carpool entrance is near the intersection of Cherry Ridge and Wood Lodge. Students and parents should NEVER walk along the carpool lane. **NO PARKING OR DROPPING OFF IN THE PARKING LOT.**

- All cars will ride through the carpool lane (one lane traffic only) to the Carpool Drop-Off. Do not drop students off at any other point along the carpool lane. Students will enter the building and report to the gym. Teachers pick students up from the gym at 7:30. Students are marked tardy at 7:35 am.

**WALKING:** Students that walk to school, or whose parents plan to park their car on the street and walk up to the school, should walk along Hayes Road to enter through the gates that lead up to the school. At no point should students or parents walk along the carpool lane or in the parking lot.

**BUSES/DAYCARES:** Students that ride on a HISD bus or daycare bus/van will be dropped off in the bus lane along Hayes Road or in the carpool lane. **NO PARKING IN THE BUS LANE AT ANY POINT.**

## **BACKPACKS**

Students may bring traditional book satchels or backpacks to school to carry books, lunches and other necessary school related items. Rolling backpacks, rolling suitcases and/or rolling carts are a safety hazard and **will not** be permitted.

## **BIRTHDAY CELEBRATIONS**

Foods otherwise restricted by the FMNV (Foods of Minimal Nutritional Value) policy (*see FMVN Policy in handbook*) are permitted at student birthday parties. Federal regulations do not permit FMNV to be served in the food service area during meal periods. Such parties should be scheduled with the teacher at least 2 days in advance and be scheduled for after the class lunch period so that these celebrations will not replace a nutritious lunch. A parent or guardian should plan to be present during the celebration. Teachers will not be responsible for cutting cakes, passing out items, etc. Celebrations should be limited to no more than 30 minutes, to reduce the amount of instructional time lost.

## BREAKFAST IN THE CLASSROOM

HISD provides free breakfast for all Askew students. Breakfast is available to all students free of charge each morning. Students pick up their breakfast cards from their teacher, pick up breakfast from a designated hallway location, and eat in the classroom. The HISD Food Service Department crates a calendar of menus each month. Please refer to the HISD website for breakfast menu information.

