**WHIDBY ELEMENTARY SCHOOL**

**for**

**LEADERSHIP IN HEALTH SCIENCES**



**Student -Parent Handbook**

**2022-2023**

**Tina E. Whidby Elementary School**

**7625 Springhill Street**

**Houston, Texas 77021**

 **(713) 746-8170**

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**Welcome**

Whidby Elementary School welcomes you and your parents to our school. We are anticipating an exciting new school year! At Whidby Elementary, we believe in joyful teaching and joyful learning daily. It is our hope that you smile every day.

As a citizen of this school, you are expected to follow the rules which have been established for the welfare of the entire student body. Following these rules will help all students to become more productive school citizens.

Share in our pride and take care of your school. As a school citizen, you are expected to conduct yourself properly at all times. Always work hard to maintain the cleanliness and attractiveness of your school. At Whidby, you will learn necessary and useful skills for the future.

New students may find some things unfamiliar at first, but you will soon become accustomed to them. The measure of achievement that each child gains depends on the amount of effort he or she applies. It is very important that parents, teachers, and administrators communicate openly and frequently as a means of supporting student learning.

We all want the best for our children, but we are not enough. You, the parents, must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children’s work, and your presence at the school are vital! Parents count! Your involvement will show your children that you value their education.

**“You can design and create and build the most wonderful place in the world, but it takes people to make the dream a reality.” -Walt Disney**

**Acknowledgement**

Dear Student and Parent,

Whidby Elementary provides this Student-Parent Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our school.

We urge you to read this publication thoroughly and to discuss it with your family. If you have questions about the information in this handbook, we encourage you to ask for an explanation from the student’s teacher or campus administrator.

The parent and student should sign this page on the space provided below, and return this page to your child’s teacher. Thank you.

*Cut along the solid line and return the bottom portion.*

We acknowledge that we have received the Whidby Student-Parent Handbook for the 2022-2023 school year, and that we are responsible for reading and understanding the information contained here.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please sign this page, remove it, and return it to your child’s teacher. Thank you.*

**Whidby Leadership Team**

**Organizational Chart 2022-2023**

**Principal (Mimi Lam)**

* Chief Energy Officer: School-wide systems & structures
* Campus severe discipline concerns
* Campus-wide interventions
* School Partnerships & Programs
* SDMC, PTO
* Writing Coach
* Social Media Administrator

**Magnet Coordinator**

**Angelica Bentley**

* **Principal: 3rd- 5th Discipline**
* **LPAC Chairperson**
* Magnet Recruitment, Enrollment, & Transportation
* Dual Language Administrator
* Campus Math & Science Coach
* Campus Testing Coordinator (CTC)

**Teacher Specialist**

**Jackie Wilmore**

* **Principal: PK-2nd grade Discipline**
* LPAC Chairperson
* Dual Language Administrator
* Campus Literacy Coach
* Formative Assessment Coordinator (FAC)
* SDMC Administrator
* Title I Coordinator

**Counselor**

**E’real Wooten**

* Counseling
* Restorative Practices Administrator
* Parent & Community Partnerships
* IAT/RTI Chairperson
* 504 Chairperson
* Behavior Interventions
* Home Visits

**The Whidby Dream Team**

**Principal (Mimi Lam)**

The principal is responsible for the organizational and instructional leadership of the school, including school-wide systems and behavior management plan.

**Counselor (E’real Wooten)**

The counselor works with students who have academic, personal, or social problems. They additionally make schedules and arrange parent & teacher conferences.

**Teacher Specialist (Jackie Wilmore)**

The teacher specialist assists teachers with improving their performance and increasing their instructional skills so that each student in the school is provided with educational opportunities of a consistently high standard.

**Magnet Coordinator (Angelica Bentley)**

The magnet coordinator develops program goals, objectives, and assists the principal in coordinating the Magnet program with the regular school's instructional program. She confers with prospective students and parents.

**Wraparound Specialist (Gloria Crandall)**

The Wraparound Services Department connects students and their families with community resources that address the non-academic challenges that students face which ultimately impact their ability to learn.

