



Patterson Dual Language & Literature Magnet School

5302 Allendale Rd., Texas 77017

Main (713)943-5750 fax (713) 943-5755

August 26, 2019

Juan M. Gonzalez
Principal

Dear Parents and Students,

Chandra Reed
Assistant Principal
Magnet Coordinator

Uneeda Givens
Assistant Principal

Luis Saenz
Assistant Principal
IB PYP Coordinator

Evelyn Quinones
Title I Coordinator

Roxanne Martinez
Counselor

Nori Garza
Secretary

Leonora Mejia
Registrar

Welcome to Patterson Dual Language & Literature Magnet School. We are excited to have you and your child join our learning community. Please take time to read and review our Parent/Student Handbook with **your child** so that both you and your child can become familiar with our school's policies and procedures. This information will assist you in becoming an integral part of our school community.

We request your full support and cooperation in the following:

- Bring your child to school **on time every day** (7:25 AM).
- Make sure your child **completes all** homework assignments, has all supplies each day, and is ready to learn.
- Make sure your child wears the Patterson uniform to school and is dressed according to our dress code **every day**.
- Maintain regular and ongoing communication with your child's teacher.
- Please make sure your child is in bed **NO** later than 8:00 PM.
A child needs 9 to 11 hours of sleep. A **good night's rest** is crucial for your child to learn and be successful in school.
- If your child is absent, please submit a note to the teacher within three school days of the absence.

Patterson's faculty and staff welcome you and your child to the 2019-2020 school year. We are sure this year will be exciting and filled with many opportunities for all of us to **learn** and **grow**. We anticipate this year will be our most successful year ever.

Sincerely,

Juan M. Gonzalez
Principal

2019-2020
Houston Independent School District
& Literature Magnet School
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713-943-5750
<http://houstonisd.org/PattersonES>

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This booklet is intended to serve as a guide to our school. It should be used in conjunction with the Code of Student Conduct and policies of the Board of Education and the Texas Education Agency. Corrections and revisions will be sent home and posted on the web site throughout the school year.

Houston Independent School District

It is the policy of the Houston Independent School District not to discriminate based on age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

HANDBOOK ACKNOWLEDGEMENT

The ***Patterson Dual Language & Literature Magnet Parent & Student Handbook*** has been written to help you and your child gain the greatest benefit from his/her school experience.

The school needs your help and cooperation. It is important that every student understand the handbook. Please read and discuss the handbook with your child. When you have done so, you and your child must sign this form and return it to your school.

Signatures of parents and child acknowledge receipt of a copy of the ***Patterson Dual Language & Literature Magnet Student and Parent Handbook*** and certify that both have read and discussed the Handbook.

Student Signature

Date

Parent or Guardian Signature

Date

Homeroom Teacher

Grade

Please sign and remove this page from the handbook and return to your homeroom teacher.

Houston Independent School District

MISSION: The Board of Education's mission is to equitably educate the whole child so that every student graduates with the tools to reach their full potential.

VISION: Every child shall have equitable opportunities and equal access to an effective and personalized education in a nurturing and safe environment. Our students will graduate as critical thinkers and problem solvers; they will know and understand how to be successful in a global society.

INTERIM SUPERINTENDENT'S STRATEGIC PRIORITIES:

- Expanding educational opportunities
- Ensuring student health, safety and well-being
- Transforming academic outcomes
- Increasing organizational efficiency
- Cultivating Team HISD Talent

OUR GOALS: HISD established 3 major goals to achieve this purpose.

Goal 1:

The percentage of students reading and writing at or above grade level as measured by the percent of students at the Meets Grade Level standard on STAAR for grade 3 through English II shall increase by three percentage points annually from 37% to 46% between spring 2017 and spring 2020.

Goal 2:

The percentage of graduates meeting the Global Graduate standards as measured by the College and Career Readiness component of the Texas accountability system shall increase three percentage points annually per year from the 2017 graduates' baseline of 52 percent up to 67 percent by 2022.

Goal 3:

Among students who exhibit below satisfactory performance on state assessments, the percentage who demonstrate at least one year of academic growth, as measured by the STAAR Progress Measure, shall increase three percentage points annually in reading and in math from 57 percent in spring 2017 to 66 percent in spring 2020.