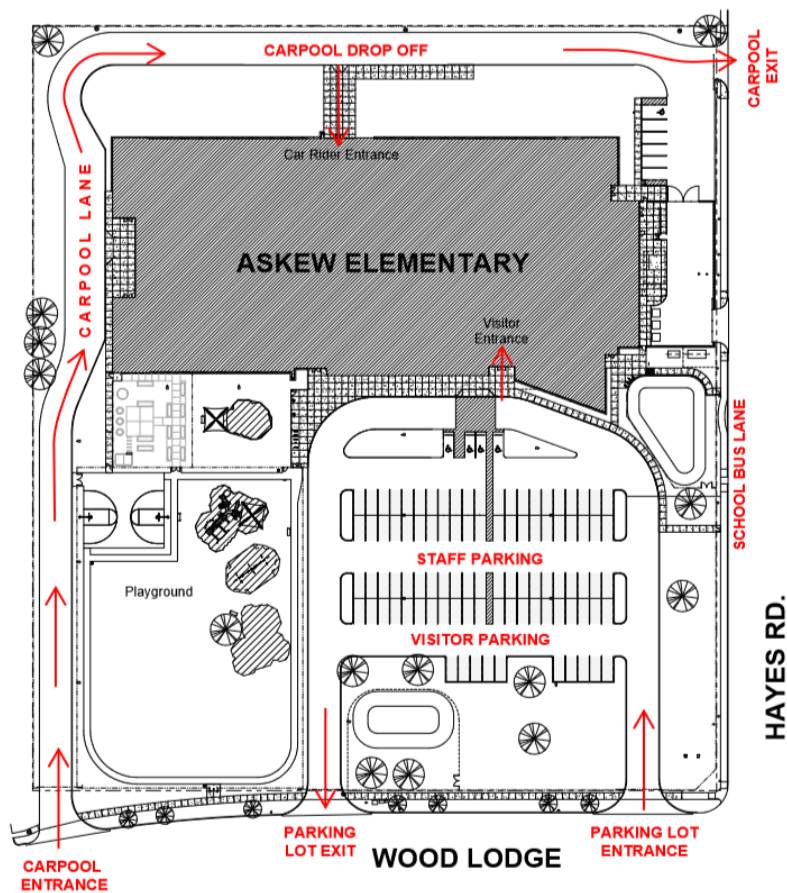
## BUSES

**BUS ELIGIBILITY:** Students must live over two (2) miles from their zoned school to be eligible for school bus transportation. All routes and eligible zones are established by the HISD Routing and Scheduling Department. Drivers must run the route and pickup at the locations determined by Routing and Scheduling. Eligible bus students must ride the bus route that comes nearest to their residence. Students must ride the same route in the morning and in the afternoon. Pre-K students are not eligible to ride the HISD buses to and from school. *\*Special bus provisions are made for special education students and for students in a magnet program.*

**BUS BEHAVIOR:** Misbehavior on the bus or at the bus stop can result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus (can be removed for a period ranging from 1 day to remainder of the year). Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus, and traveling to and from the bus stop. Misbehavior and rowdiness jeopardize the safety of all riders and will not be tolerated.

*Note all provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action.*

## CARPOOL MAP



## **CELL PHONE POLICY**

Students can have a cell phone in their backpack to use only to communicate with parents after school starting at 2:50 p.m. **Cell phones are not allowed to be on or used during the school day.** The first time a cell phone is visible (seen or heard) during the school day, it will be confiscated and turned in to the office. The teacher will notify the parent to pick up the phone from the office. At the time of pick up, the parent will sign an acknowledgement that he/she is aware of a \$15.00 administrative fee for any subsequent times the phone is confiscated thereafter. If the phone is not picked up within 30 days, the office will no longer be responsible for the phone. Multiple confiscations can result in a discipline referral. The school will not be held responsible for valuable items if they are lost or stolen on school property (i.e. cell phones.) Askew will not investigate any instances of a lost or stolen cell phone.

## **CLASSROOM OBSERVATIONS AND CONFERENCES**

Parent-Teacher conferences are a valuable tool to be used to ensure that your child is happy and successful at school. Conferences can be held face to face or over the phone. Conferences can only be held during the teacher's conference time, unless the teacher is willing and available to meet before or after school with a parent. Teachers will not be called out of class during instruction to conference with a parent. We recommend that you stay in communication with your child's teacher and request a conference as soon as a concern arises. If a parent or legal guardian wishes to observe in a classroom, the observation needs to be prearranged with the teacher and approved by an administrator at least 1 day in advance. Also, parents must be approved through VIPS (Volunteer in Public Schools) with a background check to observe a class on campus. One parent/legal guardian can observe the class at a time to limit the distraction to the educational process. Parents or guardians shall not video or audio tape the class observation session. During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for students. Observations should last no longer than 30 minutes, unless you have obtained approval from an administrator ahead of time.

**To arrange for a parent-teacher conference or classroom observation:** The best way to arrange a conference or observation is to write a note or email the teacher directly to schedule a day and time. You may also call the main office to leave a message for the teacher with the request. Please allow 24-48 hours for the teacher to respond.

## **COMPUTERS**

The Askew computer lab is equipped with PC workstations. Students in grades PreK through 5<sup>th</sup> are scheduled for instructional periods in the lab. The technology teacher offers lessons which support and extend classroom instruction. Students are introduced to word processing and simple programming. They utilize software which supports higher-level thinking skills. Each classroom has at least 2 computer stations which are connected to the building network and the Internet. Please refer to the HISD Student Code of Conduct for further guidelines regarding the use of technology.

## **COMMUNICATIONS/RED FOLDER DAY**

Monday is Communications Day at Askew. We will make every effort to send all important notices, calendars, newsletters, etc. home on Mondays. All Askew students will use a RED folder to carry Monday communications, and students should return the red folder the following school day. The school newsletter, The Askew Almanac, is published bi-weekly. It contains important dates and information regarding events and issues at Askew Elementary. Please be sure to look for your child's Monday Folder in order to stay informed about any upcoming events at Askew, as well as any announcements.

## **COMPULSORY ATTENDANCE LAW**

The Texas Legislature has passed laws stating that a student shall be required to attend school for the entire instructional period (school year). If a student is absent from school without excuse for any portion of the school day for three (3) days in a four-week period or for ten (10) or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court. Principals may excuse the absences for personal illness, death in the family, or other legitimate reasons. Vacations and trips out of the country during the time school is still in session are not considered excused absences. It is a parent's duty to require the student to attend school, monitor the student's attendance and request a conference with school officials to discuss any concerns about attendance. Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student's tenth (10th) unexcused absence when all of the ten (10) unexcused absences occurred within a six-month period during the same school year.