**Community in Schools Representative (Brachell Brown)**

The CIS brings community resources into schools to empower success for all students by removing barriers, keeping kids on the path to graduation, and leveraging evidence, relationships and local resources to drive results.

**Nurse (Esther Villafana)**

The nurse is on duty to care for ill or injured students, discuss health problems with students/parents. The nurse provides vision and hearing screenings and verifies immunization records.

**School Secretary (Crystal Broussard)**

The secretary handles administrative duties for the principal and handles all communication for the school.

**Registrar/ Student Information Representative-SIR (Djyuana Wesley)**

The registrar is in charge of the enrollment and withdrawal of students. She is also in charge of recording of absences and tardies for ADA. In addition, she is also responsible sending and receiving all student records All students checking out to another school must see the registrar first in the main office.

**Cafeteria Manager (Trannikha Johnson)**

The cafeteria manager manages the preparation and serving of food in the cafeteria and snack bar.

**Plant Operator (Juan Guerra)**

The plant operator is in charge of temperature control in the building and the management of the custodial staff.

**Arrival Procedures**

Parents are NOT allowed to come inside the building to escort their child(s) to their classrooms. Staff members will be on duty in various locations of the school in the morning in order to assist with getting students where they need to go. One suggestion for our students’ parents to consider is to drop their child off between 7:15 am and 7:30 am when traffic is lighter. When everyone waits to drop off between 7:30am and 7:45am, it causes a huge traffic problem and it increases the time you must wait in line.

Parents, thank you for your help and patience with this procedure. Student safety is our #1 concern, and by working together, we can ensure the safety of each child who attends Whidby Elementary School.

Parents are only allowed to escort their child to class during the first 2 days of school for PreK and Kindergarten students only. After this, we ask that you not enter the building as we work diligently to ensure students learn school-wide systems and routines as quickly as possible AND in light of safety concerns, we are limiting the number of people inside the campus building that are not Whidby employees.

**Dismissal Procedures**

When prompted by announcements, students must be released to designated monitors stationed in the hallway of each building.  Monitors will escort students to and from designated areas.

**Students will be dismissed at 2:50 p.m. from the various locations** (Front driveway for car riders, the far left end of the building for Parent Walk-ups (parents who park their cars on the streets and want to walk up to the building to pick up their children), Springhill St. for walkers, and Tierwester St. for walkers).

**Car Riders – Front Driveway**

All students who are car riders will exit from the front doors of the building and be escorted by a Whidby Employee to their cars. No parents will be allowed to walk up and pick students up in the car rider line. If you decide to walk up to the building you would be considered as a “Parent Walk-up and those students would be dismissed by the far left end of the building). There is absolutely no parking in the dismissal lanes.

Pick-up lanes are designed to move quickly; long stops are to be avoided.

**The main goal of our campus dismissal plan is for parents/guardians to remain in their vehicles at all times. This allows traffic to flow smoothly and it allows our students to go home in a safe and orderly manner.**

**Siblings**

Siblings are not allowed to pick up younger sibling to sit with them during dismissal. Students must remain with their teacher until it is their designated time to be released.

**Walkers**

Walkers will be dismissed from two designated areas. Walkers will be escorted from either the Springhill or Tierwester area. Students will be escorted by an adult and will be released to walk on their own. A student is considered a “walker” only if he/she is walking home on their own. Parents must sign a release form authorizing their child to walk home.

**Bus Riders and Daycare Riders**

Students who are bus and daycare riders will be seated in Building B near Springhill. Only Pre-K and Kindergarten bus riders will be picked up by a designated Dismissal Teacher.

1st-5th grade bus riders will be dropped off by their grade level teacher in the designated area until their bus arrives.

**Inclement Weather Procedures**

**An announcement will be made a few minutes before dismissal in case we need to carry out an inclement weather dismissal.**

During inclement weather, a campus administrator or designated person will announce the implementation of an inclement weather protocol. The slightly modified procedure includes:

**Day Care & Bus Riders -**Daycare riders, HISD bus riders, afterschool program participants, and walkers will follow normal schedule procedures.

**Car Riders -** Car Riders from Building B and T-Buildings will report to Building A hallway. Teachers are required to provide active supervision and manage the noise level in the hallway.

