

Askew Elementary School



**Parent/Student
Handbook**

2021-2022

Houston Independent School District



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 Office Hours: 7:30 am- 3:30 pm

School Hours:

School hours for students are 7:30 a.m. to 3:00 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: 3:00 pm

The school opens to students each morning at 7:15 am. Students should not arrive on campus before 7:15 am. No adult supervision will be available before 7:15 am. All students report to the Multi-Purpose Room each morning upon arrival, and the teachers pick up students at 7:30. Students that arrive after 7:35 am are tardy.

The policy of the Houston ISD does not provide for supervision of students before or after school hours. The principal, teachers, and staff are not responsible for students who arrive at school before 7:15 am or after 3:15 pm.

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

****Information in this handbook is subject to change based on updated information and/or guidelines from the district and/or state. ****

DISTRICT LEADERSHIP

Superintendent: Millard House
EO1 Assistant Superintendent: Julia Dimmett
School Support Officer: Siomara Saenz Phillips
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

Help your child succeed by ensuring they are at school EVERY!

AFTER SCHOOL CARE FOR STUDENTS

Askew **does not** provide after school care for students. **All in-person students must be picked up at 3:00 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/DROP-OFF PROCEDURES:

(Please refer to carpool map for location of areas)

Our top priority is the safety of our students! Please adhere to all drop-off guidelines.

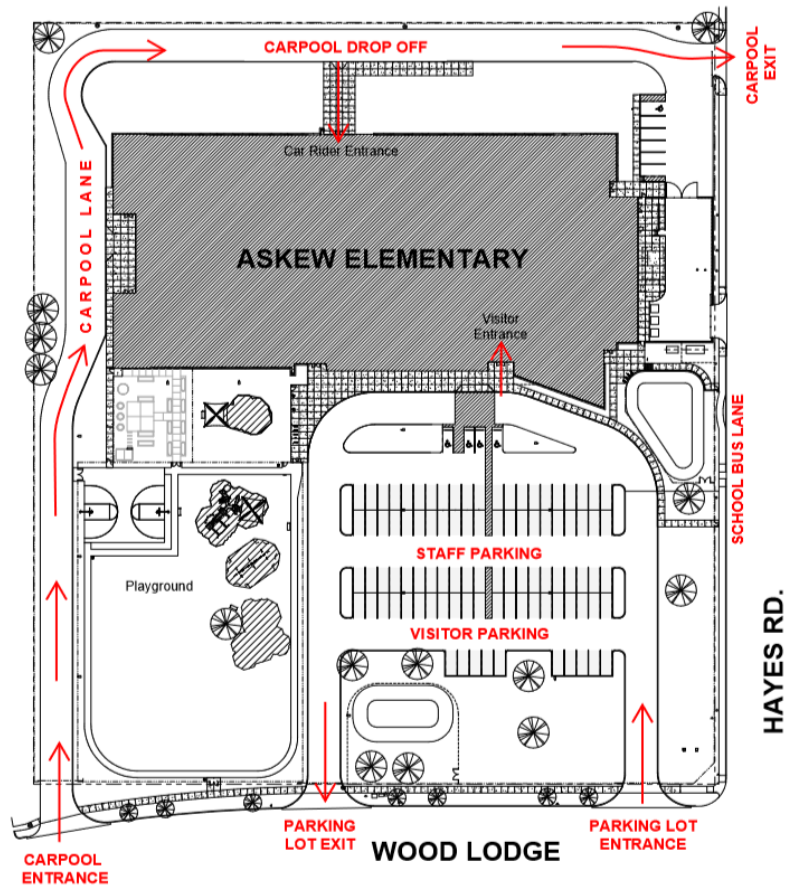
The school opens at 7:15 am. **NO students should arrive on campus before 7:15 am**, as there is no adult supervision. All students arriving at or before 7:30 am should report to the multi-purpose room/gym each morning upon arrival. All students must be on campus by 7:30 am. Students are late/tardy at 7:35 am.

