

**J. C. Mitchell Elementary School**  
**10900 Gulfdale Drive**  
**Houston, Texas 77075**  
**(713) 991-8190**



**2014-2015**

**STUDENT/PARENT HANDBOOK**

**Mrs. B. Salazar, Principal**  
**Mrs. B. Johnson, Teacher Specialist**

# STUDENT/PARENT HANDBOOK

Information in this handbook will help parents and students understand their responsibilities. Students and parents are also required to become familiar with the provisions of the district-wide HISD Code of Student Conduct. School personnel should be contacted with any questions.

## MISSION STATEMENT

J.C. Mitchell is committed to providing a quality education that gives students a foundation for their future. This quality education focuses on the students' academic, physical, social and emotional needs. Our school will focus on the whole child to build students' academic and character skills.

## MITCHELL SCHOOL SONG

Oh, Mitchell School we pride in you, your banners we wave high.  
The knowledge that we glean from you, brightens up the sky.  
You stand there oh so beautiful and oh so very bold,  
A symbol of democracy and truths as pure as gold!

## CHORUS

Mitchell, our Mitchell, you are the very best.  
Mitchell, our Mitchell, you stand above the rest!  
Your standards are the highest; your goals are highest, too.  
No matter where we wander, we'll always trust in you!

## MITCHELL BARK (CREED)

We are the Mitchell Bulldogs... bull, bull, bull, bulldogs.  
Believing in ourselves...bull, bull, bull, bulldogs.

We do not bully...bull, bull, bull, bulldogs.  
We are respectful...bull, bull, bull, bulldogs.  
We're kind to everyone...bull, bull, bull, bulldogs.

Woof!  
Bull, bull, bull, bulldogs.  
Woof!  
Bull, bull, bull, bulldogs.  
Woof!

## DRESS CODE

Students must be neatly groomed and are expected to dress with self-respect and pride daily.

Complete uniforms must be worn by all students Monday- Friday. Jeans are not allowed unless written notice is sent home.

SUBJECT	DESCRIPTION
<b>Uniform Guidelines</b>	<p>Uniforms are mandatory. Students must wear their assigned color for their grade level!</p> <p><u>Shirts/Blouses:</u>                      Pre-K: Navy Blue                      3<sup>rd</sup>: Hunter Green                      Kinder: Gold                              4<sup>th</sup> : Light Blue                      1<sup>st</sup>: Royal Blue                         5<sup>th</sup> : Maroon                      2<sup>nd</sup> : Red</p> <p>Shirts must be tucked; they can have one pocket, but must not have logos of any type except the school logo. Shirts must not have stripes, patterns, designs, letters, and etcetera. Sleeveless shirts or spaghetti straps are not allowed.</p> <p><u>Pants, skirts, uniform jumpers, and shorts:</u> navy or khaki color. Must be worn at a natural waistline. No baggy shorts and pants. No logos, stripes, patterns, designs, writing, pictures, etc. Only top front and top back pockets are allowed. No side or bottom pockets. No chains on pants or any other clothing, back packs, or purses. Capri and ankle pants are allowed. No blue jeans. Skirts, uniform jumpers, and shorts must be knee length. All clothing above must be comfortable, not tight nor revealing. No clothing advertising alcohol, tobacco, drugs, offensive language, movies, or groups, etc.</p>
<b>Caps/Hats/Bandanas</b>	<p>Not allowed. (Only on special designated days by the Principal.)                      No bandanas. Girls may wear headbands to keep hair away from face.</p>
<b>Belts</b>	<p>Must be worn with shorts or pants with belt loops. No straps hanging longer than three inches.</p>
<b>Shoes/Shoelaces</b>	<p>No type of sandals or open shoes, clogs, flip flops, high heels.                      Must be fully tied and no loose flaps. Velcro straps on tennis or shoes are also acceptable. Color of shoelaces must match.</p>
<b>Coats/Jackets/Sweaters</b>	<p>No over-sized coats, jackets, trench coats, long coats, or sweaters.</p>
<b>Hair</b>	<p>No inappropriate lengths and styles that may distract/disrupt the learning environment. Boys' hair length must not pass the shoulders. Bangs must not cover the eyes. No wild colors. No wigs, unless medically necessary. Such hairstyles may warrant a phone call from school administrators.</p>
<b>Makeup/Nails</b>	<p>No makeup, long nails, acrylic/fake nails, offensive, black or dark nail polish. Students arriving to school with make-up will be sent to the nurse's office to wash it off.</p>
<b>Jewelry</b>	<p>Girls may wear one earring per ear. (No other parts of the body.)</p>

