



Park Place Elementary

No Place Like Park Place

2015 - 2016

**8235 Park Place Blvd.
Houston, Tx 77017-3104
Phone: 713-845-7458
Fax: 713-845-7460**

Web: <http://www.houstonisd.org/parkplacees>

Nirmol Lim
Principal

Avisay Cerda
Teacher Specialist

Jean Sanchez
Teacher Specialist

Mary Carpenter
Campus Technologist

Sarah Hill
After-school Specialist

Maritess Martinez
Teacher Specialist

PARK PLACE ELEMENTARY

2015-2016

SCHOOL CALENDAR

August 10, 2015
 August 24, 2015
 September 7, 2015
 September 23, 2015
 November 25-27, 2015
 Dec. 21, 2015 – Jan. 1, 2016
 January 4, 2016

Teachers report to Work
 First day of School
 No School (Labor Day)
 No School (Fall Holiday)
 Thanksgiving Holiday
 Winter Break
 Teacher Preparation Day
 (No School for students)
 No School (MLK Jr. Day)
 No School (Spring Break)
 No School (Spring Holiday)
 Last Day for Students
 Last Day for Teachers

January 18, 2016
 March 14-18, 2016
 March 25, 2016
 May 25, 2016
 May 26, 2016

Early Dismissal Dates

September 22, 2015
 October 28, 2015
 November 18, 2015
 December 16, 2015
 January 27, 2016
 February 24, 2016
 March 23, 2016
 April 27, 2016
 May 25, 2016

Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)
 Early Dismissal (12:45 p.m.)

Report Card Dates

October 30, 2015
 January 8, 2016
 March 24, 2016
 May 25, 2016



SCHOOL HOURS:
OFFICE HOURS:

7:45 a.m. – 3:15 p.m.
7:15 a.m. – 4:15 p.m.

Tardy Bell: 8:00 a.m.
Breakfast Ends: 8:15 a.m.

Principal's Message

Dear Parents,

We are so excited that we have the opportunity at Park Place Elementary to provide your child the foundation to become a global leader in society. We look forward to a year of continuing collaboration and partnership to ensure that we provide our Park Place Tigers with the best education. The staff and I are committed and dedicated to providing you the best possible instructional program. We will give you our best effort and will expect the same. We are partners in this work.

Cooperation is one of the keys to success, so we suggest you read this handbook carefully as it outlines both expectations. The basic information it contains will tell you exactly what we expect of you and what services and benefits you may expect from us. (Please refer to the HISD Student Code of Conduct handbook for additional information.)

May this school year be most rewarding and successful school year for you and your child!

In partnership,

Nirmol Lim

MISSION STATEMENT

The mission of Park Place Elementary is to strive for academic excellence, nurture educational growth, and promote a safe and positive learning environment.

POSITIONING STATEMENT

Park Place Elementary is the best school for ELL and At-Risk students in Southeast Houston because we provide effective and timely interventions along with a rigorous curriculum using technology in a safe environment.

PHILOSOPHY

Park Place Elementary School holds true to the same ideology as outlined by HISD. The expectations we hold for all employees, students, and parents, define what we are. Our core values define who we are, and our strategic intent states what we intend to do to achieve our purpose. Each one of us in the HISD family should have an understanding of our purpose, core values, and strategic intent and therefore, conduct ourselves accordingly.

NOTES TO THE PARENTS:

Welcome to the 2015-2016 school year. Our goal for 2015 - 2016 is to improve on last year's STAAR results and become the school of choice for the south area of Houston. While your children are here, we hope you encourage them to take advantage of the numerous programs we have available to them. We also hope you become involved in our PAC/PTO MEETINGS to help bring about more positive change to Park Place Elementary. We would love your input.

NOTE TO STUDENTS:

Welcome back to Park Place Elementary! We are here to provide the best education possible, and we want you to be happy and enthusiastic about being a part of our learning community. I encourage you to get to know the school, the teachers, the staff and me. Study, learn, compete, maintain your integrity and never give up, and you will reach your highest goals. We will provide you with many opportunities to be successful, but it will be up to you to commit yourself to the idea that your education is a very important aspect of your life. I also encourage you to make friends and become involved in the many activities available.

