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| Halpin early Childhood Center | Student Handbook |

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| School Hours | | Important Phone Numbers | |
| **Doors Open** | **7:00** | **Main Office** | **(713) 778-6720** |
| **Breakfast** | **7:30 – 7:50** | **School FAX** | **(713) 778-6724** |
| **Classes Begin** | **8:00** | **HISD Police Dept**. | **(713) 892-7777** |
|  |  |  |  |
| **Lunch** | **10:30-1:00** |  |  |
|  |  |  |  |
| **Dismissal** | **3:20** |  |  |
| **Office Hours** | **8:00-3:20** |



# Halpin Early Childhood Center Mission Statement

“We at Halpin Early Childhood Center accept high levels of learning for all of our students as the fundamental purpose of our school; therefore, we are willing to examine all practices in light of their impact on student learning."

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# Letter from the Principal

Dear Parents and Guardians:

Welcome to the opening of what promises to be a wonderful school year!  At this time of the year, there is enormous anticipation of what is to come. It is with great honor that I have been named Principal of this wonderful school.  I have 16 years of experience in Early Childhood Education, and I am grateful to have the opportunity to be here at Halpin and to be part of this wonderful community.

As demands and complexities of teaching children increase, it becomes more evident that we all need to work together to insure that our children reach their potential.  We believe that all of us - the school and the community - must work together in an extended family environment to insure success for all our students.  We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible.

 With that in mind, you are invited to be an active participant at Halpin Early Childhood Center.  Whether you are a classroom volunteer or a member of the PTO you are encouraged to be involved. Together, teachers, students, and parents/guardians make a strong Halpin family.  We appreciate your support as your child enters the classroom, learns, and grows through the year.

It is our desire to keep you informed of all that is taking place at school.   If you have questions or concerns that arise at any time, please do not hesitate to give your child's teacher or me a call.  I look forward to having a long and rewarding relationship with you and your family. Let’s make a promise to have a very SUCCESSFUL YEAR for all!

Sincerely,

Tracie Hart, Principal

**“Learning is a treasure that will follow its owner everywhere”**

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# Halpin ECC Arrival / Drop-Off

For their own safety, students are not allowed to arrive at school earlier than 7:00 AM. or remain in the building after the close of the school day unless they are supervised by a teacher or staff member. Parents who arrive late to pick up their child (3:30 PM to 3:45 PM) will pick up their child(ren) from the library located in the front foyer.

After 3:45 PM, HISD policy requires that we call HISD Police if a child has not been picked up following dismissal. Once HISD police are notified, the child is transported to Children’s Protective Services (CPS), 6400 Chimney Rock, 713-394-4000.

Portal Drive, Sandpiper Drive, and Bankside Drive become very busy and congested at arrival and dismissal times. Caution, courtesy, and common sense when driving near the school will help to ensure the safety of all. Please be courteous and give the right of way to pedestrians. Respect all traffic laws and parking areas, and be mindful of the entrances and exits.

* Parents may drop off their child in the front of the building beginning at 7:00 AM.
* All students will enter through the front doors and remain in the foyer until 7:30 AM. At 7:30AM, students will be escorted to the cafeteria for breakfast.
* Students arriving to school after 8:00 AM are considered late/tardy.
* Students arriving late must be issued Tardy Slips from Ms. Luna in the front office.
* The students must be ready to get out of the vehicle in an orderly manner. There will be staff outside to assist the students who are dropped off in the front.
* Parents have the option to park in the allowed areas and bring their children into the foyer of the school. *Please do not park in assigned staff parking spaces to drop off your child*.
* ***No parents are allowed to come in and drop off their child on the A Wing side (Bankside Drive).***

Never allow a child to exit or enter a vehicle in the middle of the street or to walk in between cars. This would be extremely dangerous. Parents may park in front of the school, respecting the no parking zones, such as the fire zone and the coned areas.

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# Halpin ECC Dismissal

***Dismissal is at 3:20 PM every day of the week. Early Release Days dismiss at 12:50 PM.***

For the safety of ALL of our students and staff, we are asking your full cooperation as we implement dismissal procedures for a new school year.

**We begin dismissal at 3:10 PM for bus riders.** All classrooms will be assigned an adult to pick up students to escort them to the A Wing. It is extremely important that you inform us at least 24hrs. in advance of any changes to your children’s dismissal process. In order to ensure that every student is on the correct bus we need to have accurate and updated information.