CARPOOL DROP-OFF:

- Parents that are bringing students (all students Kindergarten to 5th grade) to school in a car **MUST drop students off using the carpool lane** (the lane along the gate near the playground). The carpool entrance is near the intersection of Cherry Ridge and Wood Lodge. Students and parents should NEVER walk along 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 will ride through the carpool lane (one lane traffic only) to the Student Drop-Off Area. Do not drop students off at any other point along the carpool lane. Students will enter the building and report to the Multi-Purpose Room. Teachers pick students up at 7:30. Students that come after 7:30 report directly to class.
- **Pre-K students (& siblings), Purple Tags, and buses/daycares should drop off students in the front Circle Drive during morning drop-off. *must have appropriate pick-up tag to be allowed in front parking lot/circle drive pick-up area.**

WALKING STUDENTS: 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/DAYCARE: 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 front circle drive.



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 **are not** permitted.

BIRTHDAY CELEBRATIONS

All classroom celebrations are subject to pre-approval from the teacher and an administrator at least 2 school days in advance. Such parties will be scheduled after the class lunch period so that these celebrations will not replace a nutritious lunch. A parent or guardian cannot be present during the celebration due to visitor restrictions. Celebrations will be limited to no more than 30 minutes, to reduce the amount of instructional time lost. **No homemade items are permitted, only individually wrapped store bought items.**

BREAKFAST IN THE CLASSROOM

HISD provides free breakfast for all Askew students. Breakfast is available to all students free of charge each morning. Breakfast is served in the classroom between 7:30-8:00 am.

CELL PHONE POLICY

Students can have a cell phone in their backpack to use only to communicate with parents after school starting at 3:00 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

Classroom Observations: No in-class observations will be available during the 2021-2022 school year due to safety precautions and restrictions.

Parent-Teacher Conference: All conferences must be held virtually. No in-person conferences will be available during the 2021-2022 school year. The best way to arrange a conference is to 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 conference request. Please allow 24-48 hours for the teacher to respond.

COMPUTERS/DEVICES

The Askew computer lab is equipped with PC workstations. Students in grades PreK through 5th 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.

More information about school issued devices for students will be addressed once we receive guidance from the district regarding technology deployment. No student devices will be issued at this time

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 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. Please be sure to look for your child's Monday Folder to stay informed about any upcoming events at Askew, as well as any announcements. We will also post information and updates on our school website www.houstonisd.org/askewes and school marquee.

COVID SAFETY PROTOCOLS

The Houston Independent School District has updated its Ready, Set, Go! Back to School Plan and strengthened its protocols to ensure in-person experiences are as safe as possible during the 2021-2022 school year. The reinstated protocols include:

- **Masks:** Masks covering both the nose and mouth are required for all individuals inside all HISD schools, buildings, and buses regardless of vaccination status. Their use is encouraged outdoors.
- **Sanitization:** All district schools and buildings will be cleaned, disinfected, and fogged nightly with hospital-grade disinfectants as a precautionary measure. Hand sanitizer and other cleaning and disinfecting supplies will be provided in all school, buildings, and buses.
- **Health Screening:** Because they are not yet eligible for vaccines, elementary students will continue to undergo temperature screening upon arrival at school. Pending HISD Board of Education approval, all staff will be required to complete online self-assessments through the Axiom Medical CheckIn2Work health screening app before arriving at work.
- **Visitors:** Visitation is limited to essential and pre-scheduled visitors, including individuals who have been pre-approved through the Volunteers in Public Schools (VIPS) program. Parents registering their children for school also are allowed.
- **In-person gatherings:** In-person gatherings, meetings, and events are permitted in HISD schools and buildings if all attendees wear masks and maintain 6 feet of physical distance. If these conditions cannot be met, the gathering must be held outdoors or virtually.
- **Uniforms:** Student uniform policies will be flexible at all campuses.