ARRIVAL/DISMISSAL PROCEDURES

- Earliest drop-off time for students is 7:10 a.m. Please drop students off at the front of the front circular drive of the building, the back circular cafeteria drive, and the Pre-K circular drive. Students will remain seated in their hallways and supervised until they enter the classroom at 7:45 a.m. At that time, their teachers will report to their classrooms.
- Beginning at 7:10, the main entrance of the school will also be open for student drop-off. Students arriving at this time and entering through the main entrance will walk to their classes. After 7:50 a.m. tardy passes will be issued in order to enter the classroom.
- The school building opens at 7:10 a.m. Please do not drop off your children before 7:10 a.m. as there is no one on duty to supervise them.

STUDENT DISMISSAL PROCEDURES

- School ends at 3:15. Please pick up your child/children on time.
- Bus riders are dismissed at 3:05 to report to the main office circular drive for dismissal.
- **Students in Pre-K and K and their siblings will be picked up at 3:08 p.m. in the Pre-K circular drive.**
- **Students in 1st – 5th are picked up from the cafeteria circular drive at 3:15 p.m.**
- Students may not re-enter the building after dismissal without permission.

Again, to ensure the safety of our children please do not drop off before 7:10 a.m. Students are dismissed at 3:15 p.m. Please be on time to pick up your child(ren). We do not have personnel to supervise your child/children after 4:15 p.m.

**ALL STUDENTS MUST BE PICKED UP ON TIME!!
CPS WILL BE NOTIFIED IF CHILDREN ARE CONSISTENTLY LEFT ON
SCHOOL GROUNDS AFTER DISMISSAL TIME!**

NO STUDENTS WILL BE DISMISSED FOR ANY REASON AFTER 2:00 - ALL APPOINTMENTS MUST BE SCHEDULED EARLIER IN THE DAY OR AFTER THE SCHOOL DAY IS OVER.

PARENTS ARE ENCOURAGED NOT TO MAKE ANY APPOINTMENTS FOR THEIR CHILDREN ON FRIDAYS SINCE MOST TEACHERS GIVE WEEKLY TESTS ON THAT DAY.

ATTENDANCE POLICY

The instructional day is from 7:45 a.m. to 3:15 p.m. Students should be in their classroom ready to begin instruction at 7:45. Students are tardy at 8:00 and must sign in at the main office.

According to State requirements, all elementary age students must be in attendance every day of the school year to be promoted to the next grade and authorizes school officials to excuse absences only in extenuating circumstances. In May, an attendance committee will review the records of any student not meeting the criteria to determine if he/she will pass to the next year. Students who are absent must present a written excuse. Failure to provide a note within 3 days will result in an unexcused absence. The only acceptable excuses for absences and tardies are:

- Personal Illness
- Sickness or death in the family
- Weather or road conditions making travel dangerous
- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal or designated person.

*Official HISD and State attendance is taken at 9:00 a.m. for the entire day. Children present at 9:00 a.m. are marked present for the day. Those who are absent at 9:00 a.m. are counted absent for the day. However, students may attend school after 9:00 a.m., but will be counted absent for HISD and state attendance purposes. A student will be counted present if he/she has a medical appointment providing that the student actually attends school that day. **Students who have eight or more unexcused absences may be retained.**

BREAKFAST

All students will be provided with breakfast free of charge. Breakfast will be served in the classroom from 7:45 to 8:00. Breakfast will stop being served promptly at 8:00 a.m. If you would like your child to eat the school breakfast, ensure they arrive at school before 8:00.

CAFETERIA RULES/PROCEDURES

1. Walk in a straight orderly and quiet line.
2. Raise your hand for help.
3. Speak softly or whisper.
4. Do not get up from the table without permission from a cafeteria monitor.
5. Keep your area clean and neat.
6. Do not share your food. Large bags of chips are not permitted.
7. Follow the cafeteria monitor's directions.

Lunch with your child Schedule -

Monday	Tuesday	Wednesday	Thursday	Friday
4th&5th	2nd&3rd	1st Grade	Kindergarten	Pre-Kindergarten
Grades	Grades			

No outside food or lunch boxes will be delivered to students during the school day. Please make sure you send your child to school in the morning with their lunch if they will not be eating the school lunch.