## **CROSSING GUARDS**

Askew is fortunate to have crossing guards assigned to the streets close to school. Students should only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Askew and follow the directions from the crossing guards. Crossing guards have a very important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets.

## **DISCIPLINE POLICY**

The Askew Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well communicated guidelines. The Askew staff enlists the participation and support of parents in upholding high standards for student behavior.

The Askew Discipline Plan includes:

- Classroom rules formulated by the students and teacher.
- Frequent review of expectations and consequences.
- Weekly communication from teacher to parent regarding student behavior.
- Referral to the office for repetitive disruptions or serious infractions.
- Use of the HISD Code of Student Conduct.

**ALLEGATIONS OF BULLYING:** All allegations of bullying will be documented, along with a determination of the motive for the alleged bullying incident. Please report any allegations of bullying to a teacher or school administrator as soon as possible.

**DEFINITION OF BULLYING:** Bullying is defined as unwanted, aggressive behavior among children that involves a real or perceived power imbalance. The behavior is repeated over time.

### ***School Actions for Reports of Bullying:***

- Immediate action taken to investigate and determine what happened.
- The inquiry will be impartial, prompt, and complete.
- Written documentation will be completed.
- Interviews will be conducted with targeted students, offending students, all witnesses, and parents.
- Targeted students and parents will be informed of the steps taken to resolve the issues.
- Follow up will be done with the students and parents to ensure it has been resolved.



## **DISMISSAL: AFTERNOON PICK-UP GUIDELINES**

OUR TOP PRIORITY IS THE SAFETY OF OUR STUDENTS! PLEASE ADHERE TO ALL PICK-UP GUIDELINES.

### **AFTERNOON DISMISSAL/PICK-UP:** *(Please refer to carpool map for location of areas)*

*Students are dismissed at 2:50 pm. All students should be picked up by 3:10 pm. **\*It is very important that your child's teacher knows how your child is to get home after school each day. We must know what area your child is to report to for dismissal. The student should also know how they get home and be aware of any changes made.***

**CARPOOL PICK-UP (students K-5<sup>th</sup> grade):** Parents that are picking up students from school in a car will only be allowed to pick-up students using the carpool lane. Parents must remain in the car the entire time. DO NOT leave cars unattended in the carpool lane, it is a Fire Lane, and risk your car being ticketed or towed. All cars must enter the carpool lane from the Cherry Ridge to Wood Lodge entrance. **\*\*Cars will only be permitted to enter the carpool lane from Cherry Ridge. There is no carpool entrance on Hayes Rd., nor will cars be permitted to enter from Wood Lodge.** Students and parents should NEVER walk along the carpool lane, that lane is designated for cars only.

- All cars will ride through the carpool lane (one lane traffic only) and all cars should have the "student tag" displayed in the window with the name(s) of the student(s) being picked up.
- A staff member will come to your car to confirm the students you are picking up, and students are escorted to the vehicle.
- All cars will exit the carpool lane and will only be allowed to turn left onto Hayes Rd.

**PARENT PICK-UPS (students K-5<sup>th</sup> grade):** Parents that choose to walk up to the school, or to park their car and walk up to the school, to pick-up their child(ren) will be considered "parent pick-ups". Parent pick-ups will line up outside of the main entrance of the school (*this is the only entrance parents will be allowed to enter and retrieve students*) Staff members will be present at the main entrance to ask for your child(ren)'s name(s). A staff member will direct the parents to the designated area to pick up students.

- All parents should have the "student tag" with the name of the student(s) being picking up

**INDEPENDENT WALKERS:** Students who will walk home alone will be considered "independent walkers". Independent walkers will be dismissed through the Hayes Rd. gate and allowed to walk along the sidewalk adjacent to the building. Crossing guards will be in place at specific intersections, students should only cross the street where a crossing guard is present. **\*\*Students in grades Pre-K, Kindergarten, and 1<sup>st</sup> grade WILL NOT be allowed to walk independently at any time, unless they are walking with an older sibling in 2<sup>nd</sup>-5<sup>th</sup> grade.**

**BUSES/DAYCARES:** Students that ride on a HISD bus will meet in the cafeteria and be escorted to their bus parked in the bus lane along Hayes Rd. by a staff member. NO PARKING IN THE BUS LANE AT ANY POINT. Daycare riders will wait in the library and be escorted to the daycare van waiting area by staff members. Pre-K daycare riders will be escorted to the designated waiting area by a staff member.