**Parent Pick Up**: Parents may arrive at the school at 3:10 PM to wait for dismissal in the front foyer. Please make sure that you are parked in appropriate and legal areas. We do not have the power or control to dismiss traffic tickets.

After we have ensured that every student is on his/her bus, we will be allowing parents to enter the building at 3:20 PM.

**Halpin ECC Attendance**

Students are expected to be on time and present in school ***every day***. Should a student be absent, 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 the school within 3 days after the absence, otherwise it is considered unexcused. The attendance specialist may investigate any absence.

##### Excused Absences

The only acceptable excuses for tardiness and absences are:

* Personal illness
* Sickness or death in the immediate family
* Quarantine; example: head lice
* Severe weather conditions making travel dangerous
* Emergencies or unusual circumstances recognized by the principal or designated person
* Participation in school activities with permission of the principal

According to the Texas Compulsory School Attendance Law (TEC.Sec.25.085) if a student is absent without an excuse for 10 days or parts of days in a six month period; or 3 or more days or parts of days in a four-week period, the student’s parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and is subject to a fine of up to $500 for each day of unexcused absence after the warning letter is issued.



Students with perfect attendance: Every month Halpin ECC will reward students that have perfect attendance. We will also reward students at the end of the year that has had perfect attendance for the year. To qualify for perfect attendance students need to be in school every day. If students are sick, they do not qualify for perfect attendance.

**Students with perfect attendance will be allowed to participate in a special event at the end of each month.**

**Halpin ECC Tardy Policy**

At 7:30 AM, breakfast begins. Students are considered tardy at 8:00 AM and must report to Ms. Luna in the Main Office. School officials understand that occasionally traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated. If a student is tardy it not only affects him but his classmates. Students who are tardy are missing a very important part of instruction and this may cause them to fall behind or not meet grade level expectations. It is in the best interest of the children that they are on time each and every day.

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# Halpin Early Childhood Center Early Release of Students

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the persons listed on the ***Emergency Contact Form*** will be allowed to take a child from school during regular school hours. **A picture ID is required**, such as a driver’s license. The person picking up the student must give the front office the ***SECURITY CODE*** that each parent has assigned for his or her student. After signing out the child, the student will be called to the office. Teachers are not permitted to release students unless this procedure has been followed. Parents, please do not go to the classroom to pick up your child. Students will not be removed from class until the parent is present at the Main Office window.

# Halpin ECC Registration Requirements

For a child to be registered for school it is necessary to provide the following items:

* Proof of residence, such as a utility bill or rent receipt with the correct name and address
* A certified copy of a birth certificate or birth registration card
* Proof of immunization record/shot records
* A report card from last school attended (if applicable)
* If enrolled during the current school year, a withdrawal form from the previous school
* Guardianship papers are required if the student is residing with someone other than the parent
* Social Security number if available
* Pre-K Only - Proof of Health Insurance
* Pre-K Only – Proof of Income (W2 or last two pay stubs)

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# Halpin ECC Withdrawal Procedures

Advance notification (24 hours) is needed to complete the withdrawal forms. Please inform the school of the student’s last day of attendance, new address, and the name of the new school the child will attend. The parent must come in to the school office to fill out the necessary forms and officially withdraw the child. The completed withdrawal form must be taken to the new school with a copy of the last report card, if available, attached.

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# Halpin ECC Dress Code

The Halpin ECC community has set high standards for appropriate school attire and personal cleanliness. The students’ appearance can influence behavior and affect the learning environment. Below are the required uniform guidelines:









White or Navy Blue Navy Blue or Khaki Navy Blue or Khaki Navy Blue Navy Blue or Khaki

Polo Shirt with Collar Uniform Pants Skirts Jumper Shorts

|  |  |  |
| --- | --- | --- |
| **Shirts** | **Pants , skirts, jumpers, & shorts** | **Shoes** |
| Halpin ECC white or navy blue Polo Shirt with Collar | Plain navy blue pants - uniform style | Sneakers or closed toe shoes |
| Halpin ECC T-shirts | Khaki pants - uniform style | No sandals |
|  | Plain navy blue or khaki skirt | Must wear socks |
|  | Navy blue or khaki jumper | Laces must be tied |
|  |  | Toes cannot be exposed |

**Pre kindergarten Extra Change of Clothes**

Pre kindergarten students should bring an extra change of clothing in case of an unexpected need. Please make sure to send an extra change of clothes.

**Clothing Donations**

We want to encourage parents to donate your child’s gently used school uniforms that your child no longer wears to Halpin. With your uniform donations, we will establish an exchange program at Halpin Early Childhood Center which will assist other families in meeting Halpin ECC’s uniform requirements.