DISCIPLINE

Rules of conduct are established to achieve and maintain an orderly environment conducive to learning. **Our rules are in accordance with established district policies and procedures (outlined in the H.I.S.D. Code of Student Conduct).** Students will be treated reasonably, fairly and with patience; however, violation of district and school rules will not be tolerated.

SCHOOL RULES

1. Be **R**esponsible
2. Be **R**espectful
3. Be **R**eady

CAFETERIA	RESTROOMS	HALLWAYS
1. Speak softly	1. Flush toilets	1. Pause at designated stops and wait for teacher
2. Handle food correctly	2. Wash hand with soap and water	2. Always walk on the right side of the hall
3. Keep your space clean	3. Place used paper towels in trash cans	3. Keep hands/feet off walls

Designated stops (labeled with stop signs):

- At end of each grade level's hall
- At the restroom by the Science Lab
- By the PTA room
- By the lunch cards stand
- Building 79 door by Ms. Jasso and Ms. Salinas

- Middle of breezeway

DRESS CODE

The students of Park Place Elementary School are expected to proudly represent their school by dressing in good taste and portraying a neat and well-groomed appearance. The Park Place Elementary uniform/dress code policy is as follows:

Hair

- Must be clean and worn out of the eyes.
- Must be child's natural color.
- No Gang related, profane/vulgar language, or symbols may be cut into the hair.

Shirts/Blouses

- Colors: Navy blue, white or red with collars and sleeves will be worn daily
- All shirts must be tucked in.
- There will be special dress code days throughout the year when other attire may be worn. Notices will go out to parents in advance of those special dress days.

Pants

- Khaki or navy pants or shorts that come to the knees must be worn.
- Shorts must be knee length.
- Belts must be worn with Pants.

Skirts

- Khaki or navy skirts and jumpers can be worn.
- Khaki or navy split skirts or culottes are allowed as long as they are knee length.
- All skirts and jumpers must be knee length.

Shoes

- Must be worn at all times for safety and health reasons.
- Large metal taps which have been added to shoes and baseball cleats are not to be used.
- Tennis shoes must be laced and tied
- No open-toed shoes, slip-ons or clogs may be worn.

- Socks must be worn with shoes.
- Shoes must be flats.
- Shoes with wheels are not allowed.

Jewelry

- Jewelry and other valuables should not be brought to school. The school is not responsible for lost, stolen, or damaged jewelry.
- For safety and health reasons:
 - o Girls should not wear large or dangling earrings.
 - o Boys are not allowed to wear earrings.
 - o Pierced lips/nose/eyebrows are not permitted.
 - o Over-sized, thick necklaces are not permitted.

Any student not properly dressed will be asked to correct the infraction if possible and remain at school. If the problem cannot be corrected the school will contact the parent to bring a change of clothing for the child.

The above dress code will be enforced on a daily basis. We appreciate your cooperation in assisting us with this effort for the benefit of all our students.

EARLY DISMISSAL DAYS

There will be nine early dismissal days during the 2015-16 school year. Please see page 2 for the dates of each early dismissal day. Students will follow the same dismissal procedures as regular school days. Early dismissal time will be 12:45 pm. Please make the necessary arrangements so that your child(ren) are picked up on time.

<p align="center">ALL STUDENTS MUST BE PICKED UP ON TIME!! CPS WILL BE NOTIFIED IF CHILDREN ARE CONSISTENTLY LEFT ON SCHOOL GROUNDS AFTER DISMISSAL TIME!</p>
--

ENROLLMENT CARDS

In order for the school to handle emergencies, you must fill out one card at the time of enrollment. In the event that your address, telephone, name or other information changes, please notify the office immediately. We must have an emergency phone number(s) in case of an emergency. No cards will be accepted without a phone number. Please provide us with a contact number.

HOMEWORK

Homework assists students in achieving satisfactory school progress, reinforces what was taught during the day and develops good study habits and responsibility. Homework may be assigned Monday through Friday, depending on the teacher.

It is each student's responsibility to complete homework assignments and meet all deadlines. Students are assigned homework; however, it is a parent's responsibility, to show interest by providing guidance and a motivating environment.