* Building A car riders will remain in their classes. The intercom system will be used to call students for dismissal.
* Students remaining for tutorials will remain with their homeroom teacher until the announcement for remaining students to report to hallway. At that time, the instructor will collect students and continue with the restroom and snack breaks.

**Walkers & Parent pick-up (for parents picking up their child on foot) -**Walkers will be released earlier before 2:50 p.m. Parent pick – up student will be released as a car-rider.

**The following are common violations to our parking lot procedures:**

* Drivers parking vehicles along the front driveway lanes to pick car riders up on foot.
* Drivers wanting to drop off students in the middle of the parking lot or street.
* Students crossing the parking lot and or street without an adult escort.
* Parents signaling students to cross the parking lot by themselves to enter cars at pick-up.
* Parents allowing their children to run ahead of them and not stay with them in the parking lot.
* Drivers dropping students off outside of the drop off zone in the back of the teacher parking lot.
* **Drivers talking on phones and/or speeding in the parking lot.**
* Drivers using the handicap spaces to drop off students.
* Drivers double parking in the parking lot.
* Drivers leaving their children in their vehicles.
* Drivers blocking private property driveways or our school’s driveway.

**Student safety is our #1 concern, and by working together, we can ensure just the safety of each and every child who attends Whidby Elementary School. Every child deserves to return home safely.**

**School Hours -Instructional Day Hours**

7:30 am – 3:00 pm

**Bell Schedule**

7:30 a.m. – Students dismissed to the classroom

7:45 a.m. – Instructional day begins

8:00 a.m. – Late/tardy bell

2:40 p.m. – Bus student dismissal

2:50 p.m. – Dismissal bell

***Students will not be allowed to re-enter the building once they have exited for the day.***

Students will not have access to the building before 7:15 a.m. Doors will be unlocked at 7:15 a.m. Students must be dropped off on Springhill Street when arriving at school before 7:30 a.m. Upon arrival, students will be able to enter the building at 7:15 am and report directly to the cafeteria.

**\*\*\*Breakfast will be served in the classrooms from 7:30 am-8:00 a.m. (Monday – Friday).**

All entrances will be locked at 8:00 a.m. At 2:50 p.m., students are dismissed and all students will be escorted by their teacher to a designated area on campus. All students must vacate the building by 3:15 p.m. unless the student participates in an approved after school function: ie. After School Tutorials and/or Enrichment Programs, 21st Century After School Program.

**Student Attendance Requirements**

It is the parent’s duty to **require** the student to attend school, monitor the student’s attendance, and request a conference with the school officials to discuss any concerns about attendance.

Students must bring a written, signed excuse upon return of an absence within (3) three days from the day of the absence. Only **5** hand written notes will be accepted per school year. Three or more consecutive absences will require a doctor’s note/ excuse. ***Please note that an unexcused or excused absence with a note is still marked as an absence in the student’s attendance record.***

In HISD elementary schools, a student may have no more than **10** unexcused absences during the school year. Any student with 10 or more unexcused absences will be in danger of being retained.

If a student fails to present an excuse, the district shall file a complaint with the Harris County Justice of the Peace Courts against the student’s parent or legal guardian, the student, or both. By state law, it is the responsibility of the parent/legal guardian to ensure student attendance at school.

**Note:** Prior to filing a complaint with the court, the student’s parent/ legal guardian will receive a warning letter from the school stating that their child is being identified as truant.

It is important your child is present at school every day. School attendance matters. We want to ensure the optimal success and growth (academically, social, emotionally) for your child. Please help us help you.

**Procedures for Checking Student(s) Out**

Parents are required to wait in the front office area when picking up students prior to school dismissal time. Parents are not authorized to go to the classroom to get their child at any time. If you are going to pick up your child early, you must sign him/her out in the front office and show appropriate photo ID before we can release your child. The student(s) will be released from the classroom once the office staff informs the teacher that the student is leaving.

All parents/guardians picking students up early must sign out in campus designated binder. A separate page has been created for each student. **Once a student has been picked up three times early, a conference is required with the parent and administrator. Parent/Administrator conferences will take place after every 3 early pick-ups.**

**No child can be requested to wait in the main office until a parent arrives**. If a parent/legal guardian is contacted by the nurse to come get a child because of illness, please sign the child out through the front office.