### **PRE-K STUDENT PICK-UP: ALL PRE-K STUDENTS MUST BE PICKED UP FROM THEIR CLASSROOM EACH**

**DAY.** *(Unless the student rides a Daycare Bus/Van)*

Parents of Pre-K students will receive a "PK student tag" that will allow them to enter the parking lot and the PK Pick Up Entrance/Exit (*doors closest to the playground*). Pre-K parents may ONLY enter through the PK Pick Up Entrance/Exit. Parents will report to their child's classroom to sign out and pick up their child(ren). Parents must exit the building from the PK Pick Up Entrance/Exit.

\*Older siblings of Pre-K students will report to the Pre-K classroom at dismissal and wait with their Pre-K sibling for the parent to pick up. \*\*Older siblings of Pre-K students that will be independent walkers will report to the Pre-K classroom to sign out and pick up their Pre-K sibling. *Pre-K students will not be dismissed to the carpool or parent pick-up areas, only from their classrooms.*

*Please call the school AS SOON AS YOU AWARE YOU WILL BE LATE. Students not picked up by 3:10 pm will be escorted to the main office to wait for their parent. The parent will be required to come into the school to sign the student(s) out. Frequent late pick-ups can be referred for child neglect.*

## **DRESS CODE/UNIFORM POLICY**

At Askew Elementary School, we believe that attending school is the most important job our children will ever have. We feel that the way our children dress influences their attitude towards school. Askew is looking forward to our students showing their pride through school uniforms. **The Askew uniform is required** and noncompliance to the dress code can lead to disciplinary action.

<b>ASKEW UNIFORM POLICY</b>	
<b>TOPS</b>	Tops must be <u>SOLID RED ONLY POLO STYLE</u> (shirt must have a collar, NO plain red t-shirts) with no logos larger than 1". Shirts can be short or long sleeve. The official Askew spirit shirt is also allowed (only available from the PTO). Askew club shirts and grade level specific shirts will be allowed only on designated days. Students may wear a college/university shirt on Fridays.
<b>BOTTOMS</b>	All bottoms must be SOLID KHAKI or NAVY BLUE ONLY. All students may wear pants or shorts, and girls may wear skirts, skorts, or dresses (a red collared shirt must be worn under dresses). Girls wearing jumpers, dresses or skirts must wear shorts underneath. Bottoms should be no shorter than 2 inches above the knee, while standing.
<b>FRIDAYS</b>	Students may wear blue jean/denim bottoms on Fridays ONLY, with a red collared shirt, an Askew spirit/grade level shirt, or a college/university shirt.
<b>SHOES</b>	Students should wear socks and closed-toed shoes each day. Dress shoes and boots are also acceptable.
<b>ITEMS <u>NOT</u> PERMITTED</b>	Striped or multi-colored shirts, plain t-shirts, shirts not an Askew uniform color, shirts with designs and/or other logos. Halter tops, tank-tops, shirts that show bare midriffs, T-shirts with inappropriate slogans, clothing made from sheer materials, shirts that are sleeveless or have spaghetti straps. Sweat pants, tights/leggings worn alone (tights/leggings under shorts or skirts are permitted), basketball shorts. Ripped or torn blue jeans/denim of any kind, or any ripped/torn shirts Flip flips/slides, sandals with no back straps, house shoes, shoes with wheels on the bottom

**The following procedures will be followed when a child is not dressed in compliance with dress guidelines:**

1. Classroom teacher will notify student and parent of the dress code infraction.
2. Upon a second occurrence, the office staff will call the parent.
3. Parent will be asked to bring proper clothes, or the child may be given clothes to wear for the school day. (Please wash and return clothes the next day.)
4. Student will not return to class until dress code infraction has been corrected.
5. A Dress Code Violation letter will be sent home with the student to inform the parent of the infraction. Please sign and return this letter.
  - Chronic and repeated dress code infractions may result in a Discipline Referral to the office.
  - Each day a student is not in uniform they will be missing valuable learning time. Therefore, we ask that parents please spend an extra minute in the morning to check their child's uniform.