**Volunteer Opportunities at Halpin ECC:**

VIPS (Volunteers In Public Schools) are HISD volunteers. Each year, thousands of parents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic, and educational backgrounds. They are caring adults or children who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, and provide other support.

***How can I become a VIPS?***All volunteers must register online or at their home school and pass a criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

|  |  |
| --- | --- |
| **Step 1:** | Register online at www.houstonisd.org, stay on the homepage, and click on the VIPS login under the Related Links section or the Community section or fill out an application at the Welcome Center. |
| **Step 2:** | Once you have registered, you must go in person to the school of interest and show proof of identification. |
| **Step 3:** | Identification information will go into our database for processing by the Volunteer Coordinator at each campus. |
| **Step 4:** | The criminal history background check can take 2-3 weeks to complete. |
| **Step 5:** | Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD. |

**What type of identification is accepted for VIPS?**  
● Texas Driver’s License  
● Official Passport  
● Texas Identification Card  
● Official U. S. Military ID  
● Driver’s License (issued by any state in the U.S.)  
● Matricula Consular  
● Identification Card (issued by any state in the U.S.)  
● Resident Alien Card

For more information about volunteering at Halpin ECC, please contact ***Mrs. Luna at 713- 778-6720.***  Please visit the Main Office to sign up for these **VIPS** opportunities:

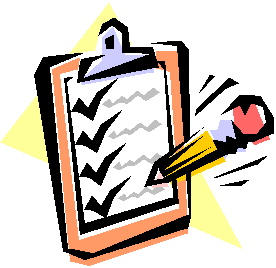
-Cafeteria Supervision -Classroom Volunteers -Dismissal Supervision

-Making Copies for Teachers -Fieldtrip Chaperone

Please maintain good communication with your child’s teacher for any activities that pertain to his/her class or grade level. Our students benefit when we all volunteer!

# Halpin ECC Parent Involvement

It is our hope to increase our parent involvement to help your children achieve academic success. We are very committed to ensuring that our parents feel welcome in our school and can take an active part in the education of their children.

Required Activities:

* Return all paperwork such as lunch application and emergency contact forms
* Attend Open House
* Attend conferences scheduled by teacher
* Keep your contact information updated

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# Halpin ECC Cafeteria Procedures

Lunch is a time for students to enjoy each other’s company while visiting with one another using (their inside voices) moderate voices. To avoid overcrowding, parents wishing to eat lunch with their child must inform their child’s teacher at least one day in advance. Parents will sign in at the Main office and pick up a “Visitor’s Pass.” This pass must be worn at all times while in the building. At the end of the lunch period, parents must check out in the main office and return their Visitor’s Pass.

Student Safety is a priority for everyone at Halpin ECC. There will be cafeteria monitors ensuring that every student and visitor has an enjoyable lunch.

Parents are responsible for their students while in school. For the safety of our students, parents should always be with their child and ensure that students are not running or climbing the tables in the cafeteria. Parents are not allowed to be in the student restrooms.

##### CAFETERIA RULES for students:

1. Students must obey the supervising adults promptly.

2. Absolutely no running in the cafeteria.

3. Students are to enter the serving line at the designated entrance and go through the line only once.

4. Students needing assistance or requesting to leave their seats must ask for permission by raising their hand.

5. Students are to be seated while eating. Yelling and screaming are unacceptable.

6. Students are to remain at their assigned table and not visit students at other tables.

7. Students must clean up their tables and seats, as well as the trash beneath their seats before leaving the cafeteria.

8. Students ***MAY NOT*** leave the cafeteria during their designated lunch time ***WITHOUT*** permission from the cafeteria monitor.

9. If a student needs ketchup or utensils, they must raise their hand for a monitor to provide it.

10. Students are expected to line up quietly as they wait to be picked up by their teacher.

***Classroom Birthday Celebrations***

Birthday celebrations will be conducted following a student’s lunch time. Parents are invited to bring **STORE-BOUGHT CUPCAKES AND PAPERGOODS ONLY**. Students may celebrate and eat their cupcakes outside, at the teacher’s discretion, and if weather permits. Birthday celebrations are not permitted in the cafeteria during the lunch period. ***If parents would like to join the celebration they must be VIPS*** ***certified and signed in at the main office.*** Treats will be delivered by the Main office to the appropriate classroom if they are dropped off early. For safety reasons, we do not allow candles.