	Boys are not allowed to wear earrings. (No parts of the body.) No excessive skull, weapon or drug designs, jewelry/rubber bracelet, thick chains, large earrings, over-sized jewelry or medallions.
<b>Tattoos</b>	No visible fake, cartoon, or real tattoos anywhere on the body. Students arriving to school with fake or cartoon tattoos will be sent to the nurse's office to wash off. Real tattoos must be covered.
<b>Backpacks</b>	Backpacks with wheels are not allowed. <b>Only clear plastic or mesh backpacks will be allowed.</b>

## SCHOOL HOURS

Pre-K – 5<sup>th</sup> Grade

7:45 a.m. –3:00 p.m.

**School gates will not open until 7:15 a.m. daily!**

The school cannot accept responsibility for supervising students who arrive before or leave after teachers' duty time. Arrangements should be made for all students to be picked up, driven or walked home promptly after dismissal. **Administrators will conference with students and/or parents who are habitually late, after 8:00 a.m. or picked up late after dismissal time.** District attendance personnel will be notified to assist with students with excessive absences. If necessary, legal court action will be taken to address and/or correct attendance problems. School leaders will exercise their right to contact the appropriate authorities, either HISD Police or Children's Protective Services (CPS).

## BREAKFAST

Students will be served breakfast in the classroom from 7:45a.m. – 8:15 a.m. **Breakfast is not served after 8:15 a.m.**

## LUNCH

**Parents may eat with their children during their assigned lunch time on Tuesdays and Thursdays beginning September 22, 2014. This will allow our students to get acclimated to cafeteria routines and expectations.**

Parents are encouraged to come to the cafeteria on special occasions such as Grandparents' Day, Thanksgiving Luncheon, and etcetera. Sharing food with anyone or taking food out of the cafeteria is not allowed as outlined in Federal Guidelines.

**There will be a designated seating area for parents.**

Parents must remain in the designated areas with their child and are not allowed to interact, share food, verbally discipline, or communicate in any other way with any other students. If there are any concerns, notify one of the adult cafeteria monitors and assistance will be provided.

All small children must remain in the designated parent area. They are not allowed to roam/run or interact with other students in the cafeteria. Parents are expected to monitor their small children at all times.

### **SNACKS/TREATS**

Parents are encouraged to provide their children with healthy snacks. Students should not be sent to school with an overabundance of food of minimal nutritional value (junk food). This includes Takis, “Hot” chips of any kind such as Hot Cheetos, candy, and dips for example. School personnel will exercise their right to remove these items from your children, especially during breakfast time.

### **DISMISSAL OF STUDENTS**

Parents should wait outside the building so that students may be dismissed in an orderly manner. By following these procedures, it will reduce hallway and street traffic congestions and we will be able to locate parents quicker and easier.

Students must be picked up on time after school and from tutorials, both during the week and on Saturdays. It is important that you revisit your pick-up arrangements and/or set your phone or mark your calendar accordingly.

We cannot and will not accept excuses, especially if it is a pattern. We will exercise our rights to contact district officials and/or Children Protective Services (CPS). It is your responsibility to notify school officials if you are going to be late. Our employees also have family obligations. Phone calls advising the office of transportation changes must be called in **no later than 2:00 p.m.**

Students’ dismissal transportation will not be changed after 2:00 p.m. unless approved by the principal. Students will not be dismissed or picked up early after 2:30 p.m.

### **Students will not be released after 2:30 p.m.**

**It is strongly recommended that you not frequently change the manner in which your child is dismissed. Written documentation sent to the teacher or main office is preferred. Refrain from having your child notify his/her teacher in order to avoid confusion and ensure your child’s safety.**

Parents or designee must have a Mitchell Car Rider orange card displayed in their car windshield to pick up students. No parent will be allowed to walk up with the Car Rider card and pick up their child(ren).

Parents who are picking up car riders must enter the line from Springtime Lane and turn onto Gulfdale Drive.

Please make sure your car card is visible. Anyone without a Mitchell Car Rider card must report to the main office. Multiple cards can be requested from the main office if needed. Parents will pick up all students on Gulfdale but only on the side closest to the school. Students will not be allowed to cross the street to get picked up.