Provide the school with your current address and telephone/ cell phone numbers. Please provide the school with any changes to phone numbers or addresses immediately. We will NOT release any child to any person not listed on the enrollment card or on their birth certificate.

**Picking Students Up After 2:15pm**

Parents who find it necessary to pick their child up from school for an early appointment must do so **prior to 2:00 p.m**. After 2:00 pm, students will not be released from classes unless it is an emergency.

Please respect the instructional day and try to schedule appointments around our cherished instructional hours. If a student leaves school early on a consistent basis, they are missing out on countless instructional hours which affects their ability to become critical thinkers and problem solvers. **This significant amount of lost instructional time can require a student to attend summer school or possibly be retained if they are unable to meet promotional standards.**

**Withdrawals**

If it becomes necessary for a student to withdraw from school, parents are asked to report to the Attendance Office and speak with Mrs. Wesley, our SIR/Registrar. Students are not considered withdrawn until Mrs. Wesley has completed the appropriate paperwork. Please allow an advance notice of 24 hours for an appointment with Mrs. Wesley.

**Enrollment Cards**

It is very important for the school to be able to locate parents. Please notify the office in writing when any information on your child’s enrollment card has changed. Remember - your child will only be released to adults listed on his/her enrollment card. Keep all information and phone numbers on your child's enrollment card current.

If you will be out of town during a school day or are not available, please notify the school in writing. Be sure to include the dates you will be gone, and the name of the person responsible for your child in your absence. This enables the nurse or teacher to notify the proper person in the event of an illness or injury.

**School Visitor Protocol**

Parents are welcome to visit our school at any time. However, every visitor must sign in at the school office immediately upon arrival, leave appropriate picture ID, and wear a visitor's pass for the duration of their stay. Upon leaving, the badge is returned to the office and the Picture ID will be returned to parents.

**The following campus procedures must be implemented at all times:**

1. Visits should not disrupt school activities.
2. Once the school day begins, there are to be no interruptions. Parents are to inform the office staff of their intentions to remove students from school. At that time, the classroom teacher is asked to release the student or a staff member is asked to escort the student to the front office area.
3. Any items students may need that were forgotten at home are to be dropped off in the main office.
4. Brief classroom observations are allowed only with an administrator's approval. However, that time should not be used to interact with the teacher or students. If you wish to conference with the teacher, you may call and set up a conference. (Refer to the Teacher Conferences section in this Handbook).

**Fire Drills**

Fire drills are required by state and local laws and will be conducted monthly. Exit routes are posted in each room. All occupants of the building MUST exit during a fire drill.

**Volunteers**

Our community Relations Department coordinates more than 39,000 parent, business, and community volunteers, who perform tasks that support and enrich education in HISD schools. Members of the acclaimed Volunteers in Public Schools (VIPS) and Community Relations programs serve as tutors, mentors, teacher partners, speakers, attendance callers, security patrols, chaperones, interpreters, cafeteria monitors, and helpers in libraries, media centers, clinics, and offices. HISD values it's parents and volunteers. We encourage every Houstonian to become involved. Please go to [www.houstonisd.org](http://www.houstonisd.org) and register with VIPS if you would like to volunteer in our public schools.

All volunteers must complete a VIPS Registration Form and the Background Check form. These forms are to be completed at the beginning of the school year. **Processing of these forms may take approximately 3 to 4 weeks.** You must have clearance from HISD in order to go on field trips. Volunteers should check in with the VIPS Coordinator, Mrs. Crystal Broussard, Administrative Assistant, for an assignment upon arrival.

**Lunch Procedures**

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Once in the cafeteria, students are expected to practice good table manners and common courtesy at all times.

**The following rules are enforced in the cafeteria:**

* Students are not to play in the cafeteria.
* Students must deposit all trash in the trash cans.
* Students must leave the table and floor clean.
* Students cannot cut in line and may not allow others to cut in line.
* Students may not take trays, dishes, or food out of the cafeteria.
* Students may not talk loudly or cause any disruption in the cafeteria.
* Students are only allowed to enter the lunch line once. They should
make all purchases when they go through.
* **Students will not be able to heat up their food**. Microwaves are not available.

