

School Hours: 7:30 a.m. – 3:00 p.m.  
School Colors: Red, White, and Blue  
School Mascot: Space Rangers  
School Website:

<https://www.houstonisd.org/Domain/21282>

School Facebook Page:

<https://www.facebook.com/SREHISD>

School Twitter Page:

[https://twitter.com/hisd\\_sre](https://twitter.com/hisd_sre)

Principal:

Lulu DeAnda

Secretary/

After School Program:

Norma Silva

Assistant Principal:

Veronica Leah

Counselor:

Laura Flores

Wraparound Specialist:

José Limón

# Sylvan Rodriguez IB World School



5858 Chimney Rock Houston, TX 77081  
Phone (713) 295 3870 Fax (713) 295 3875



**2021-2022 Parent/Student Handbook**

**Revised 12/14/2021**

## 2020-2021 BACK TO SCHOOL

All students will begin the 2021-2022 school year in person on August 23, 2021. Virtual learning will NOT be offered.

Schools and buildings are limited to essential visitors who have scheduled appointment. This includes parent and community volunteers pre-approved through HISD's Volunteers in Public Schools (VIPS) program. HISD student uniform policies will be flexible at all campuses for the 2021-2022 school year, but campus dress codes should still be followed.

## READY, SET, GO PLAN

The district's Instructional Ready Set Go Plan will focus on a safe face-to-face learning and working environment.

- Entry Screening-All Elementary students will be screened before entry into the building.
- Hygiene-individuals are encouraged to routinely wash or sanitize hands.
- Sanitize & Disinfect-ALL schools and buildings are cleaned and disinfected nightly.
- MASKS ARE MANDATORY

## GRADING POLICY

Students enrolled in remote instruction follow the same grading guidelines as in-person instruction. Teachers receive support and guidance on effective grading practices to ensure that grading guidelines are followed in both instructional models. Teachers will be expected to measure student progress by grading at least two assignments per week. Teachers will post grades on a weekly basis. Additional information on grades:

- Grades will be taken daily.
- Teachers will be recording a minimum of 2 grades per subject per week.
- Student grades will be available for parents and students to access through the HISD Connect Parent Portal (log-in information will be provided by teachers).
- Grading cycles will be every 6 weeks this school year (NEW).

## CODE OF CONDUCT

The HISD Student Handbook/Code of Conduct will be available online through the district or school website:

[www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct)

Parents and students are required to become familiar with this important document and use it as a reference as questions arise. Please make special note of polices detailed under "Student Responsibilities".

- Students must follow the Code of Conduct created by the campus/district.

## ATTENDANCE

- Elementary schools will be taking attendance daily at 9:30 a.m.
- All Classroom teachers are responsible for recording daily class attendance (ADA) in Power Teacher Pro

Students who have been absent must bring either an excuse note from the physician or a written excuse from the parent/guardian to the attendance office. An excuse must be received in the attendance office within three school days after the date of the absence. Parents should include:

- Name of student
- Teacher's name
- Date of Absence
- Acceptable excuse (personal illness, catastrophic illness, or death in the family, medical or dental appointments, quarantine, weather or road conditions, and emergencies).
- Parent name and contact phone number

State law TEC §25.092 and Houston ISD Policy still require students to attend at least 90% of their classes to receive credit and be promoted.

## TARDIES/STUDENTS LEAVING EARLY

- A student is tardy after the 7:45 AM morning bell rings.
- Excessive tardiness is a discipline issue and will be addressed by the teacher and administrators through a parent conference.
- Parent request for early student release should be made no later than 2:30pm.

## DIGITAL RESOURCES FOR CHILDREN

With all students returning for in-person learning, virtual learning is no longer offered. However, digital resources and learning materials are still available to all students and staff through the HISD HUB. These resources include:

- Digital lessons in the HUB
- Imagine Math
- Imagine Language
- MyOn

Digital resources like MyOn personalized reading, is embedded into the curriculum during the previous school year are now available as learning tools that can be used both at school and at home.