**Note:** HISD Code of Student Conduct states: Violation of a school's mandatory school uniform policy is a level II Act of Misconduct.

Askew t-shirts may be purchased from the Askew PTO. Visit the PTO Website for details: <http://askewpto.weebly.com/>

## **EARLY DISMISSAL DAYS**

All schools participate in the district-wide early dismissal schedule. On the early dismissal days, the school day for students will be from **7:30 a.m. – 12:30 p.m.** Lunch times will be adjusted on early dismissal days. Please have a pick up and after school for your child on early dismissal days. HISD has selected the following five early dismissal days:

Friday, September 27, 2019  
Friday, October 18, 2019  
Friday, November 8, 2019  
Friday, January 17, 2020  
Friday, February 14, 2020

## **EARLY PICK UP POLICY**

Your child's instructional time is important! Students should only be picked up early from school if there is an emergency or for an appointment that cannot be scheduled at another time. All students must be signed out of the main office by an adult with an ID if being picked up early. **No students will be released for early pick up after 2:15 pm.**

## **EMERGENCY PROCEDURES**

In the event if an emergency at the school a formal message and/or phone call will go out via the School Messenger system to the phone numbers listed for each student. It is important that we can contact each child's parent or guardian. It is imperative that all information on each child's enrollment card be complete and accurate. If phone numbers (home, work, emergency, etc.) change, please notify the main office immediately.

## **EXTRA CURRICULAR ACTIVITIES & CLUBS**

Askew has a variety of activities and clubs for students to participate in. Many of the groups/clubs meet after school, and students must provide their own transportation. Information about the various clubs and school activities can be found in the Askew Almanac and/or the weekly communication folder. Some of the activities and/or clubs we offer include, but are not limited to: choir, drum ensemble, school play, Chess Club, Music Doing Good in Schools, Name That Book Club, and various UIL teams.

## **FIELD TRIPS**

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers. For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a field trip without written permission on the appropriate HISD Field Trip Form. Money may be collected from students to cover the cost of buses and fees for some field trips. Be sure to adhere to the timelines for money collection and return of permission slips to ensure that your child has a reserved space and can participate. Some field trips are considered extra-curricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

**FIELD TRIP BEHAVIOR:** A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom or on campus as reflected on his/her weekly conduct report, report card, and/or office referrals may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) can be used consequently for specific acts of misconduct. Any student whose behavior is unacceptable on a field trip could possibly be

excluded from subsequent field trips. All decisions regarding exclusions from field trips will be made in conjunction with school administration.

*\*For the safety of your child, any student requiring emergency medication (i.e. inhaler, EpiPen) will not be allowed to attend a field trip without current documentation and medication on file with the nurse.*

**FIELD TRIP CHAPERONE POLICY:** Parents must complete the district background check and be VIPS approved prior to chaperoning a field trip. The background check process time can vary, so we suggest you apply for your volunteer clearance well in advance of the field trip. For information about the background check process you can visit the HISD website.

If a parent is invited to chaperone a field trip, please do not bring non-school-aged or school-aged siblings. Supervision is critical, and the chaperone must be solely concerned with watching the students on the field trip. Parent chaperones must ride the bus to chaperone the entire field trip.

## **FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV) POLICY**

Our campus must comply with nutrition policies as outlined by the Texas Department of Agriculture, Texas Public School Nutrition Policy. The policy can be found at <http://www.squaremeals.org>.

The following food items may not be given to elementary school students during the school day: *FMNV (Foods of Minimal Nutritional Value) – Restricted Foods*

1. Soda Water: Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
2. Chewing Gum: Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
3. All Candy: Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, chocolate, jellies and gums, marshmallow, fondant, licorice, and spun candy.

## **GIFTED & TALENTED/VANGUARD MAGNET PROGRAM**

The Houston Independent School District provides a program for Gifted and Talented students. The Vanguard G/T program is designed to meet the needs of G/T students in grades K-12 by providing a homogeneous environment for students to work with their cognitive peers. Askew offers the Vanguard program in kindergarten through fifth grade. An application must be submitted, and qualification must be obtained before a student is eligible to participate in the Vanguard program. For more information visit the HISD School Choice website or contact our Vanguard Coordinator.

