

HOUSTON INDEPENDENT SCHOOL DISTRICT

Roland P. Harris Elementary School
2012 - 2013

Parent/Student Handbook
A TEA Exemplary School

"EAGLES" Soar Higher



1262 Mae Drive - Route 2
Houston, Texas 77015
713-450-7100
713-450-7103 (fax)

Shawna Punch
Principal

Roland P. Harris Elementary

Mission Statement

The Mission of Roland P. Harris Elementary School is to continuously provide a safe, positive learning environment and learning experiences necessary for children to function effectively in a highly technological and multicultural society. We will challenge all children to reach their maximum abilities.

School Colors

Blue and White

School Mascot

Eagle

School Hours

7:45 a.m. to 3:00 p.m.

Early Dismissal Dates / Holiday Breaks Dates

September 3, 2012	No School - Labor Day
September 17, 2012	No School - Fall Holiday
September 26, 2012	Early Dismissal – 12:30 p.m.
October 24, 2012	Early Dismissal – 12:30 p.m.
November 14, 2012	Early Dismissal – 12:30 p.m.
November 21 – 23, 2012	No School - Thanksgiving Break
December 24 – 31, 2012	No School - Winter Break
January 1 - 4, 2013	No School - Winter Break
January 7, 2013	No School - Teacher Prep Day
January 21, 2013	No School - Martin Luther King Jr. Day
January 30, 2013	Early Dismissal – 12:30 p.m.
February 20, 2013	Early Dismissal – 12:30 p.m.
March 11 – 15, 2013	No School – Spring Break
March 29, 2013	No School - Spring Holiday
May 27, 2013	No School – Memorial Day

For a list of student holidays please see (2012-2013) School District calendar).

Student Arrival & Dismissal

School doors open at 7:15 am each day. The main office closes at 4:30 p.m. each day. There will be **no** supervision before 7:15 a.m. or after 3:30 p.m. According to the State Law, it is the school's responsibility to report incidents of unsupervised students routinely left before or after school hours.

Walkers- Students who walk to and from school should follow the designated route to and from school (via the freeway overpass and/or Mae to Market Street).

Bus Riders- Students who ride a bus will be supervised upon arrival and dismissal by campus personnel.

Car Riders- Car riders should be dropped off and picked up in the front driveway nearest the main office. The driveway nearest the freeway is for **buses only**. It is very dangerous to drop students off in the bus driveway because many times students cannot be seen.

Tardies

Pre-Kindergarten to 5th grade students are expected to be in class at 7:45 a.m. All students are required to go to the main office to receive a late slip if they are tardy.

All tardies are recorded daily. Action will be taken by the school to encourage students to arrive on time. The consequences will be as follows:

- 1st Tardy – Students will be counseled by the office and a note will be sent home to be signed by the parent and returned by the student.
- 2nd Tardy – The office staff will call the parent(s) to assist the students with being on time for school.
- 3rd Tardy – The principal will request a meeting with the parent(s).

Absences

A student must be present by 9:45 a.m. daily in order to be counted present. Texas State Law mandates that a child must be at a school function or in the school building at 9:45 a.m. or he/she will be counted absent.

Parents must send a written excuse the day the child returns to school. If a note is not sent within three days of returning to school, the absence is counted as unexcused. Please notify the school if your child will be absent.

Students with excused notes should take them directly to the main office.

If a child is ill for more than a day, notify the school of the nature of the illness and when you expect the child to return to class. A doctor's note is needed after five consecutive days.

Early Departure of Students

Parents may pick up their children for a doctor's appointment etc. Please send a note to your child's teacher if he/she needs to leave early. If another person needs to pick your child up, **we will need written permission from the parent** and valid identification. Otherwise, only the person or persons having signed the enrollment card will have authority to pick up the child.

NO STUDENT WILL BE RELEASED BETWEEN 2:45 P.M. AND 3:00 P.M EACH DAY.

Registration Card

Each student will receive one enrollment card at the beginning of the school year. Please complete the enrollment card and return it as soon as possible. Be sure to include current home and work telephone numbers. Also, the name and the telephone number of a family member or a close friend. If the telephone number changes during the school year, please send the new number to the school's office and your child's teacher.

Please be sure to keep emergency numbers in the student's file updated. Precious time may be lost in case an emergency occurs and parents can not be reached.

Withdrawals of Students

If you know you will be moving, please notify the main office at 713-450-7100 before you come to withdraw your child. We will need to know the school to which your child will be transferring.