BELIEFS

- We believe that equity is a/the lens through which all policy decisions are made.
- We believe that there should be no achievement gap among socio-economic groups or children of ethnic diversity.
- We believe that the district must meet the needs of the whole child, providing wraparound services and social and emotional supports.
- We believe our classrooms/schools should be safe, vibrant, joyful spaces where students are guaranteed access to a challenging and deep educational experience.
- We believe that instruction should be customized/personalized to meet the learning needs for each individual child, including students with disabilities, gifted and talented students, and English Language Learners, so they have the support and opportunity they need to flourish.
- We believe that recruitment and retention of qualified and effective personnel are the keys to enhancing the quality of education and increasing student achievement.
- We believe that the community has a right to transparent operations across the district in all schools, departments, and divisions.
- We believe that meaningful engagement with the community is important in all major decision-making.

Patterson Dual Language & Literature Magnet School
Student and Parent Handbook
2019-2020
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CALENDARS AND SCHEDULES

DAILY SCHEDULE

7:15 AM	Campus Opens
7:25 AM	First Bell
7:30 AM	Instruction Begins
7:35 AM	Second Bell Students are Tardy Daily Announcements
7:45 AM	Breakfast Program Ends
2:15 PM	<i>Due to interference with dismissal procedures students will NOT be allowed to be picked up after 2:15 PM. NO EXCEPTIONS!</i>
2:45 PM	Dismissal for Grades PK-K Extended Day Students Bus Riders
2:50 PM	Dismissal Grades 1-2
2:55 PM	Dismissal Grades 3-5
4:10 PM	Extended Day Tutorials Ends

GOALS AND EXPECTATIONS FOR STUDENTS AND PARENTS

Achievement

Each student will:

- Demonstrate proficiency in reading and mathematics.
- Demonstrate proficiency in oral and written communications.
- Develop the knowledge and skills necessary for success in a technological society.
- Develop skills necessary for life-long learning.

Citizenship

Each student will:

- Demonstrate regular attendance.
- Exhibit positive behavior and refrain from acts of misconduct as described in the *Code of Student Conduct*.
- Develop proficiency in practical and technical skills required for career opportunities.
- Demonstrate civic responsibility necessary for functioning in a diverse society including participation in community service projects.
- Demonstrate responsibility for completion of homework and responsiveness to class work.

Each parent will:

- ***Be sure their child comes to school each day on time.***
- Support their child in completing all assignments and projects.
- Support the school in maintaining appropriate discipline.
- Attend school-sponsored events.
- Support school-sponsored organizations including the PTO

PATTERSON DUAL LANGUAGE LITERATURE MAGNET SCHOOL
Calendar
2019-2020

First Day of School	August 26, 2019
Labor Day	September 2, 2019
Early Dismissal	September 27, 2019
Fall Holiday (Teacher Service Day)	October 9, 2019
Early Dismissal	October 18, 2019
Report Cards Go Home	October 25, 2019
Early Dismissal	November 8, 2019
Thanksgiving Holidays	November 25-29, 2019
Winter Holidays	December 20 – January 3, 2020
Report Cards Go Home	January 10, 2020
Early Dismissal	January 17, 2020
Martin Luther King Day Holiday	January 20, 2020
Early Dismissal	February 14, 2020
Spring Break Holiday	March 16-20, 2020
Report Cards Go Home	March 27, 2020
Chavez/Huerta Day (No School)	March 30, 2020
Spring Holiday	April 10, 2020
Memorial Day Holiday	May 25, 2020
Report Cards Go Home/Last Day of School for Students	May 29, 2020

GRADE REPORTING DATES

Cycle	Grading Period	Days	Report Cards Due
1	Aug. 26 - Oct. 18	38	October 25, 2019
2	Oct. 21 - Dec. 19	39	January 10, 2020
3	Jan. 6 – Mar. 13	49	March 27, 2020
4	Mar. 23 – May 29	52	June 2, 2020

MORNING ARRIVAL

The first bell rings at 7:250 AM. Students should arrive at school as close to 7:25 AM as possible. **Students must NOT arrive or enter the building prior to 7:15 AM.** Adult supervision is provided beginning at 7:15 AM Children are not to play outside before or after school.