Please be patient as the process will improve as the days go by.

The safety of our students is of the utmost importance.

### **STUDENTS LEAVING SCHOOL EARLY**

Students are expected to remain at school until dismissal time except for emergency situations. Doctors and dentist appointments should be made after school whenever possible. If it becomes necessary for students to leave early, only the parents, legal guardian, or other persons listed on the enrollment form may pick up the student. All persons checking students out early must have a valid picture I.D and be at least 18 years of age. A copy of the I.D. will be made and attached to the students' enrollment form.

**If patterns are observed with students being removed early each week, school leaders will contact parents.**

### **AFTER SCHOOL DISMISSAL ZONES**

#### **Dismissal Zone A**

Gulfdale Dr. / Front of Building ..... Car Riders

#### **Dismissal Zone B**

Front Exit at the Pre-K Gate (by the front playground) ..... Bus Riders

#### **Dismissal Zone C**

Springtime (near parking lot/pavilion) ..... Walkers

#### **NOTE TO PARENTS**



Do not park in the school bus zone (Area along Gulfdale).



Dismissal time is at 3:00 pm. After 3:15 p.m. is late!



After 3:15 pm, students must be picked up from inside the building and signed out. Parents must park and come into the building.

Please refrain from honking your horn

## DISCIPLINE GUIDELINES

The school environment must be free of disruptions, which interfere with a quality education program. Students must behave in an acceptable manner. Each student is expected to follow rules and regulations established by the school and by the classroom teacher. The HISD Code of Student Conduct will be strictly enforced. Students who continuously disrupt the classroom and interfere with the teacher's ability to communicate effectively or are extremely unruly or disruptive may be removed from the classroom. Students who display continuous and persistent misbehaviors may be referred to a District Alternative Education Program.

## ATTENDANCE GUIDELINES

Students are expected to be on time (7:45 a.m.) and present every day. Students are tardy after 8:00 a.m. The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school **within three days after the absence(s) or tardy.**

**Students arriving after 8:00 a.m. must be escorted to the main office with an adult.**

Assist the school in promoting good attendance by making all appointments after school hours whenever possible. If a daytime appointment must be made, be aware that attendance is taken daily at 9:45a.m., and children must be present at 9:45 a.m. to be counted present. If your child is not present at 9:45 a.m., he/ she will be counted absent. If your child returns from an appointment after 9:45 a.m. and presents a doctor's excuse, the absence will be removed.

## TARDY GUIDELINES

School begins promptly at 7:45 a.m. each day. Students are considered tardy after 8:00 a.m. Tardiness is considered a violation of Levels I, II, and III in the Code of Student Conduct. **After 5 tardies students will be assigned by an administrator 1 hour of detention after school hours.**

## EXCUSED ABSENCES

The only acceptable excuses for absences are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, and emergencies or unusual circumstances recognized by the principal or administrative designee.

## UNEXCUSED ABSENCES

A student is considered to have an unexcused absence if he/she does not present a written excuse **within three days** for one of the reasons stated or is away from school participating in an activity not approved by the district as excusable.

Unexcused absences may be reviewed by the principal in determining whether or not to grant a student credit for a class in which the student failed to meet the attendance requirement but who met all other academic requirements for passing. The school shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to referral to the HISD attendance officer assigned to Mitchell Elementary.

School leaders will notify parents regarding patterns with tardies and/or absences.

## CONFERENCES

Teachers will schedule conferences with parents. This may be done during their planning period, before/after school, or at any time the teacher is free. Both parents and teachers must agree on the designated time. Parent/teacher conferences **will not** be held during instructional time, unless approved by an administrator, and circumstances warrant such a conference. Teacher conferences times will be posted on the school's website. You may also contact your child's teacher or the main office.

## MITCHELL VISITORS

Every visitor to Mitchell must first go to the office, state their purpose for visiting, sign in, and obtain a visitor's pass. The pass must be worn and be visible. All visitors must show a photo identification upon arrival.

## ENROLLMENT FORMS

By the end of the first week of school, students must have a completed enrollment card on file in the office. In the event your child becomes ill at school, the school nurse or a member of the office staff will contact you and/or anyone listed on the enrollment form. **If there is a change of address or telephone number during the school year, please notify the school office.** For the safety of your child, it is imperative that the parent's home, business, cellular, and emergency numbers be kept updated during the year.