The following homework suggestions may help YOU help your children:

- Choose an area where you and your child can read together for 20 minutes or more each day.
- Schedule a specific time for the whole family to read for 20 minutes or more each day.
- Make sure the television and radio are turned off in the room where your child is studying.
- Be a role model, let your child see you read.
- Check your child's homework and provide positive comments.
- If your child is having difficulty with the assignment, ask your child's teacher how you can help.
- The most important suggestion is to have FUN helping your child learn!

IMMUNIZATIONS

All students are required to have current and updated immunizations as required by law. It is the responsibility of the students and parents to provide the school with an accurate immunization record. A student may not be allowed to attend school without these State mandated immunizations. If you have any questions regarding immunizations, please contact the school nurse, Ms. Couvillon @ (713)845-7458.

LEAVING/RETURNING TO SCHOOL DURING THE SCHOOL DAY

If a student must leave during the school day for any reason, the parent/ guardian must come to the office to sign him/her out. Office personnel will send for the student. If the student returns during the school day, he/she will need to come by the office to sign in before returning to class. Parents/guardians must present a picture ID and must be on the student's enrollment card.

LUNCH

Students will only be able to go through the lunch line one time per day (no second servings).

For more information, please visit the Nutrition Services site at:

<http://www.houstonisd.org/Page/114635>

MEDICATION

H.I.S.D. board policy prohibits school personnel from administering any medication, including aspirin, during school hours. If a child must take a long-term medication, the school will provide parents with a form to be signed by a physician stating this need. All medication must be kept in the nurse's office, this includes over the counter drugs. Parents are allowed to come

to school and administer medication to their own child/children. If you have any questions regarding medications, please contact the school nurse, Ms. Couvillon @ (713)845-7458.

PROMOTION STANDARD SUGGESTIONS

PARENTS

To help your child meet promotion standards:

- Ask your child daily about what he/she did in school.
- Ask about and follow up on your child's homework.
- Plan family learning activities that will reinforce your child's learning.
- Make and use oral or written contracts with your child and his/her teachers.
- Participate in school events so that your child knows you think the school is important.
- Attend teacher/parent conferences regularly.
- Be sure that children are in school every day for the full day.
- Make doctor and dentist appointments during non-school hours.
- Read with your child for at least 20 minutes every night.

STUDENT

To meet promotion standards, students should:

- Complete homework assigned
- Attend school regularly and be on time.
- Bring supplies to class.
- Get organized!
 - Write down assignments in a notebook.
 - Set aside homework time each day.
 - Create a special place at home to put school materials for the next day.
- Ask questions when they don't understand what is being taught.
- Respect themselves, other students and school authorities.
- Attend after-school tutorials if teacher schedules them.
- Ask teachers for extra help when needed.

REGISTRATION REQUIREMENTS

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

1. Proof of residence, such as a paid utility bill or rent receipt, with the correct name and address.

2. A certified copy of birth certificate or birth registration card Immunization record for the student.
3. A report card from the last school attended.
4. Social Security Card.
5. If enrolled during the current school year, a withdrawal sheet from the previous school.
6. Guardianship papers if the student is residing with someone else other than the parent.

REPORT CARDS

Report cards will be sent home to the parent/legal guardians of all students every nine weeks. These reports are to be signed and returned to your child's teacher. A second copy will be sent home upon returning the signed copy of the report card. Should you desire to have a conference with your child's teacher, please call the school, send an email to the teacher, or leave the teacher a message at the front desk. Report card dates are:

1. October 30, 2015
2. January 8, 2016
3. March 24, 2016
4. May 25, 2016

SCHOOL COMMUNICATIONS

- ◆ Children will be given notes to take home. Every Tuesday communication folders will be sent home. Please encourage your child to bring these to your attention.
- ◆ Phone calls may also be made by the Principal through an automated call out system. It is very important that we have your correct phone number on file in order for you to receive these phone calls. If at any time you change your phone number or you are not receiving automated phone calls from the Principal please see the front desk office personnel to update your phone number.

VISITORS

Parents are always welcome to visit the school. However conferences must be prearranged with the teacher at non-instructional times. For security reasons, it is required that any person entering the building during the school day provide identification at the main entrance.