CAR POOL AND TRAFFIC SAFETY

The student unloading zones are for **drop off ONLY** in the **MORNINGS**.

U-turns are **NOT** allowed between posted hours. *This is a state law.*
Double parking is **NOT** permitted. *This is a state law.*

Sitting in the car with the motor running is considered double parking, as you are blocking the flow of traffic. For the safety of the students, have your child exit and enter your vehicle at the curbside **ONLY**. **DO NOT** drop off students from the left lane in front of the school.

Remind your child to fasten his/her safety belt. Children should be seated in the back seat of the vehicle always, per state law.

Cell phone use is NOT permitted in school zones.

The employee gated parking area is for Patterson employees **ONLY**. All others will be towed. Please **DO NOT** drop off or pick up students from this area at any time.

The signs in the front of the school state that the School Bus Loading Zone **MUST REMAIN CLEAR** of all cars always. This is a state law. Buses arrive at various times during the morning arrival and the afternoon dismissal times. **CARS PARKED IN THIS ZONE ARE SUBJECT TO BEING TOWED WITHOUT NOTICE.**

Parents, please be mindful and adhere to the above guidelines for the safety of ALL children. Officers patrol the area regularly and will issue tickets for traffic violations.

STREET CROSSING

HISD places crossing guards on Forest Oaks and on Sieber from 7:00 AM – 8:00 AM for student's arrival and from 2:30 PM – 3:30 PM for student's dismissal.

Children who wish to cross the street must cross at the supervised area. ***No one should cross the street in the middle of the block. Parents and students must use designated crosswalks.***

AFTERNOON DISMISSAL

Students must be picked up promptly at their designated pick-up time: Pre-K and K 2:45 PM, Grades 1st and 2nd at 2:50 PM, Grades 3rd, 4th, and 5th at 2:55 PM. The school cannot provide supervisory services after 3:15 PM. Students will not be released between the hours of 2:15 PM and their designated pick up time due to interference with dismissal procedures.

Students must go home the way the parent has designated in writing. If you would like to change the way in which your child goes home, **you must send a letter to your child's teacher or notify the front office no later than 1:45 PM.**

Rules for Car Riders

- ***Pre-Kindergarten, 1st and 3rd grades*** will be dismissed on the Sieber side of the school.
- ***Kindergarten, 2nd, 4th, and 5th grade*** car riders will be dismissed on the Allendale side of the school.
- Siblings will be dismissed to the driveway of the corresponding youngest student.
Example 1, if your youngest child is in kindergarten, all siblings will be dismissed on Allendale.
Example 2, if your youngest child is in 1st grade, all siblings will be dismissed on Sieber.

Rules for Bus Riders

- Exit with assigned teacher.

- Walk always on designated sidewalks.
- Always follow planned, direct route to destination.

Rules for Walkers

- Exit with assigned teacher.
- Walk always on designated sidewalks.
- Cross streets with the aid of a crossing guard.
- ***Cross streets at corner (not in the middle of the street) after making sure conditions are safe.***
- Do not talk to strangers - do not accept rides with strangers.
- Always follow planned, direct route to destination.

Rules for Bike Riders

- City ordinance requires all students to wear a helmet.
- Bicycles must be “walked” on school grounds.
- Bicycles must be parked and locked each day in the rack.
- Only one person may be on a bicycle.
- No one may ride or play with another child’s bicycle.
- Always follow planned, direct route to destination.

HOME COMMUNICATION DAY

Each **Tuesday** students will take home a completed and graded set of assignments, tests and other items in his/her **Tuesday Folder** that the teacher feels are appropriate for parents to review and sign. A weekly conduct grade will be given. Students are responsible for securing a parent signature to indicate a review of these materials by the parent. **The school will provide one green folder for this use. If lost, a \$2.00 charge will be issued to replace the folder.**

In addition, on Home Communication Day (Tuesday) the classroom teachers will send most of all written communications (field trip notices, school pictures, HISD flyers, PTO flyers, etc.) home with the weekly folder of student work. Use of these folders, as described, is required for all students.