## **GRADING POLICY**

The academic grades will reflect the classwork, projects, and assessments completed by the student for that grading period. All content area grades in 1<sup>st</sup> -5<sup>th</sup> will be numerical averages rather than letter grades.

Please use the following scale for interpretation of grades:

- (A) 90-100** Excellent quality of work – thorough mastery of subject matter.
- (B) 80-90** Good quality of work – above average with consistent effort.
- (C) 75-79** Satisfactory quality of work, average mastery.
- (D) 70-74** Below quality of work expected – below average mastery.
- (F) Below 70** Unsatisfactory quality of work – lack of mastery; failing.

Conduct will be marked with one of 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.*

Students will receive a minimum of 18 grades (2 per week) per grading period in Reading, Other Language Arts, and Math, and a minimum of 9 grades (1 per week) per grading period in Science and Social Studies. Parents can monitor their child's grades using the ParentConnect website. Visit the district website for more information about ParentConnect.

**MAKE-UP WORK:** In the event a student is absent the teacher must allow the student to make-up work without penalty.

## **HOMEWORK**

Homework is an extension and reinforcement of what has been taught in class. It is our expectation that homework be feasible in both length and instructional level. Students will be assigned some long-term activities such as outside reading, projects, etc. These assignments assist students in learning to budget their time and to take advantage of learning opportunities outside of the classroom. Work with your child to schedule time each day to complete homework assignments and check to see that homework is completed each day. Help your child to organize his/her materials so that they can get to school each day with all the things they need (including homework) for a successful day. Homework will not be graded. Frequency of homework will vary among different teachers.

## **INCLEMENT WEATHER**

If it is necessary to close school for the day because of weather conditions, this information will be carried through official HISD communication channels. If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed. *The principal does not have the authority to cancel or close school. Any decisions regarding opening/closing of school will be made by the HISD superintendent.*

## **LEADER IN ME**

Askew is a Leader in Me school. The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. The Leader in Me is aligned with best-in-class content and concepts practiced by global education thought leaders. It provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school. Content from *The 7 Habits of Highly Effective People* is a key component of the overall The Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures. For more information you can visit <https://www.theleaderinme.org>

## **LUNCH & LUNCH VISITS**

A student may bring their lunch (*No glass containers are allowed*), or HISD will provide lunch to all students free of charge.

*\*Students should arrive to school with their lunch when possible. If you must drop off a lunch for your child, please do so at least 15 minutes prior to the start of your child's lunch period.*

**SCHOOL CAFÉ APP-** School Café is a web-based and mobile app that enables parents to see school menus, nutrition information and food allergens. The app also allows parents to prepay for their children's a la carte food purchases using a credit card, view account balances, student purchase history and manage their children's choices online. The app is available in the Apple App store and Google Play at <https://www.schoolcafe.com/> Medical Information

**LUNCH VISITS-** Parents, guardians, and family members may eat lunch with their child **only on Mondays, Wednesdays, and Fridays**. No visitors will be permitted to eat lunch with students on Tuesdays and Thursdays. All adults having lunch with a student during lunch must complete and clear the HISD background check. Parent and child must sit in the designated area, not with the class at the lunch table.

*\*It's fun for parents and children to have lunch together on special occasions. Children can enjoy a special lunch, McDonald's, pizza, etc. on the designated lunch visit days. If you choose to do this, please treat your own child or the whole class. Do not single out small groups within the class. Please remember that lunch is an important time for socialization among students. Be sure to "space" your lunch visits so that your child also has time for socialization with his/her peers.*

## **MEDICAL INFORMATION**

For the safety and protection of all students, medication (prescription or over the counter) **may not** be brought and kept by students to be taken during the school day. The school nurse may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition. A school nurse cannot give medication without express orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours. Medication must be in the pharmacy container that shows the child's name and the type of medication. Over-the-counter medication (i.e. Benadryl) must also have a pharmacy sticker with prescription information. The HISD Medication Permission Form may be requested from the nurse. Students who become ill at school will be sent home if fever is 100 or above and/or if vomiting occurs. *Students should be free of fever without fever-reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school, to minimize the spread of illness.* For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic before 9:00 a.m. Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. Our campus will follow all HISD policies and procedures regarding communicable disease control measures.