These safety measures — and others — are explained in detail in HISD's updated Ready, Set, Go! Back to School Plan. Students, parents, and staff are encouraged to review it carefully, and check the website often for updates as it is a dynamic, living document that will continue to be updated as conditions change.

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

(Please refer to carpool map for location of areas)

Our top priority is the safety of our students! Please adhere to all pick-up guidelines.

Students are dismissed at 3:00 pm each day. Students must be picked up no later than 3:10 pm.

CARPOOL/CAR RIDERS (GRADES KINDERGARTEN TO 5TH):

- Parents that are **picking up students in Kinder through 5th grade from school in a car** will only be allowed to pick-up students using the main carpool lane entry point (driveaway along gate near the playground). 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. during dismissal, nor will cars be permitted to enter from Wood Lodge.**
- **THE PROPER WAY TO ENTER THE CARPOOL LANE DURING DISMISSAL:** All carpool traffic should enter from Briar Forest and Woodland Park. If you are coming FROM THE BELTWAY-WILCREST, you will make RIGHT on Woodland Park Dr. If you are coming FROM HIGHWAY 6-KIRKWOOD, you will make a LEFT on Woodland Park Dr. You will go to the stop sign (Highgrove Dr.) and make a right on Highgrove Dr. You will continue down the street and it will turn you onto Cherry Ridge Dr. At that point, the school will be directly in front of you. Once you get to the stop sign at Cherry Ridge and Wood Lodge you will make a left to enter the carpool lane immediately to your right. All cars MUST follow this path to enter the carpool lane at dismissal to avoid being denied entrance. This is important to make the carpool dismissal process run smoothly.
- 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 student(s) you are picking up, students will be called from their assigned area, and the student will exit the building to report to their vehicle.
- All cars will exit the carpool lane and will only be allowed to turn left onto Hayes Rd.
- **Pre-K students (& siblings):** Parents of Pre-K students must park and/or walk up to the Pre-K entrance (opposite of main entrance near the playground) to pick up your Pre-K student (& siblings) We will only release Pre-K students in this area to maintain the safety of our youngest All-Stars.
- **ONLY Pre-K, Purple Tags, and buses/daycares will be allowed to pick up students in the front Circle Drive during dismissal. *must have appropriate pick-up tag to be allowed in front parking lot/circle drive pick-up area.**