Parents must call ahead of time to inform the main office when someone else will be picking up their children. These individuals must be listed on the enrollment form and will be expected to show a photo I.D. **All calls and changes must be made by 2:00 p.m. No exceptions!**

## TEXTBOOKS/ LIBRARY BOOKS

Students are responsible for the books issued to them. Each textbook issued is recorded by number and condition. A fee is charged for lost or damaged books. Students are required to take proper care of all textbooks.



Students who check out books from the library are responsible for the care and return of books. A fee will be charged for lost or damaged books.

## **GUIDELINES REGARDING CELL PHONES/ELECTRONIC DEVICES DURING SCHOOL HOURS**

Students may bring cell phones to school as we are well aware that many parents provide their children with them for safety reasons. However, upon arriving on campus, **all cell phones must be off.** Students may keep them in their backpacks and are allowed to turn them on after dismissal once they leave school grounds and exit school gates. They may also do so under special circumstances under teacher/adult supervision after school so that they may call their parent/guardian.

Any students found to be in possession of a cell phone/electronic device that is powered-on, even if they are not using it, will have their phone taken from them. This applies to those that vibrate and/or ring. It will be turned into the main office by the teacher and parents will be notified by school administrators and/or their designees.

The first time a phone is taken away, parents will be notified and they must make arrangements to pick them up from the campus.

Electronic devices such as handheld games/are not allowed.

Any time thereafter, a fee of \$15.00 dollars will be assessed before a phone/electronic device is returned to the parent. As outlined in *HISD's Code of Student Conduct*:

Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school.

### **Level II Acts of Misconduct Include Such Behavior as:**

Use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication system, on school campuses or at functions during school hours. Such devices may be used at a time and place as determined by the individual campus in coordination with the campus Shared-Decision-Making Committee (SDMC).

Campus Administration has the right to determine additional consequences for **repeated violations** of the school's cell phone/electronic device guidelines (example: Students **will not be allowed** to bring phone to school. The teacher will collect cell phone daily. Cell phones and

other electronic devices not claimed by the end of the school year will be sent to Property Management for disposal.

## GRADING

The Notice of Progress will be sent to parents during the fourth week of the reporting period or as often as may be deemed necessary. Students in the Kinder – 5<sup>th</sup> grades will receive numeric grades on their report cards every nine-week grading period. Pre-K students will receive their report cards every twelve weeks. Students must maintain a 70% average to be promoted. Parents will receive samples of student work periodically. Parents are then encouraged to schedule a conference with their child's teacher to work on strategies that will help the student pass.

## MEDICATION

Parent requests for medication to be given to a child during school hours require a form signed by the doctor and the parent. This form may be obtained from the school nurse/campus designee and will be kept on file. No other medication, including over-the-counter medication is allowed. This is district policy. The medication must be kept in the clinic and administered by the nurse/campus designee, according to the doctor's instructions. Students will not be allowed to take any medicine of any kind if the proper documentation is not on file. **Do not send your child to school with any medication!** Please see the school nurse for any medical questions or concerns.

## FIELD TRIPS/ VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Students will be permitted to go on field trips only with a district-approved permission slip signed by the parents or guardians and returned by the due date. Phone calls and others notes **WILL NOT BE ACCEPTED** as permission. Students with unacceptable conduct or with repeated misbehavior will not be allowed on a field trip as determined by teachers and final approval of campus administrators. Only approved parents who are volunteers in the school's VIP program may assist as chaperones may accompany a class on a field trip. Teachers will select parents and no more than two parents per class will be allowed to attend the field trip. **Parents cannot join the school group at the field trip location.**

Volunteers include parents, grandparents, and community members. All volunteers must complete an on-line VIPS volunteer information form available on the HISD website. All chaperones must have cleared the HISD criminal background check prior to participating in any field trips.

## SAFETY

We will make every effort to ensure that Mitchell is a safe place for your child. A keyless entry system is installed on exterior doors. You must ring the front doorbell to access the building. For the safety of all concerned, ALL VISITORS to the school, including parents, **must** obtain a VISITOR'S PASS and have a VALID PICTURE ID. Visitors are not allowed to go directly to a classroom without obtaining a visitor pass. Return the pass to the office before leaving the building.