In order to promote a safe environment for our student population at all times, we have limited the time allowed for parents and/ or relatives to eat lunch with their child.

**Designated Dates:**

* Grandparents’ Day
* Thanksgiving Luncheon
* Christmas Luncheon
* Student’s Birthday
* Additional Administrator approval needed if it is outside of those dates

**Lunch Drop Off**

**It is the responsibility of the student to bring their lunch with them to school each day. Hot lunches from home cannot be delivered to students every single day. Parents may not deliver lunch directly to students. All lunches must be dropped off in Front Office. If you would like for your child to have a special lunch, please send it to school in the morning with your student.** **Whidby ES promotes healthy eating habits and would like your support with this for all students, at all times.**

**Student Dress Code**

It is mandatory that students wear school uniforms or follow the school dress code, or you will be called to bring your child appropriate attire.

**Uniform**

**Boys:** Pants or shorts (navy blue or khaki)

 Polo Shirts (navy blue, light blue, or white)

**Girls**: Pants, shorts, dress or skirt (navy blue or khaki)

 Polo Shirts (navy blue, light blue, or white)

\*Skirts may not be shorter than 3 inches above the knee.

**Spirit Fridays**

All students are allowed to wear blue jeans each Friday with a school spirit t-shirt or uniform collared shirt. School spirit t-shirts can be any t-shirt with Whidby printed on it (i.e. past Field Day shirts, grade-level shirts, etc.).

Jeans should be knee-length or ankle-length and must not have holes or rips in them. Jeans may not have writing on them.

**Uniform Accessories and Appearance**

No hats or caps of any type may be worn on campus. Hair nets, scarves, bandanas and/or sweatbands are not to be worn on campus.

Hair must be clean and neat with no rakes, picks, and/or sharp hairpins. No extreme hairstyles (Mohawk/Fohawk/Designs Cut and Spiked-Up) or extreme colored hair are allowed.

No facial piercings are allowed. No sunglasses and/ or dark tinted glasses may be worn inside the building.

Tennis shoes are recommended because they are comfortable and appropriate for running and students participate in physical education every day. Sandals cannot be worn to school. For safety reasons, Heelys (tennis shoes that have one or more wheels embedded in each sole) are NOT allowed on campus.

**The administration reserves the right to make the final decision regarding the appropriateness of clothing, hair style/s, and/or accessories.**

**School Clinic Guidelines**

The nurse is on campus to provide immediate first aid, health screening, and health counseling. Before a student leaves the classroom, the teacher must complete the "Recommendation to Nurse" form.

Teachers are not to give any medication to students. Students needing to take medication during the school day are to leave the medication with the nurse. Parents must provide the nurse with a statement from the doctor listing the medication he/she is taking and when it is to be administered. The nurse will administer the medication in the clinic. The medication must be labeled with the student's name.

**Clinic Expectations**

* Every student must have a ''Recommendation to Nurse" form to enter the clinic. It must be dated and timed by the teacher.
* **Emergencies are seen immediately and take priority.**
* HISD Board Policy does not authorize school personnel to give medication, such as aspirin, unless we have a physician's request in writing that medication is to be given during school hours.
* Confidential folders are kept on all students that are known to have serious medical problems (i.e. diabetes, cancer, high blood pressure, etc. ...)

**Immunization**

Students whose immunization records are delinquent are required to bring their records up to date. A student's immunization records must remain current. Parents are asked to submit a copy of new immunization records.

**Student Responsibilities**

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

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

**Work Habits**

**Work habits are evaluated in the following areas:**

* Effective use of time/materials
* Follows classroom rules and directions
* Class participation
* Completes homework
* Completes class work
* Is courteous
* Works and plays well with others

***Failure to establish good work habits may seriously affect the student’s academic progress.***

**General Rules on Student Behavior**

Whidby Elementary follows the "Student Code of Conduct" Handbook generated by the Houston Independent School District.