Transfers will be ready at the end of the school day after your request for withdrawal has been made.

Visitations

You may visit Roland P. Harris Elementary throughout the school year, however, you are required to sign-in in the main office to register and wear the school badge on the top right or left side of your top outer wear. This must be done before you visit a classroom and/or any other area of the school campus.

A valid picture identification is required. RP Harris does use the school Raptor System to check the identification of all visitors. This is for the protection of the students and school personnel. Please arrange visiting time for observations and arrange conferences during non-instructional time.

Conferences

There will be many occasions during the school year when it is necessary to meet with you regarding your child's progress in school. Teachers may request a conference or perhaps you may want to request one. Conferences will be scheduled during non-instructional periods. In order to insure an appointment, you may contact the teacher by calling the main office at 713-450-7100 before coming to school.

The principal is available for conferences by scheduled appointments only.

Code of Conduct

Parents will receive a discipline handbook entitled, “The Code of Student Conduct.” The rules and regulations should be reviewed and all students should follow these rules.

All parents should sign the acknowledgment page in the discipline handbook and return it to the school.

Homework Policy

Homework is very important. It is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning and can also provide opportunities for independent study, research and creative thinking. Parents may help their children by arranging a quiet, comfortable place for them to work and by checking completed assignments.

- 1) Homework will be given Monday through Thursday. If your child does not have homework at the specified time, please call your child’s teacher at 713-450-7100.
- 2) Homework will only be given on Friday if there is a long term assignment or special project.
- 3) Homework packets will be given to students during extended holidays.

Accelerated Reader Program

Accelerated Reader Program is an important component of our school program; therefore, our school participates in accelerated reader everyday. Students use this time to enjoy reading their favorite book. By reading students earn points and receive prizes. This is a great incentive to get every child to read.

Progress Reports

If your child is experiencing serious difficulty in any subject, a progress report will be sent to you. Progress reports will be given the fourth week of each nine-week period or any time after the fourth week if the average falls below 70. This notice is to be signed by the parent or guardian with an indication for a conference date and returned to school by your child.

Report Cards

At the end of each grading period, each student will receive a report card to demonstrate mastery of the grade level proficiencies. The report card dates are as follows:

Kinder – 5th Grade

1 st nine-weeks	October 26, 2012
2 nd nine-weeks	January 11, 2013
3 rd nine-weeks	March 28, 2013
4 th nine-weeks	June 6, 2013

Pre-Kinder

1 st twelve-weeks	November 16, 2012
2 nd twelve-weeks	March 1, 2013
3 rd twelve-weeks	June 6, 2013

DISCIPLINARY MANAGEMENT PLAN

ROLAND P. HARRIS ELEMENTARY 2012 - 2013

The Disciplinary Plan was developed to enhance a safe and enjoyable learning environment at R. P. Harris Elementary.

In addition to the **STUDENT CODE OF CONDUCT** and classroom rules, R.P. Harris has School Wide Rules, Cafeteria Rules and Restroom Rules. The expectations of these rules are one in the same and that is to have a quality educational program free of disruptions that interfere with the educational process.

The goal of our school is to have a safe and conducive learning environment for **all** our students. We have set forth rules that can be easily remembered and followed by our student body. We encourage students to make good decisions and to be self-disciplined in their actions.

The following are rules for specific areas in our school:

SCHOOL WIDE RULES

ZERO TOLERANCE FOR VIOLATING THE STUDENT CODE OF CONDUCT

- Respect others and their property
- Walk on the right hand side of the hallway
- Use a hall pass when leaving the classroom
- Hallways and walkways are quiet zones
- Follow the school dress code

CAFETERIA RULES:

- Talk softly in the cafeteria
- After eating, clean your area
- Only non-carbonated drinks are allowed
- Ask permission to leave the table
- Go through the lunch/snack line only once
- No running, throwing or disrespecting yourself and others

RESTROOM RULES:

- Respect privacy – one person per stall
- Close doors quietly
- Use toilets properly and flush after use
- Keep the restroom clean and the floor dry
- Put all litter in the trash can and toilet tissue in the commode

CLASS RULES:

The classroom rules (Conduct Chart) are as follows:

1. Be polite and courteous – use good manners.
2. Follow directions and complete work.
3. Raise hand before speaking or leaving seat.
4. Bring all needed materials to school and be ready to work.
5. Respect your own and other people's property.