## **PARKING**

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Askew Elementary. The carpool lane is a "No Parking / Fire Zone" area. Do not park your car and leave it unattended in this zone. Cars may line up in this zone at dismissal time only if the driver stays in the car. The parking lot is reserved for Askew Elementary faculty and staff. There is limited visitor parking available in the rear of the parking lot for visitors and parent/guardians coming to conduct business during the school day. Please be respectful of our neighbors if/when parking in the neighborhood. Remember not to block any driveways or mail boxes.

## **PESTICIDES**

As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's Integrated Pest Management (IPM) Coordinator.

## **PHYSICAL EDUCATION**

State law requires all elementary school students receive at least 135 minutes of physical education activities per week. Askew students meet this requirement by attending PE classes during ancillary and activities at recess.

## **PRE-K PROGRAM**

Prekindergarten at Askew is a full day program. (7:30 a.m. – 2:50 p.m.) To be eligible for Prekindergarten, children must be four (4) years old on or before September 1<sup>st</sup> of the present school year. There are no exceptions to this age rule. Three-year-olds may be accepted on a “space available” bases only, and must meet qualification guidelines.

*Prekindergarten Application Criteria* – Must meet at least one of the following conditions:

1) Unable to speak and comprehend the English language\*

2) Homeless

3) Economically disadvantaged

4) Tuition-based

5) Child of an active duty member of the armed forces, or the child of an armed forces member who was injured, killed, or missing in action while serving on active duty. (Refer to Article 6 of House Bill 1.)

\*Limited English Proficiency (LEP) – Students who have a home language other than English, are tested to determine if they need extra support in understanding and comprehending spoken English.

## **PROMOTION STANDARDS**

For HISD students to earn promotion to the next grade level, they must show that they have met HISD’s Promotion Standards. Since parents are key partners in ensuring academic achievement, they are strongly encouraged to familiarize themselves with the promotion standards. Students in grades 1 through 5 must meet the following requirements to be promoted to the next grade level:

### **For Grades 1 and 2**

- Overall yearly average of 70 or above of all subjects combined
- Overall yearly average of 70 or above in Reading/ELA and Math, and in either Science or Social Studies
- Passing score on High Frequency Word Evaluation
- Sufficient Attendance

### **For Grades 3-5**

- Overall yearly average of 70 or above of all subjects combined
- Overall yearly average of 70 or above in Reading/ELA and Math, and in either Science or Social Studies
- Passing score on Reading and Math STAAR (grade 5 only Student Success Initiative.)
- Sufficient Attendance

## **REPORT CARDS & PROGRESS REPORTS**

Students will receive report cards at the end of each nine-week grading period. Students will also receive a progress in the middle of each grading period. The following dates have been set as report card distribution dates:

Cycle 1: October 25, 2019

Cycle 2: January 10, 2020

Cycle 3: March 27, 2020

Cycle 4: June 2, 2020

## **RESIDENCY**

Students must reside in the Askew attendance zone in order to attend school at Askew, if they are not a part of the Vanguard Magnet Program. Askew must accommodate its own zoned students. If a student moves out of the Askew zone during the school year, the student may stay enrolled at Askew through the end of the semester. The following semester the student must enroll at his/her new zoned school. Parents are required to notify the school if they move during the school year.

## **STUDENT RECORDS**

Student records are kept confidential and housed on our campus. Any request for records must come directly from another school or district or must be submitted in writing by an authorized parent/guardian. For information regarding student records you may contact the Records Clerk.

## **TESTING**

Students will be given standardized tests during the school year. These are under the direction of the HISD Testing Department and/or the State of Texas. These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents. These assessments provide important data to you and the campus as it relates to your child's progress and mastery of certain skills.