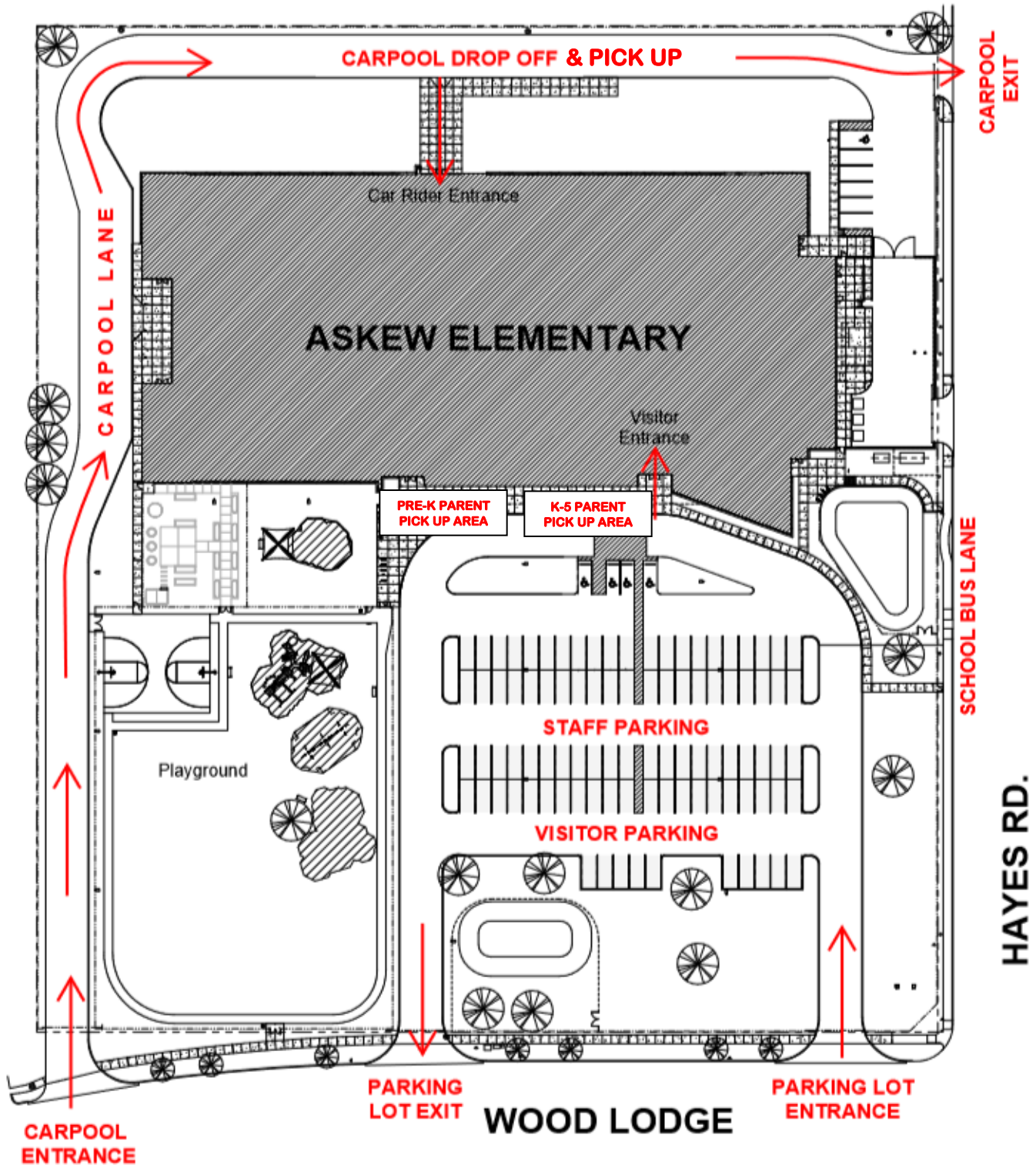
PARENT PICK-UPS/WALKING UP (KINDERGARTEN TO 5TH GRADE): Parents that choose to walk up to the school, or to park their car on the street and walk up to the school, to pick-up their child(ren) will be considered “parent pick-ups”. Keep in mind, parents picking up students in grades Kinder through 5th grade cannot park in the parking lot during dismissal. This area is reserved for specified groups. Parent pick-ups will line up outside of the main entrance of the school (*this is the only entrance parents will be allowed to retrieve students if walking up*) Staff members will be present at the main entrance to get your child(ren)’s name(s) (*please have your student pick up tag*), the student will be called from their assigned area, and the student will exit the building to meet their parent.

- All parents should have the “student tag” with the name of the student(s) being picking up.
- Parents of Pre-K students must use the appropriate pick-up area (entrance near playground)

INDEPENDENT WALKERS: Students who will walk home alone are considered “independent walkers”. Independent walkers will be dismissed through the side door near 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 1st grade WILL NOT be allowed to walk independently at any time, unless they are walking with an older sibling in 2nd-5th grade. **WE DO NOT ENCOURAGE YOU TO CLASSIFY YOUR CHILD AS AN “INDEPENDENT WALKER” IF THEY DO NOT TRULY WALK HOME. PLEASE USE THE APPROPRIATE DISMISSAL AREA FOR NON-WALKERS.**

BUSES/DAYCARES: Buses/daycares will pick up from the bus lane along Hayes Rd. or in the front circle drive. Once a bus or daycare van arrives on campus, we will call for the students, and students will report to their bus/van. **NO PARKING IN THE BUS LANE.**

In the event of an emergency, please call the school AS SOON AS YOU AWARE YOU WILL BE LATE. The parent or an authorized adult will be required to come into the school to sign the student(s) out. Frequent late pick-ups can be referred for child neglect. It is the parent's responsibility to plan for their child to ensure they are picked up on time.