## BREAKFAST AND LUNCH

Employees will continue to accommodate student health, medical, and special dietary needs, as well as allergy concerns. Department employees will follow public health hygiene recommendations and enhance custodial cleaning and surface disinfection.

Nutrition Services is resuming normal operations and offerings.

HISD 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 and they will have lunch in the cafeteria. Due to ongoing pandemic, parents are not allowed to deliver sack lunches to students at the front office or eat with them at school.

## CHANGE OF ADDRESS/ PHONE NUMBER

Please always keep address and phone numbers up to date in the school office. In case of emergency, it is vital that we can contact you.

- In person, you will complete the "address/phone numbers" change form at the school main office.
- Online, you login to your "HISD Parent Connect" account to make the changes.

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## 2021-2022 Parent/Student Handbook

Revised 12/14/2021

### ARRIVAL AND DEPARTURE

**Arrival:** Students may not enter the building until 7:05 a.m. There is no supervision for students who arrive on campus before 7:05 a.m. Students arriving by walking or in car should enter the building through the three back doors. Students arriving in bus should enter the building through the front entrance. Pre-K through 5 grade students are required to report to their classrooms.

**Departure:** Students must be picked up from campus by 3:00 p.m.

**Early Departure:** Student pick up time no later than 2:30 pm

### Late Student Pick-up – Fees:

The fee for students who are not picked up on time by 3:10 p.m. will be charged \$5.00 per every 30 minutes late (\$10.00 for 1 hour, \$15.00 for 1.5 hours, etc.). The fee applies for each student. Payment should be made at time of pick up.

Late students will be moved to the front office at 3:10 p.m. Students not picked up after 4:30pm will be placed in the after school program and will be charged accordingly.

### Late Student Pick-Up Location:

Cafeteria (Circle Drive/Back of the School) with the after-school program.

### SCHOOL VISITATION

Due to ongoing COVID-19 concerns, this school year we are limiting parent's visits to Rodriguez ES.

**Conferences:** Teachers may conduct virtual or face-to-face conferences with parents during their planning period. Parents requesting conferences with teachers may make an appointment by writing a note to the teacher or e-mailing the teacher. Please allow 24 hours for a response.

**Cafeteria Visits:** Due to ongoing COVID-19 concerns, parents are not allowed to eat lunch with their students in the cafeteria or outside in picnic area.

**Volunteers:** HISD parent volunteers must have a scheduled appointment to visit the campus.

### 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 third week of each grading period.

**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 independently or read with someone every day.

**After school, Academic Camps, 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 pick up their child from tutorials on time.

**Awards:** Awards are presented to students every "Six Week Cycle" for: Honor Roll, Perfect Attendance, I.B. Attitudes, Student Council, 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 game players to the school campus. Rodriguez Elementary will not be responsible or liable for any damaged or lost property. **Students will not be allowed to use cell phones 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 \$20.00**

To ensure test security, cell phones will be collected during state testing and return after the test is over. 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

Starting January 3, 2022, all students are required to wear the school uniform. Students are expected to follow the dress code guidelines and keep themselves well-groomed. The school dress code colors are blue, khaki, or denim bottoms and red, white, or blue polo tops or a Sylvan Rodriguez t-shirt.

### 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 always tucked in.
- 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.
- Due to their destructive nature, no metal cleats, taps or "Heelys" will be permitted on boots or shoes.
- Any clothing displaying profanity, alcohol, negativism, 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.

### PARTIES & CELEBRATIONS

Parents are not allowed to bring any type of food (cookies, cupcakes, pizza, etc.) to school until further notice.

### COVID-19 PANDEMIC

The Communicable Disease Plan previously created in the district has been deactivated. The plan can be reactivated as needed, should conditions worsen.

The Ready, Set, Go Plan outlines the instructional and operational protocols for all facets of the country's seventh largest public-school system.

Should the district need to modify or enhance its health and safety protocols during the school year, all families and employees will be notified.

### HEALTH & MEDICAL SERVICES

**Immunizations:** All students should be up to date with their immunizations 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 CLOSING

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](http://www.houstonisd.org) will carry latest school closings. In the event of Rodriguez ES specific closing, parents will receive an automated call.