### Classroom Parties \*

In accordance with school board policy, only (2) class parties may be held in a school year. At his or her discretion, a teacher may choose to invite up to 4 approved parents/volunteers to assist at these celebrations. ***Parents must be VIPS certified to attend.* No additional siblings (older or younger) are allowed to be taken out of the classroom to attend parties.**

### **Field lessons** \*

Classroom teachers may choose to invite up to (2) parents to assist during these trips. Parents that attend as a chaperone are not allowed to bring other children. Each student participating must have a completely filled out and signed permission slip or they will not be allowed to attend. ***Parents must be VIPS certified to attend.***

**\*** Students are not required to participate in Classroom Parties and Field Lessons; therefore, students who have had behavior concerns, or are missing class work assignments may not be allowed to participate.

# Halpin ECC Student Personal Technology

Our students are between the ages of 4-6; please don’t give your children a cell phone or any other communication device. The school will not be responsible for any violation of this rule that results in a stolen or missing item.

**Music players, recording devices** – may not be used on campus without a teacher’s specified permission. Halpin ECC Staff will not be responsible for students’ personal property.

**Cameras** – students may not take classroom pictures without permission of the teacher. Pictures of other students may not be taken unless that/those student(s) have given permission. The school sends home a ***Media Release*** ***Form*** that parents must sign to post pictures of their students on the Internet.

# Halpin ECC Classroom Visitors

Visitors are welcome at all times. However, HISD policy requires all visitors to sign in at the Main office. ***All classroom visitors must also be cleared through VIPS.*** The paperwork for VIPS certification is available in the Main Office. This is for the protection of all students. Because instruction and student learning are the main focus, teachers are never free to leave their classes to meet with visitors. If you need to conference with your child’s teacher, please call the Main Office, ***713-778-6720,*** to schedule an appointment during the teacher’s conference period. Arrangements should be made in advance by calling the Main Office at least 24 hours before your visit. ***Parents may visit the classrooms at a maximum of two days a week, for no more than 30 minutes per visit.***

**Halpin ECC Discipline Code**

Parents and students will receive the ***HISD Code of Student Conduct*** booklet. This book details the expectations for student behavior and the consequences for misbehavior. Halpin ECC follows this code in all disciplinary incidents. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning. Please be sure to read the HISD Code of Student Conduct thoroughly. In the classroom, teachers all follow the Conscious Discipline program. This program is designed to teach students from an early age how to develop social skills that will assist them to be successful in school.

Halpin Early Childhood Center is a Conscious Discipline School. Conscious integrates classroom management with social-emotional learning, utilizing everyday events as the curriculum and addressing the adult's emotional intelligence as well as the child's. Conscious Discipline empowers our students to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills. Students utilize a variety of techniques to become engaged in the learning, to decompress stress and anxiety, and to participate actively in the Halpin School Family. For more information on the Conscious Discipline model, please visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com).

*In addition to implementing Conscious Discipline, this year we will have Mrs. Acevedo, our school counselor, whose role will be to assist students with any personal or emotional concern. If you have any questions about counseling services or our discipline program please don’t hesitate to contact Mrs. Acevedo or any other administrator.*

### Severe Behavior Clause:

Severe behavior cases will be referred to the office immediately. Examples are:

1. abusive, offensive language
2. fighting
3. weapons (including toy guns, pocket knives and laser pointers)
4. obscene materials
5. defacing or vandalizing school property
6. any other condition that could prove detrimental to other students

When a student is referred to the office for behaviors, the following actions may occur:

* Parent/Student/Principal Conference
* Assignment of student to lunch detention
* Referral to the school counselor
* Assignment of student to out–of-school suspension
* Removal of student from school field lessons, after school activities, other school activities

**Disruptive Items are not allowed at Halpin ECC:**

No electronic devices (laser pointers, iPods, PSP etc.) toys, or games are permitted at school. Any violation will result in confiscation of the disruptive item whereupon it becomes the property of the school district.

# Halpin ECC Homework

Regularly assigned homework assists students in achieving satisfactory school progress and developing good study habits. It is each student’s responsibility to complete homework assignments and meet all deadlines. Homework is intended to give students practice for what they are learning. At Halpin ECC, we are committed to ensuring that every student reads at grade level or above grade level by the time they graduate from our school. A vital component of achieving this goal is literacy within the home. Please read to your child every day and practice reading with them. Like anything else, reading is a skill that requires practice in order to master it. It is recommended that parents read with their child for at least 3o minutes every day.



**General Guidelines for Homework:**

• Students should complete their homework independently, but parents/guardians may provide supervision and some guidance.