SAFETY AND SECURITY

RELEASE OF STUDENTS BEFORE REGULAR DISMISSAL

Children are not permitted to leave school after they arrive unless certain procedures are followed. **Only the parent who has signed the enrollment card or someone with a written authorization from that person will be allowed to take a child from school during regular school hours.** Go to the school office to sign out the child who will then be called to the office. Teachers are not permitted to release students unless this procedure has been followed. When possible, the classroom teacher should be sent a note in the morning if the student is to leave before the regular time so that plans can be made accordingly. Due to safety and security concerns students will **NOT** be able to leave class to go home until parents have shown **government issued identification** to the office. Please refrain from calling ahead of time. If a parent is out of the city and has left his/her child with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed. Attendance is taken daily at 9:15 AM. Students must be present at this time to be counted present at school. **After 2:15 PM students will NOT be allowed to be picked up early due to interference with dismissal, safety, and security procedures.**

VISITORS AT PATTERSON

Every visitor to Patterson must first come to the office, state their purpose for visiting, sign in, and obtain a visitor's badge. Badges must be worn and visible. **Visitors must show government issued photo identification upon arrival.** Proper forms of identification include, but are not limited to: state driver license, state identification, military identification, identification issued by a consulate, and/or passport. The staff has been instructed to stop all visitors without a badge and to direct them to return to the office. The staff will also notify the office of visitors without badges. Parents must sign-in at the main office before going to a classroom. On state or district mandated testing days, **NO** visitors are allowed on campus.

CLASSROOM VISITATION

Parents/Guardians must be a Volunteer In Public Schools (VIPS) to chaperone students. Parents/Guardians wishing to observe their child in his/her classroom must secure permission from the principal or grade level administrator in advance of the visit. To avoid interruptions of instructional time, **visits to the classrooms shall be restricted to one hour. Arrangements should be made 48 hours prior to your visit with the teacher.** Visitations shall not be permitted when substitute teachers or other long-term substitute teachers are assigned. The principal reserves the right to deny visitations that may disrupt the educational process. In addition, the principal may opt to accompany or assign another administrator to accompany visitors to classrooms.

PETS ON CAMPUS

Pets, other than registered service animals, are not permitted on campus.

A PLAN FOR EVERY CHILD FOR EVERY DAY

Elementary school children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home. A message can be relayed to a child through the school office if an **EMERGENCY** necessitates a change in plans. A predetermined plan should be made for rainy days. Since children are not permitted to leave school once they have arrived and are discouraged from using the classroom phone except in an emergency, parents should do all they can to help their children remember everything needed each day including homework, library books, lunch money, school books and any other resources and/or materials. If you would like to change the way in which your child goes home, **you must send a letter to your child's teacher or notify the front office no later than 1:45 PM.**

ILLNESS AND INJURY

Any illness or injury will be reported by the classroom teacher, who will then have the student report to the nurse. Parents will be contacted by the **nurse. Emergency phone numbers on enrollment cards are important and must be kept current.** If the nurse sends a child home during the day, the child must report to the clinic upon his/her return to school.

Parents should notify their child's teacher and the nurse of any physical condition which might adversely affect the child's participation in school activities. Parents may obtain the appropriate form for restricted participation from the nurse. Children will not be excused from physical education without a note from the parent or physician.

REGULATIONS CONCERNING CARE OF ILLNESS (SCHOOL BOARD POLICY)

The Board of Education policy prohibits school personnel from dispensing medication. It is not the function of public-school personnel to administer medical treatment or medication including over-the-counter drugs. HISD policy is based upon the following rationale expressed by the American Medical Association.

"Since treatment is not a function of school health programs, no drugs should be included in school first aid supplies. Even the simplest and safest drugs sometimes cause reactions. When they mask pain or other symptoms, they may be a factor in delaying correct diagnosis and treatment."

Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident. They should not diagnose illness nor administer medication of any sort except as provided below. First aid materials are not to be used for subsequent treatment of injury or illness or as a substitute for a physician's care.