DRESS CODE/UNIFORM POLICY

Askew Elementary School Uniform & Dress Code Policy 2021-2022

Thank you in advance for having your All-star in uniform EVERY DAY! When purchasing school clothes, please be mindful of the Askew school uniform policy as stated below. Our school uniform and dress code policy are designed to minimize distractions in the learning environment and instill a sense of community in our scholars. We need your help in making sure our students are ready to learn each day, which includes being in proper school uniform.

All Askew Elementary School students are expected to be in uniform daily.

SCHOOL UNIFORM DESCRIPTION:

✓ **SHIRTS:** Shirts must be solid RED ONLY polo style (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/sweatshirt is also allowed (only available from the Askew PTO). A student's uniform must always be visible; no hoodies can be worn over/on top of uniform shirt OR in lieu of a uniform shirt.

✓ **BOTTOMS:** All bottoms must be NAVY BLUE ONLY. All students may wear pants or shorts, and girls may wear skirts, shorts, or dresses (a red collared shirt must be worn under dresses). (Shorts, skirts, and dresses should not be shorter than 2 inches above the knee.)

✓ **FRIDAYS:** Each Friday will be a free dress day. Student attire must adhere to the dress code, but no uniforms are required. ✓ **SHOES:** Students should wear socks and closed-toed shoes each day. Dress shoes and boots are also acceptable. Open-toed shoes and Crocs are not acceptable.

✓ **OUTERWEAR:** Red or navy sweater/cardigan or jacket can be worn with the uniform throughout the building. No hoodies can be worn over/on top of the uniform shirt while in the building. Non uniform color jackets/sweaters can be worn to school but will be removed and stored in the classroom.

What is NOT permitted as part of the school uniform:

- Striped or multi-colored shirts, plain t-shirts, shirts not an Askew uniform color, shirts with designs and/or other logos, halter/crop tops, tank-tops/muscle shirts, T-shirts with inappropriate slogans/graphics, clothing made from sheer materials, shirts that are sleeveless or have spaghetti straps, and any ripped/torn shirts
- Sweatpants, tights/leggings worn alone (tights/leggings under shorts or skirts are permitted), basketball shorts, ripped or torn blue jeans/denim of any kind,
- Flip flips/slides, shoes with no back straps, house shoes, shoes with wheels on the bottom

We recommend that you label your child's items such as jackets, lunch kits, and backpacks with their first and last name. Throughout the school year, lost items are placed into our school Lost and Found Bin, and any unclaimed items are donated to charity at the end of the semester.

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 (listed as a student contact) 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

Some extra-curricular and/or after school clubs may be permitted this school year. We will send out communications with that information once it becomes available.

FIELD TRIPS

No field trips will be scheduled for the 21-22 school year. We will make updates if this information changes.

GIFTED & TALENTED/MAGNET VANGUARD 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 (hisdchoice.com) or contact our Magnet 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 1st -5th 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.

Parents can monitor their child's grades using the HISD Connect Parent Portal website. Visit the district website for more information about HISD Connect Parent Portal.

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

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.*

LUNCH & LUNCH VISITS

All Askew students will receive free lunch each day. Students can bring their own lunch to school. A refrigerator and microwave ARE NOT available for student use. No lunch visits will be permitted for the 21-22 school year due to COVID restrictions.

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. 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

The parking lot is reserved for Askew Elementary faculty and staff. Visitors may park in the school lot between the hours of 7:45 a.m. and 2:15 p.m. The parking lot is restricted during morning drop off and dismissal times. Parents visiting the school can park along Hayes Road or within the neighborhood. Please respect our neighbors by not blocking driveways or mailboxes. Please follow and honor any/all no parking signs within the area. 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.

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.