*Some of those tests include:*

- **CogAT & Iowa Assessments:** Kindergarten and 5th Grade only (for G/T identification purposes only)
- **HFWE (High Frequency Word Evaluation):** 1<sup>st</sup> and 2<sup>nd</sup> Grade only
- **STAAR (State of Texas Assessments of Academic Readiness)\*:**
  - 3rd Grade – Reading, Math
  - 4th Grade – Reading, Math, Writing
  - 5th Grade – Reading, Math, Science

*\*On the STAAR test administration days, parents and visitors will not be allowed into the building until the "all clear" (testing is over) announcement is made. On these major test dates, we want the least amount of distractions in the building to ensure an optimal testing environment.*

## **TEXTBOOKS & LIBRARY BOOKS**

It is important to teach our children to value and care for books. Books are provided by the state, district, or purchased by the school. If a textbook or library book is lost or damaged, the school must receive payment for the book before a new one is issued. Every attempt should be made to keep up with books, as it helps keep school costs down by minimizing the books having to be replaced.

## **UNAUTHORIZED ITEMS**

This term applies to things that do not directly relate to the child's instructional day. Toys, iPods, iPads, Mp3 players, other music devices, hand-held video-type games, trading cards and similar items should not be brought to school. The school will not be responsible if such items are lost or stolen. If "unauthorized" items are brought to school, the child may be subject to disciplinary action. Students who buy, sell, or trade such items will be subject to disciplinary action. Students who bring any items that resemble a weapon, including water guns, toy guns, fake knives, etc. will be subject to disciplinary action. Unauthorized items will be "taken up" by the teacher, kept until the end of the school day, and the parent may have to come to retrieve the items from the teacher or office. Please monitor your child's backpack and the items he/she brings to school so that distracting, non-essential items, are left at home.

## **VISITOR POLICY**

All visitors must enter through the main office entrance. Visitor's must stop, sign in at the main office, and present a photo ID before proceeding to any location in the building. Visitors must always wear a provided visitor's badge while on campus. All visitors must have completed and cleared the HISD background check. Children who are not enrolled at Askew, are from out of town, or children who have been dismissed early from other schools may not "visit" in a classroom or spend the day at school. The only exception to this policy is school performances.



## **VOLUNTEER OPPORTUNITIES**

We want and need Askew parents to be involved in our school and in their own child's educational process. There are volunteer opportunities available at Askew on campus and in classrooms. In accordance with HISD Board of Education policy, "Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district." All volunteers must participate in a Volunteer Criminal History Background Check by completing the HISD process to become a school volunteer. Parents interested in volunteering may contact the VIPS coordinator, the main office, or the child's teacher. Background checks for volunteers are required every school year and are good for volunteer service at any HISD school. Please allow up to three weeks for processing.

## **WAITING FOR STUDENTS**

For security purposes, we will not allow parents to enter the building prior to dismissal to wait for students. Please use the carpool/school dismissal system to pick up your child. If/when walking around the school, please use the sidewalks and do not walk between cars in the carpool lane or parking lot at any time. This is very dangerous for both our parents and their children.

## **WALKERS POLICY**

Students who walk to and from school are considered "independent walkers" and will be dismissed as such.

ALL independent walkers should obey the following rules:

- Cross streets only at corners under the direction of the crossing guards.
- Follow the route planned by parents.
- Meet siblings and/or friends you walk home with at designated walker area in the school, not at their classroom.
- Go straight to your own home immediately after being dismissed.
- Have a plan for rainy days.

Students in grades Pre-K, Kindergarten, and 1st grade **WILL NOT** be allowed to walk home independently at any time, unless they are walking with an older sibling in 2<sup>nd</sup>-5<sup>th</sup> grade. This measure is put in place to maintain safety for our young All Stars. Students in grades 2<sup>nd</sup>-5<sup>th</sup> may walk home independently after school, though we do encourage an adult to escort them when possible.

2019-2020  
**Askew Elementary School**

**Parent/Student Handbook Acknowledgement Form**

Dear Askew Families,

Thank you for reading the Parent-Student Handbook. This year the handbook will be posted on the school website. If you have any questions during the year, please refer to the online handbook. Please sign, date, and return this acknowledgment form to our child's teacher. Your signature and that of your child/children indicate that you have carefully read this handbook. It is expected that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations, and policies discussed in this book. The topics addressed in this handbook are not inclusive and are subject to discretionary interpretation by the principal.

*Thank you in advance for your support & cooperation!*

---

***We have read and discussed the Askew Handbook for Parents and Students. We agree to follow the school procedures, regulations, and policies in this Handbook.***

Student Name: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Printed Parent(s) Name: \_\_\_\_\_

Parent(s) Signatures: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Please return this form by Friday, September 6, 2019**  
(Detach and return this sheet only)