Pupils who are not contagious, on long-term medication, preventive medication, or medication for a prolonged period, which cannot under any arrangement be administered other than during school hours, may take medication in school under the following restrictions:

- A physician must state in writing that a pupil should have a certain medication during school hours. The physician should describe the type of preparation, color, quantity, and time of administration. **Form # 40.3740 must be signed by the physician and be renewed at the beginning of each year.** This form may be obtained from the office. **Children are not permitted to carry medication to or from school, unless there is a Self-Administration of Prescription Emergency for Treatment of Asthma Medication and Life Epinephrine while in school property or school-related activity form signed by physician and parent.** We cannot make any exceptions to this policy.
- **Parent consent signature must also appear on Form # 40.3740.**
- School personnel without written permission of the physician may not alter physician's orders in any way. Discontinuation of medication is permissible upon verbal order of the physician.

District personnel periodically apply pesticides at Patterson. Information concerning these applications may be obtained from the Facilities and Grounds Department. Contact information is available on the HISD website.

ROLLING BACKPACKS

Students are **NOT** permitted to have rolling backpacks on campus.

ROLLER SHOES

Students are **NOT** permitted to wear roller shoes on campus.

STUDENT CONDUCT

PATTERSON DISCIPLINE MANAGEMENT SYSTEM

In addition to following the district's Code of Conduct, Patterson has developed its own discipline management plan based on input from the entire faculty and the Safety, Security, and Emergency Preparedness Committee. The Patterson School Expectations are as follows:

Student Essential Agreements for Recess:

- We will be **respectful** and walk quietly when exiting and re-entering the building.
- We will show **integrity** by playing carefully and being a **respectful** playmate.
- We will be **principled** and pick up trash and return PE. equipment to its proper place after recess.
- We will be **caring** and **open-minded** by playing with all classmates.

Student Essential Agreements for the Restroom:

- We will use a **respectful** voice level and be **principled** by quickly taking care of our needs.
- We will **respect** other students' right to privacy.
- We will demonstrate **caring** by being neat and tidy and cleaning up after ourselves.
- We will be **committed** to conserving resources such as water, soap and paper.
- We will be **principled** by properly disposing of all trash in the wastebasket.
- We will be **communicators** by reporting to our teacher when the restroom needs maintenance.

Student Essential Agreements for the Cafeteria:

- We will be **principled** by following safety procedures.
- We will be **respectful** to the cafeteria staff and sit at the assigned table.
- We will show **cooperation** by using the appropriate doors to enter and exit the cafeteria.

- We will be **caring** to others by sharing the cafeteria by maintaining a clean space.
- We will be **balanced** by eating quietly for the first 15 minutes of the lunch period and visiting with our shoulder partner for the last 15 minutes of the lunch period.
- We will be **communicators** and raise our hands if we need assistance.

Student Essential Agreements for Hallway:

- We will be **balanced** and **respectful** by directing students to “Give Me 5.”
 1. Hands in hallway position
 2. Eyes looking forward
 3. Voices off
 4. Ears open
 5. Pay attention to the teacher
- We will be **cooperative** by walking in the hallway by walking on the righthand side of the hallway and stopping at turning points.

The Patterson School Rules have been written to help your son or daughter gain the greatest possible benefit from his or her school experience. The rules are posted throughout the school and are to be followed by all students always. Failure to comply with the rules will result in disciplinary action in accordance with the *HISD Code of Student Conduct*.

The school needs your help and cooperation. It is important that every student understands the importance of following the rules daily. Please read and discuss the rules with your child. A copy of the rules will be sent home on the first week of school. Review them with your child, sign it, have your child sign it and return it to the teacher the following day. This sheet is placed in the student’s permanent folder along with the Student Code of Conduct signature sheet.

At the beginning of the year each grade level develops consequences that will result when students break the rules. Parents are notified by the grade level team of the consequences. This is done during Open House when teachers make presentations to their student’s parents. During this time parents will sign off on a classroom sheet that the rules and consequences have been explained to them.

CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES

Parents and students will receive the *Code of Student Conduct: Your Rights and Responsibilities*. This book details the expectations for student behavior and the consequences for misbehavior. The administrative staff is in charge with maintaining adequate discipline in each school. Teachers are expected to assume responsibility for the discipline of students in the individual classrooms with assistance from the principal, assistant principal and counselor as needed. Students should be dealt with reasonably, fairly and with patience. Persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into difficulty, which might lead to reassignment, suspension or expulsion.