PERSONAL PROTECTIVE EQUIPMENT POLICY

ALL students, staff, and visitors will always be required to wear a face mask while in the building, per the district mandate. We will provide a mask for individuals who may need one, or they may wear a personal mask. Masks must cover mouth and nose and should not contain any inappropriate images or language. Reusable masks should be cleaned daily. Students will not be allowed to wear gloves unless directed by school personnel. Face shields may be worn with a face mask, but face shields cannot be worn in place of a face mask.

PROMOTION STANDARDS

Students in grades 1 through 5 must meet the following requirements to be promoted to the next grade level:

Grade Level	Promotion Standards
1 & 2	Students must: <ul style="list-style-type: none">• pass with at least 80% mastery on the High Frequency Word Exam- Recognizing and reading words that appear very often in written and spoken language.• meet state requirement of overall yearly average of 70 or above and the local requirement of an average of 70 or above in four core courses: reading, other language arts, mathematics, and science or social studies.• have sufficient attendance*

3 - 5	<p>Students must:</p> <ul style="list-style-type: none"> • meet state requirement of overall yearly average of 70 or above and the local requirement of an average of 70 or above in four core courses: reading, other language arts, mathematics, and science or social studies. • have sufficient attendance* <p>TEA has waived the promotion standard requirement that 5th graders pass the spring 2021 school STAAR exam.</p>
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REPORT CARDS & PROGRESS REPORTS

Students will receive report cards at the end of each six-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:

Grading Periods	Report Card Dates
Aug 23-Oct 1 27 days	October 8, 2021
Oct 5-Nov 12 29 days	November 19, 2021
Nov 15-Jan 14 30 days	January 21, 2022
Jan 19-Feb 25 27 days	March 4, 2022
Feb 28-April 22 33 days	April 29, 2021
April 25-June 7 31 days	June 7, 2022 (ES/MS)

SIGNIFICANT DATES & HOLIDAYS

SIGNIFICANT DATES	STUDENT HOLIDAYS
August 23, 2021 First day of school	September 6, 2021 Labor Day
January 14, 2022 Last day of first semester	September 16, 2021 Fall Holiday
January 19, 2022 First day of second semester	November 22 - 26, 2021 Thanksgiving Break
June 7, 2022 Last day of school for students	December 20 - 31, 2021 Winter Break
	January 17, 2022 MLK Day
	February 21, 2022 Presidents' Day (students only)
	March 14 - 18, 2022 Spring Break
	March 28, 2022 Chavez-Huerta Day High School
	April 15, 2022 Spring Holiday
	May 30, 2022 Memorial Day

**visit houstonisd.org to view the district academic and testing calendars*

RESIDENCY

Students must reside in the Askew attendance zone 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. *Students enrolled in Pre-K, BUT are not zoned to Askew, must enroll at their zoned school for kindergarten, unless they are granted a transfer to remain at Askew.

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 or the school Registrar. Please allow 24-48 hours for record requests to be processed.

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):** 1st and 2nd 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 number 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 & VOLUNTEER OPPORTUNITIES

Visitors and volunteers will be extremely limited and subject to approval. Visitors may be limited to essential employees and services only. All non-HISD employees, including parents, visiting/volunteering the campus must be an approved in VIPS. ALL visitors must have an ID. All volunteers MUST be VIPS (Volunteers in Public Schools) approved to volunteer on campus. Please visit www.houstonisd.org/vips to complete the VIPS registration process.

WALKERS (INDEPENDENT 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.
- 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 2nd-5th grade. This measure is put in place to maintain safety for our young All Stars. Students in grades 2nd-5th may walk home independently after school, though we do encourage an adult to escort them when possible.

WATER FOUNTAINS

Water fountains will be accessible to students at school but ONLY AS WATER FILLING STATIONS. Students will need to bring a bottle of water or reusable water bottle to have access to water throughout the school day.

****Information in this handbook is subject to change based on updated information and/or guidelines from the district and/or state. ****