The following acts **will not** be tolerated:

* Class disruptions
* Bullying
* Fighting
* Cursing
* Name calling
* Stealing
* Disrespecting teachers and/or fellow students
* Destruction of school property
* Alcohol abuse
* Smoking
* Drug use
* Playing with food in the cafeteria

**Conduct**

A student's conduct grade is based on the teacher's evaluation of the student's overall behavior during each of the grading cycles.

**Conduct**  **Academic Subjects**

**“E”-** Excellent 90- 100 Excellent

**“S”-** Satisfactory 80- 89 Good

**“P”-** Poor 75- 70 Satisfactory

**“U”-** Unsatisfactory Below 70 unsatisfactory

A grade of Unsatisfactory in conduct on the report card requires an administrator's approval.

During our Awards Day ceremonies, students are eligible to receive conduct awards. Students who have received a "P" or "U" on their report card are not eligible to receive this award. In addition, any discipline referral to the office makes a student ineligible for a Conduct Award.

**Progress Reports**

A notice of unsatisfactory progress will be sent by the teacher to the parent or guardian of any student who is performing at an average below 70 in a subject area during the fourth week or no later than the fifth week of the 6- week grading period. .

**Magnet Program Expectations**

**Grades**

Grades PK-5 must maintain satisfactory grades in all core subjects and magnet classes during each grading cycle.

**Attendance**

Magnet students must maintain regular attendance in accordance with school and Magnet policy. Refrain from excessive tardiness in accordance with school and Magnet policy. Respect school rules concerning the timely drop-off and pick-up of students

**Behavior**

Adhere to the HISD Student Code of Conduct and maintain a conduct grade of ‘S’ or higher

**General**

Meet other expectations as defined by the individual program and relevant to that program

Students who do not meet these program expectations or whose parents do not meet program expectations are placed on an **HISD Magnet Growth Plan** for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place, and it is used to determine if the student should continue in the magnet program the following school year.

**PLEASE NOTE:**

**A magnet transfer is a one-year commitment**. A recommendation from the growth plan committee could result in a student losing his or her place in this magnet program at the end of the year and returning to their zoned or another choice school at the beginning of the next school year.

Students cannot be placed in the regular educational program on the same campus where they have a magnet transfer. All students are limited to a single transfer each school year.

Should the child choose to leave the program voluntarily before the end of the school year, he or she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

**Teacher Conferences**

Parents are encouraged to contact teachers to discuss any questions or concerns.
We prefer that you schedule conferences during the teacher's planning times/conference period; however, other times may be available depending upon the teacher's availability.

To request a teacher conference, parents are encouraged to email the teacher directly. Parents may also call the main office to schedule a conference. Please leave your name, your child's name, a daytime phone number and a brief message including the reason for your call and the time you are requesting a conference. If possible, give the teacher 2 dates when you will be available.

If a parent has a concern, it is our campus protocol to address the matter at the lowest level possible. This means that the parent must first address the concern with the teacher. If the problem is not resolved, then the parent may schedule a meeting with the child’s grade-level administrator. If the problem is still not resolved, the parent may request to speak to Mrs. Jackie Wilmore (PK-2nd Grade) or Mrs. Angelica Bentley (3rd-5th Grade), and finally to Ms. Lam, the school principal, if the situation has escalated and has not been resolved.

**Main Office Phone Number: (713) 746-8170**

**Campus and District Grading Guidelines**

**Promotion Standards**

HISD has established firm standards for promotion from one grade to the next, based on course grades and success on district and state assessments. These assessments are the **State of Texas Assessments of Academic Readiness** **(STAAR),** **District Level Assessments** (DLAs), **Campus- Wide Monthly Benchmarks**, and or the **High Frequency Word Test** (HFWE).

To be promoted in grades 1st -5th , a student must maintain an overall course grade average of 70 or better for the year and an average of at least 70 in reading, other language arts, mathematics, and either science or social studies. In addition, the student may score no lower than one level below grade level in reading on the DLAs and or Campus- Wide Monthly Benchmarks.

In grades 1st -2nd, a student must earn a passing score on the High Frequency Word Evaluation.

In grades 3rd -5th , a student must meet the state’s passing standards on the reading and mathematics sections of the **STAAR**, as well as maintain an overall course grade average of 70 or better for the year in reading, other language arts, mathematics, and either science or social studies.

