

Lunch

HISD now offers FREE breakfast and lunch to all students at Rodriguez Elementary through the Community Eligibility Provision (CEP). Families should complete the school meal application, so the district receives funding that requires this economic information. Students are provided a 30-minute lunch period. Parent delivering late sack lunches should brought them to the office and have the student's name and room number on the lunch bag or lunchbox. The front office staff will call the classroom to notify the student their lunch is waiting for them in the front office. These students should stop in the office on their way to the cafeteria to pick up their lunch.

Lunch Cards: Students are responsible for their lunch cards. The lunch cards should not be bent, folded, or torn.

Parties & Celebrations

Parents may bring cookies or cupcakes to acknowledge birthdays (no birthday cakes please). These treats must be served at the end of the day. Please be sure to include enough of the same treats for all members of the class. Party items should be dropped off in the front office and students will be called to pick them up. Please coordinate this with the classroom teacher. No balloons, flowers, etc. may be delivered to students in classrooms on special occasions. Such deliveries would be very disruptive to the learning environment.

Academics

Report Cards: Students will receive report cards at the end of each grading period. Parent/Teacher conferences are held at the end of each grading cycle. It is the parent's responsibility to pick up the report card on the designated day. The academic grades will reflect the class work, homework, projects, and tests done for that period. In grades 1-5, grades will be numerical averages rather than letter grades.

Progress Reports: Notice of Progress will be sent to parents of students who are making unsatisfactory progress during the fourth (4th) week of each grading period. The parent should sign and return the form to acknowledge receipt of report.

Homework: Homework is assigned to reinforce, enrich, and extend learning by providing a variety of educational opportunities outside the classroom. It is assigned at the teacher's discretion and is based on student needs. Homework should be completed within a reasonable period of time. In addition to homework, all students are encouraged to **read to or with someone every day.**

Tutorials: After school or Saturday tutorial classes may be provided for some students according to guidelines mandated by HISD and school fund availability. Transportation is not provided. Parents must make arrangements to pick up their child from tutorials on time.

Awards: Awards are presented to students every "Nine Week Cycle" for: Honor Roll, Perfect Attendance, I.B. Attitudes, Student Council, AR, and for other special achievements.

Textbooks: Students will be required to pay for lost or damaged textbooks.

Electronic Devices/Cell Phones

Parents should not allow their children to bring electronic devices such as iPods, iPads, iTouches, cell phones, cameras or game players to the school campus. Rodriguez Elementary will not be responsible or liable for any damaged or lost property. If a parent decides to allow a student to carry or use device on campus or on field trips, it is at the parent's sole discretion. As we have always done, we will attempt to accommodate the needs of your child when a phone call is necessary or if there is a family emergency and you need to contact your child here at school. **Students will not be allowed to use electronic devices during the instructional day and, if necessary, the device will be confiscated and held until the parent is able to pick it up from any school administrator and pay a fine of \$20.** In order to ensure test security, it will not be permissible to bring any electronic device to campus during state tests. Please refer to the HISD Student Code of Conduct Level II Acts of Misconduct.

Lost & Found

- Eyeglasses found should be turned in to the nurse's office.
- Clothing is turned in to the Parent Center located in the back of the school. Any items left are donated at various times during the year. Please mark your children's shoes and clothing with indelible markers.
- Money found should be turned in to the principal's office.

Dress Code

Students are expected to wear the school uniform every day and keep themselves well-groomed at all times. The school uniform consists of blue, khaki, or denim bottoms and red, white, or blue polo tops or a Sylvan Rodriguez t-shirt. On occasion, students will be given the opportunity for "Free Dress" and should dress according to the Dress Code Guidelines.

Dress Code Guidelines

- Hoodies, sweatpants, biking shorts, halter tops, tube tops. Tank tops crop ops. Mesh shirts, undershirts, torn shirt/pants or other similar items of clothing are not permitted.
- No form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance will be permitted.
- Shirts should be tucked in at all times.
- Sweaters or jackets should not be tied around the waist
- Students may wear knee-length shorts.
- Shorts and pants are to be worn at the waist.
- Fabric belts are not permitted.
- Girls may wear earrings which are posts/studs or short dangling. For health and safety reasons, hoop earrings are not allowed.
- No Studs or earrings are allowed in male students for safety reason.
- Due to their destructive nature, no metal cleats, taps or "Heelys" will be permitted on boots or shoes.
- Any clothing displaying profanity, alcohol, negativity, drugs, or cigarettes is not allowed.
- No clogs, flip-flops, sandals, high heels or any shoes without backs or straps will be permitted for safety reasons. Students should wear sneakers or other closed-toe shoes.
- Socks or stockings should be worn with shoes at all times.

Changes of Clothes

Students in Pre-K and Kinder should bring an extra change of clothes in case their clothes become soiled. The school will not have extra clothes on hand.

Health & Medical Services

Immunizations: All students should be up to date with their immunizations in order to be enrolled at school.

Medications administration: HISD Board policy does not authorize school personnel to give medication of any kinds. That includes aspirin, similar preparations, or any other drugs. Students on short term medication or over the counter (OTC) medication will NOT be given medicine at school. Those medicines need to be given by the parents before or after school. **If your child needs to take medication during the school day, contact the school nurse.**

Lice: Students will be excluded from school if they have an active case of lice. We encourage students not to share coats, hats, combs, brushes, or other hair accessories. Students do not need to miss any school – shampoo hair with OTC medicated shampoo, comb nits out & send to school the next day. Repeat the process in 10 days to make sure all the lice and nits are out for good.

Screenings: A vision, hearing, and acanthosis nigricans screening will be performed on all students in PreK, K, 1, 3, & 5. All other students will be screened based on referrals from teachers or parents. Any child that does not pass their screening will be sent home with a note and referral form.

Forms: A "Health Inventory" and "Severe Allergy" form must be completed upon enrollment of a student. It is very important to update this information if there are any changes in your child's health.

Emergency School Closings

For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "ALL HISD schools". Additionally, FM/AM radio stations, HISD call notifications and www.houstonisd.org will carry latest school closings. In the event of Rodriguez ES specific closing, parents will receive an automated call.