• Teachers coordinate lesson plans so that total homework time is not excessive.

# Halpin ECC Parent-Teacher Conferences

At Halpin ECC, we encourage teachers and parents to collaborate so that children understand that we work as a team for their benefit. We need our parents to be very involved in their child’s education. Parents may request a parent-teacher conference to discuss a variety of concerns. It is recommended that parents contact Ms. Luna in the Main Office at least 24 hours in advance to schedule a conference. In order to meet the needs of the students and not interrupt instructional time, ***all conferences will be held during the teacher’s conference period.***

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# Halpin Newsletter

***“Hummingbird News,”*** the official school newsletter, which includes school news, activities, and notices, will be sent home once a month and added to our Website.

**Parent Access to Grades: PSConnect**

## [Earn money for your favorite school when you use electricity](http://www.houstonisd.org/HISDConnectDS/v/index.jsp?vgnextoid=cf1c2f796138c010VgnVCM10000052147fa6RCRD)

Houston Independent School District provides access to parents so that you can check student’s grades online. Go to [www.houstonisd.org](http://www.houstonisd.org),

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# Health

# Eyeglasses

If your child requires eyeglasses, it is imperative that they wear them daily. This will impact their learning. Vision screenings will be conducted by the school nurse, and you will be notified if she recommends your child see an optometrist.

### Medication:

HISD Board Policy prohibits school personnel from administering any medication, including aspirin, during school hours. If a child must take long-term medication, the school will provide parents with a form to be signed by a physician. Upon receipt of the signed form, medications will be administered in the clinic under the nurse’s supervision.

### Immunizations:

All students are required to have current and updated immunizations as required by law. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state-mandated immunizations. Exclusions from compliance are allowed on an individual basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

### Lice:

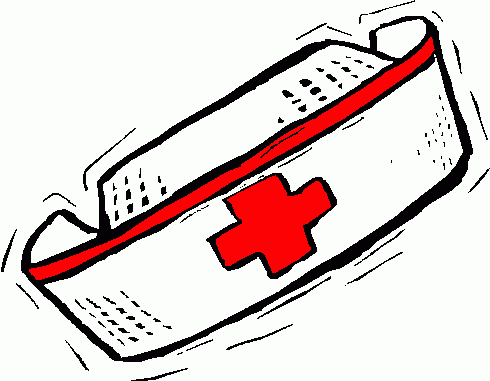
Students who have lice must be properly cleaned and return to school within 24 hours. Absences beyond this will not be excused. All students must be checked by the school nurse upon his/her return.

### Illness:

Students who are ill should report to the school nurse. A student must secure a note or pass from his/her teacher to see the nurse. If a student's condition warrants exclusion from school, the nurse will make phone contact with the parents so that the parents may transport the student home. If parents are unable to be reached, the nurse will contact persons designated on the student's enrollment card to transport the student. Students that have a temperature above 100° F, are vomiting or have diarrhea, or are experiencing problems breathing should not come to school that day.

### Emergency Care:

The nurse/school personnel will give immediate first aid to any student sustaining injury or severe illness. Parents will be contacted regarding the injury/illness. Parents will transport their child to a medical facility unless the child's condition requires immediate transportation. In this case, school personnel will call EMS for transport.



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# School Safety Plan

The Halpin ECC community is totally committed to the safety of our students. Several safety measures have been implemented to ensure the safety and security of all children, faculty and staff at our school.

**Drills**: Monthly drills are conducted as required by state law to practice procedures in case of a fire, disaster, or intruder in the building.

**Perimeter gate**- The perimeter gate was installed to ensure that we know who is entering our school. Please assist us in maintaining our school safety by being patient with the operation and full implementation of these gates.

**Securing School Property**: Halpin ECC relies heavily on friends and neighbors in the area to report to the HISD Police Department, **713-892-7777,** any unusual or suspicious activity after school hours. The HISD armed police officers are on patrol duty at night and on the weekend. Please assist us in securing our school and property so that our children can continue to enjoy a healthy and safe school.

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**HISD Promotion Standards**

***Pre-Kindergarten / Kindergarten***

Students may not be retained in Kindergarten unless requested by the parent in writing and approved by the Grade Placement Committee.

**Assistance**:

As soon as a student’s performance indicates the student is failing, the classroom teacher and administrators will implement ***RTI (Response to Intervention)*** to help the student improve. This will include but is not limited to additional small group lessons and tutorials. However, the student must meet all standards by the end of the school year.