The power of school officials (teachers and principal), acting pursuant to school rules is applicable to student behavior on and off campus when relevant to any lawful mission, process or function of the school. The school may prohibit any action, which impairs, interferes with or obstructs the educational process or function of the school.

Children may not be permitted to attend recreational events (field trips, assemblies, etc.) if their conduct grade is a “P” or “U”. The teacher is responsible for the care, discipline, and instruction of pupils in his/her charge and as assigned by the principal. The teacher shall enforce all rules governing the conduct of pupils. The teacher is responsible for the conduct of his/her class. All teachers and staff members are responsible for student conduct about the building and campus whenever the student’s teacher is not present.

The teachers and administration are not responsible for the supervision of students who arrive at school before the designated time (7:15 AM) or who are not involved in a supervised activity and remain after the designated time in the afternoon (3:15 PM). Students and parents are hereby apprised of the times before and after school when the students are not supervised. This in no way affects the power of the principal or teachers to discipline students for the violation of school rules while on campus before and after school.

STUDENT SUSPENSION

The days students are suspended from school are considered excused absences. Work that is missed must be made up once the child returns from out-of-school suspension.

ALTERNATIVES TO SUSPENSION

At Patterson Dual Language & Literature Magnet School, when a student is not in the classroom they cannot be engaged in the learning. Therefore, administrators will not suspend a student unless necessary. However, if a student is suspended it will always be in accordance with Houston ISD board policy and the Student Code of Conduct. The following is a description of disciplinary actions that administrators may employ in lieu of suspension.

In-Kind Restitution

The administrator, in collaboration with the classroom teacher and the parent/guardian, will determine an action the offending student must perform to correct a wrong. For example, if the student damages or destroys the personal property of another student or faculty/staff member, the offending student must repair or replace the property that was damaged or destroyed.

Community Service

The administrator, in collaboration with the classroom teacher and the parent/guardian, will determine a service activity to occur outside the regular instructional day for the offending student to engage in either on campus or at a preapproved outside agency such as a church or mission. During the student’s community service activity, the child will be supervised by a parent/guardian and school support personnel.

Counseling

The administrator, in collaboration with the classroom teacher and the parent/guardian, will refer the offending student to the campus counselor to discuss topics related to any inappropriate behaviors.

Parental Supervision

The administrator, in collaboration with the classroom teacher and the parent/guardian, will arrange a date and time for the parent/guardian to escort the offending student to and from the classroom, and closely monitor the offending student’s actions during instruction.

Self-Check/Check In

The offending student, collaborating with the classroom teacher, will monitor their behavior on a chart.

Detention

The offending student will serve a before school, or after school, detention (not to exceed a one-hour time limit) at a time and choosing of their teacher. The teacher is responsible for monitoring the student while he/she is serving detention.

Specific Behavior Contract

The teacher, in collaboration with an administrator and the parent/guardian, will draft a contract identifying *no more than two* specific behaviors to target for improvement.

Apology Letter

The teacher will have the offending student write a letter of apology to the victim. The teacher will ensure that the offending student demonstrates the complete writing process.

“What I Learned Workshops”

The teacher, in collaboration with an administrator and the parent/guardian, will determine a video, website, book, or article for the offending student to review. The offending student will complete a work product and report back to the teacher what he/she has learned.

Lost and Found

Students frequently in violation of the campus dress code will be offered the appropriate clothing from a selection of garments abandoned by other students.

Daily Search

Students caught bringing contraband, such as matches, cigarette lighters, pocket knives, fireworks, etc., onto campus grounds may be subject to daily searches for a certain period. An administrator will inform parents/guardians when such searches will occur. During such searches students will be asked to empty their pockets and backpack of all contents for the purposes of inspection.

Lunch Limitations

The teacher, in collaboration with an administrator and the parent/guardian, will restrict access to certain lunchroom privileges. For instance, the student may be required to serve an isolated lunch.

Peer Mediation and Discipline Committee

The teacher, in collaboration with an administrator and the parent/guardian, will permit a committee of student learners to have input regarding ways a student can be disciplined for select infractions.