Please discuss hazards and dangers with your child and the importance of safety. If possible review with him/her the route he/she is to use to school and home. Please make plans with your child for rainy days.

Avoid violation of traffic laws. When dropping off and picking up children, do not park in the No-Parking zones. Do not block driveways or park in the staff parking lot at any time. All students are expected to cross the streets with the crossing guard. U-turns **must not be made on any of the streets surrounding the school.** Use of cell phones in school zones is prohibited.

It is also important that school zone speed limits be followed. Parents must not talk on cell phones in school zones as they pick up their children. It is critical that you are alert and pay attention to all that is going on to avoid any accidents or injuries to yourself and/or our students.

Vehicles should not be left unattended in the middle of the street, nor should children be left alone in vehicles for any reason.

The City of Houston prohibits parking on the side nearest the school during school hours.

We ask that you be respectful to staff members who may be on duty during student arrival and dismissal.

#### **For Houston ISD bus riders:**

Our campus has a **Zero Tolerance Plan for Misconduct.** The HISD Transportation Department supports the student's educational day by providing safe, professional, and efficient transportation to and from school. Students should be aware that all of the rules outlined in the district's Student Code of Conduct are applicable to their behavior and actions while riding HISD-provided/funded transportation.

Any student who violates the district's transportation guidelines outlined in the Student Code of Conduct (page 23) will be subjected to disciplinary actions.

#### **Disciplinary Options/Responses:**

- Parental contact by phone and written or oral notification to parent or guardian
- Required administrator/student/parental conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities, such as field trips, and other privileges
- Removal of school transportation privileges
- Suspension of transportation privileges

Please understand that our goal is to ensure that all of our students safely arrive to and from school each day. Speak with your child and explain to him/her the consequences that will be

imposed. We will exercise our right to remove their transportation privileges for the remainder of the school year if necessary.

## **SCHOOL TO HOME COMMUNICATION**

The school newsletter, Mitchell News, goes home with students once a month.

Teachers will send home a newsletter every 1-2 weeks informing you of upcoming events, assignments, or simply notifying you of the instructional focus for the week or month.

Mitchell students will also have a school folder or planner/agenda which they will be responsible for bringing to and from school daily. They will use it to record their homework and any other assignments, or important information. Check/review the folder or planner/agenda/backpackdaily for notes or other information the teacher may provide.

Take time to ask about these or have a special place in your home for the newsletter to be displayed. School Messenger is the district's phone system and will be used to communicate with parents. **Make sure the phone numbers you have on file are correct and current.** These are our most important communication links between school and home.

You can email your child's teacher. Email addresses are available on the school's website. As always, you can also contact us at (713) 991-8190 with any questions.

Thank you. We look forward to a great year!

## **Esta parte del Manual de Estudiantes/Padres está en español.**

La información en este manual ayudará a padres y estudiantes a comprender sus responsabilidades. Además de este documento, se requiere que estudiantes y padres se familiaricen con las disposiciones generales del distrito en el Código de Conducta de HISD. Para asistencia con cualquier pregunta deben contactar al personal de la escuela.

### **MISION DE DECLARACION**

La Escuela Primaria Mitchell se compromete a proporcionar una educación de calidad que ofrece a los estudiantes una base para su futuro. Esta educación de calidad se enfoca en las necesidades académicas, físicas, emocionales y sociales de los estudiantes. Nuestra escuela se enfocará para desarrollar las habilidades académicas y el carácter de los estudiantes.

### **HIMNO DE LA ESCUELA MITCHELL**

Oh, Escuela Mitchell orgullosos de ti estamos, ondeamos alto  
tus pancartas  
El conocimiento que obtenemos de ti, brilla alto en el cielo  
Estas ahí oh hermosa y oh tan audaz  
Un símbolo de democracia y verdades tan puras como el oro.

### **CORO**

Mitchell, nuestra Mitchell, tus eres la mejor.  
Mitchell, nuestra Mitchell, estas por encima de todo lo demás.  
Tus niveles son los más altos, tus metas las más altas también  
No importa a donde vayamos, confiaremos en ti.

### **MITCHELL BARK (CREDO)**

**Este credo no será traducido.**

We are the Mitchell Bulldogs... bull, bull, bull, Bulldogs.  
Believing in ourselves...bull, bull, bull, bulldogs.

We do not bully...bull, bull, bull, bulldogs.  
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