**Attendance is also one of HISD’s Promotion Standards.**

In HISD elementary schools, a student may have no more than ten unexcused absences during the school year. Any student with 10 or more unexcused absences will be in danger of retention.

**Make Up Work for Students**

Students who present *acceptable* excuses for absences will be given the opportunity to make up student work within 3 school days. **Students whose absences are excused and fail to make- up work within a designated period of time will not receive credit for missed work.**

**Houston ISD Electronic Device Policy**

As per the Texas Education Agency (TEA) and Houston ISD, the use of cell phones and other personal electronic devices during testing is not permitted. The student must understand that he/she must power off his/her electronic device(s) and turn it in to the Test Administrator to hold until ALL students have completed the test. Being in possession of any electronic device(s) will be reason to have his/her test picked up and NOT SCORED. Additionally, the student must understand that he/she will then have to turn in his/her phone, and that disciplinary action will be taken by campus administration. Lastly, it is the student’s responsibility to understand and comply with the directions regarding any electronic device.

**Homework**

Homework reinforces classroom learning and helps teachers evaluate students’ progress. We encourage parents to get involved in their children’s homework and to urge them to complete all assignments.

Homework is an essential part of the academic program at Whidby Elementary. As such, homework will be assigned on a regular basis, here is a list of our basic homework guidelines:

Homework does not have to be extremely long and difficult. It can involve a task such as taking papers home to be signed. Work that has been introduced and studied in class will be assigned for homework.

Oral and written practice with math facts or spelling words and reading at home are important activities to do with your child. No child learns to read or to problem solve exclusively at school, so please help by assisting and monitoring your child.

Homework is generally not given over the weekend, or holidays, except when a student has make-up work to complete.

Encourage your child to remember his/her papers, books, etc., at the end of the day.

***The main doors of the school will be closed daily at 3:30 pm***

**Basis for Grading**

Student grades will be determined by teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course-level objectives. The following indicators may be used (as appropriate) to verify that the student has mastered the required objectives in a subject area:

• Standardized test performance,

• Notebooks and other class work,

• Projects,

• Performances,

• Observations,

• Teacher-made tests, and

• Term papers.

This information will be documented in the teachers' class record books, students' work folders, etc., and be available to parents upon request.

**Academic Dishonesty**

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests. Academic dishonesty includes cheating or copying work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

See ***The Code of Student Conduct***: Level II Acts of Misconduct.

**The criteria for evaluating student achievement in academic subjects are as follows:**

|  |  |  |
| --- | --- | --- |
| **A** | **90 - 100** | **Excellent** |
| **B** | **80 - 89** | **Good** |
| **C** | **75 - 79** | **Satisfactory** |
| **D** | **70 - 74** | **Passing** |
| **F** | **50 - 69** | **Failing** |

As the chart above indicates, **100** is the highest grade a teacher may assign to a student. A student may not be assigned a grade higher than **100** at any grade level for any subject.

The table below is used for converting letter grades to numeric grades. It is used primarily when recording academic grades from other districts or private schools.

|  |  |
| --- | --- |
| **A+** | **98** |
| **A** | **95** |
| **A-** | **92** |
| **B+** | **88** |
| **B** | **85** |
| **B-** | **82** |
| **C+** | **79** |
| **C** | **77** |
| **C-** | **75** |
| **D+** | **74** |
| **D** | **72** |
| **D-** | **70** |
| **F** | **60** |
| **0** | **0** |

**Field Trips**

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources in the community.

Parents will be notified of these trips and must sign a Field Trip Permission Form. Sometimes, a fee may be requested from each student to help defray transportation and/or admission costs. Parents who cancel and do not wish for their child to attend will not be reimbursed.

Parents are encouraged to attend field trip outings with their children; however, they must be cleared by VIPS prior to the field trip. **Teachers will have the discretion of which chaperones will attend once they are cleared through VIPS, as there can only be a limited number of chaperones.** Depending on the field trip, there is 1 chaperone for every 10 students. Parents may not bring other children with them. Chaperones will assist with monitoring of the students, and not just their child.