REWARDS

1. Smile or pat
2. Verbal praise
3. Stickers or awards
4. Personal notes or calls to parents
5. Special privileges

CONSEQUENCES

1. Warning
2. Check by name – loss of privileges
3. Two checks by name – communication with parents
4. Three checks by name – conduct grade lowered
5. Serious violations sent to the office

Student Dress Code (Adopted by: SDMC)

The 2012 - 2013 dress code may be purchased at any store (Fiesta, Wal-Mart, etc) that sells them. In the interest of health, safety and economics we have adopted specific guidelines concerning dress and personal grooming. (Clothes must fit properly no tight fitting, low riders...)

The Official Uniform:

The uniform that will be worn is:

- Solid White, Red or Blue Collar Shirt
- R.P. Harris School Spirit Shirt
- Navy Blue, Khaki Bottoms
- V-neck pleated jumpers for girls
- The only shorts that may be worn are standardized uniform shorts, skirts and skorts (**worn to the knee**)

Tank tops, tube tops, thin (spaghetti) strap shirt, short shirts, and short shorts are not to be worn to school.

Hair:

Hair needs to be cleaned and well groomed so that it does not interfere with normal vision. No shaved designs or unnatural color are permitted.

Shoes and Socks:

Closed in, rubber sole shoes- no sandals

A basic black, blue, brown or white shoe / tennis shoe may be worn with rubber sole.

Flip-flop, Heelie skate shoes, and sandals are not to be worn to school.

Jewelry: There should be no expensive jewelry or large medallions worn to school. Boys are not permitted to wear earrings. Girls' earrings should be small- no large hoops (no larger than a dime).

Student / Parent Complaints

Students or parents who have complaints should bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parents who have a complaint should contact the principal. Complaints or concerns regarding handicapped students should be brought to the Special Education chairperson. Students or parents with other type of complaints should contact the principal.

The Houston Independent School District Parent Center is also responsible for providing parents and community members with assistance in addressing concerns, issues and conflicts. Our parent liaisons are available to listen to concerns and help to resolve them through the proper district policies, procedures and personnel. You may contact the Parent Center by calling 713-556-7121.

Textbooks

The student is responsible for payment of his/her lost textbooks. If he/she is financially unable to meet this debt, a payment schedule may be set up. Fines will be assessed for damaged textbooks. Fees for damages are determined by the textbook clerk or the principal based on a percent of the price of the textbook. Minor damages 5% to 10%, moderate damage 25% to 50% and severe (up too unusable) damage 50% to 100% of the actual price of the textbook. Overall the student, parent, or guardian is responsible for 1) reimbursing the school for any damage to or loss of textbooks issued to the student, 2) returning all textbooks at year-end, 3) keeping textbooks covered. (Fines may also be assessed to students with uncovered textbooks.)

Lost and Found

To help prevent the loss of your child's personal items, please place his/her first and last name on these items (lunch kits, supplies and clothing). You or your child may check periodically for lost items. The Lost and Found is located in the school cafeteria on the right as you enter through Howard Hall cafeteria doors. Periodically, all unclaimed items are donated to charity organizations.

Pre-Paid Lunches

Parents may pre-pay for lunch either on-line or with the school secretary. The school is not allowed to take checks. Cash or money orders are accepted.

The website is <https://www.parentonline.net/Public/Login.aspx>.

Medication Policy

HISD guidelines require all medication, including inhalers, at school must have a complete medication form filed with the school nurse and all medication kept under lock and key with the school nurse. This will allow us to follow the strict guidelines that are required by the Houston Independent School District.

Inclement Weather

If severe weather conditions occur and there is a possibility that school may be closed, parents and students are asked to stay tuned to radio and televisions for information from HISD. The decision to close school will be made prior to 6:00 a.m. If inclement weather conditions necessitate an earlier than usual dismissal time, the decision will be announced via television and/or radio. Buses will run as indicated. All non-bus riders will be held at school under the supervision of teachers until they are signed out through the office by a parent or appropriate designated adult. Should these conditions occur, scheduled extended day classes for that day will be canceled.

Telephone Use

The school telephone may used by students for emergency use **only**. **Please make prior arrangements with your child for after school or rainy day procedures.** We do not accept telephone messages for students unless it is an emergency situation. In this case, we do ask that messages be kept at a minimum.

Use of Pesticides

This school periodically applies pesticides as per the Houston Independent School District Maintenance Department. Information concerning these applications may be obtained by calling the HISD Main Office at 713-556-6000.