VOLUNTEERS

All parents that are used or would like to participate as chaperones or classroom helpers must be registered as volunteers using the VIPS registration form and have a clear background. A volunteer form must be submitted each school year. You can register with Mrs. Guerrero in the main office or call 713-845-7458 if you have any questions.

WITHDRAWAL PROCEDURES

Advance notification (2 days) is needed to complete the checkout forms and determine if fines and textbooks have been cleared. 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/guardian must come withdraw the child. Only the parent(s) or legal guardian who enrolled the student(s) in school may withdraw the child/children. The completed checkout form must be taken to the new school with a copy of the last report card attached, if available. We appreciate your cooperation in giving us a 2-day advance notice however we are aware that emergency situations do arise which would require a more speedy withdrawal process.

We wish you a very successful 2015-2016 school year!

HISD 2015-2016 Academic Calendar

Houston Independent School District

JULY 2015							AUGUST 2015							SEPTEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	6	7	8	9	10	11	12
5	6	7	8	9	10	11	2	3	4	5	6	7	8	13	14	15	16	17	18	19
12	13	14	15	16	17	18	9	10	11	12	13	14	15	20	21	22	23	24	25	26
19	20	21	22	23	24	25	16	17	18	19	20	21	22	27	28	29	30			
26	27	28	29	30	31		23	24	25	26	27	28	29							
							30	31												
OCTOBER 2015							NOVEMBER 2015							DECEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												
JANUARY 2016							FEBRUARY 2016							MARCH 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7	6	7	8	9	10	11	12
3	4	5	6	7	8	9	7	8	9	10	11	12	13	13	14	15	16	17	18	19
10	11	12	13	14	15	16	14	15	16	17	18	19	20	20	21	22	23	24	25	26
17	18	19	20	21	22	23	21	22	23	24	25	26	27	27	28	29	30	31		
24	25	26	27	28	29	30	28	29												
31																				
APRIL 2016							MAY 2016							JUNE 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7	5	6	7	8	9	10	11
3	4	5	6	7	8	9	8	9	10	11	12	13	14	12	13	14	15	16	17	18
10	11	12	13	14	15	16	15	16	17	18	19	20	21	19	20	21	22	23	24	25
17	18	19	20	21	22	23	22	23	24	25	26	27	28	26	27	28	29	30		
24	25	26	27	28	29	30	29	30	31											

Key			Holidays		
	Holidays		September 7, 2015	Labor Day	
	Early Dismissal Days (2 1/2 hours early)		September 23, 2015	Fall Holiday	
	Teacher Service Days		November 25-27, 2015	Thanksgiving	
	Teacher Preparation Days		December 21, 2015 - January 1, 2016	Winter Break	
	Make-up Days (If needed)		January 18, 2016	Martin Luther King, Jr. Day	
	May 26 - First make up day if needed, moves Teacher Prep to May 27.		March 14-18, 2016	Spring Break	
	May 27 - Second make up day if needed, moves Teacher Prep day to May 31.		March 25, 2016	Spring Holiday	
Significant Dates			Grading Periods		
August 10, 2015	Teachers report to work		6 Cycles		Report Card Dates
August 24, 2015	First day of school		Aug 24 - Oct 2	28 days	October 9, 2015
December 18, 2015	Last day of first semester		Oct 5 - Nov 6	25 days	November 13, 2015
January 5, 2016	First day of second semester		Nov 9 - Dec 18	27 days	January 8, 2016
May 25, 2016	Last day of school		Jan 5 - Feb 12	28 days	February 19, 2016
May 26, 2016	Last day for teachers		Feb 15 - Apr 1	29 days	April 8, 2016
			Apr 4 - May 25	38 days	May 25, 2016 ES/MS
					June 1, 2016 HS
Prekindergarten Grading Periods			4 Cycles		
3 Cycles		Report Card Dates	Aug 24 - Oct 23	43 days	October 30, 2015
Aug 24 - Nov 6	53 days	November 13, 2015	Oct 26 - Dec 18	37 days	January 8, 2016
Nov 9 - Feb 12	55 days	February 19, 2016	Jan 5 - Mar 11	48 days	March 24, 2016
Feb 15 - May 25	67 days	May 25, 2016	Mar 21 - May 25	47 days	May 25, 2016 ES/MS
					June 1, 2016 HS