Compliments

The offending students will give multiple compliments to the student who was offended.

Make-Up Work

The offending student will be assigned to assist the student who was offended under close teacher supervision.

No Extracurricular Activities

The teacher, in collaboration with an administrator and the parent/guardian, will restrict the offending student from attending any extracurricular events, or participating in any extracurricular activities or clubs, for a limited period.

SCHOOL DISCIPLINE COMMITTEE

Students with chronic misbehavior will be referred to the administration. After an initial conference with the student/parent/teacher, a School Discipline Committee composed of the student, parent, teacher(s) involved, grade level administrator, and/or principal will be convened. This committee will develop a growth plan that describes the behaviors and steps that will be taken to correct the student's unacceptable actions. Modifications will be made as the student shows improvement. If improvements are not made as indicated, the principal will enforce all policies related to the suspension process or reassignment to a transfer student's home school.

LOSS OF RECESS PRIVILEGES

The school reserves the right to remove recess privileges from any student that has **not** completed class or homework assignments, has not followed classroom or school rules, or has not returned notes or signed materials from the Home Communication folder. Students removed from recess will be assigned an alternative physical activity to comply with state guidelines.

STUDENT CONDUCT

Each member of the school community is responsible for contributing to a positive learning environment. A cooperative relationship among student, parent, and educators requires that:

PARENTS and/or GUARDIANS

- Ensure their child's compliance with school attendance requirements by sending a written report that explains absences and tardiness to the school within three days of the child's return to school.
- Assist their child in being properly attired by wearing the required school uniform.
- Take an active interest in the overall school program by attending school functions.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and work assignments with their child.
- Bring to the attention of school authorities any problem or condition which affects their child.
- **Report changes in phone numbers or addresses to the ADA clerk immediately.**
- Provide an example to their children by obeying school rules and traffic safety rules and showing respect for others.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school program.
- Discuss with children appropriate responses to unprovoked physical contact, which could result in injury.
- See that the child comes prepared with appropriate school supplies.

STUDENTS

- Attend all classes **DAILY** and **ON** time (school starts at 7:30 AM).
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired by wearing the school uniform.
- *Exhibit an attitude of respect towards individuals and property and behave in a responsible manner.*
- *Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, cheating, and/or stealing.*
- Obey all school and class rules.
- “Walk away” from situations involving unacceptable physical contact.
- Be truthful and honest in all situations.
- *Take responsibility for keeping the school litter-free.*

SCHOOL PERSONNEL

- Maintain an atmosphere conducive to good behavior and effective learning.
- Be in regular attendance and on time; be prepared to perform duties with appropriate work materials.
- Exhibit an attitude of respect toward individuals and property and behave in a responsible manner.
- Inform parents of needed supplies.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training and discipline based upon fair and impartial treatment of all students.
- Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school functions.
- Develop a cooperative working relationship among staff and students.
- Obey district and school policies and regulations.
- Investigate reported occurrences of unacceptable physical contact.

CHAIN OF CONTACT

Please follow this contact chain for discipline or academic concerns.

First Contact in the case of discipline and/or academic concern is the Teacher:

Parent must meet with the teacher and proper documentation must be provided by the teacher.

Second Contact - if the issue is not resolved with the teacher then contact the Grade Level Administrator

Parent may make an appointment with the Grade Level Administrator only if a solution was not reached with the classroom teacher.

Teacher complaints/concerns should be put in writing and submitted to the Grade Level Administrator at the time of the appointment or via email prior to the scheduled appointment.

ATTENDANCE

PLACEMENT OF STUDENTS

Prekindergarten students must be four years old on or before September 1st and they must qualify and meet other criteria for the program. Students must be five years old on or before September 1st to be enrolled in kindergarten. Students must be six years old on or before September 1st to be enrolled in first grade. No child becoming five years old **AFTER** September 1st will be admitted to kindergarten during the year. This rule applies also to those who have attended school elsewhere. The administrations will place students in the appropriate classrooms.

ATTENDANCE POLICY

Students are expected to be on time (7:25 AM) and present in school every day. **Students are tardy after 7:35 AM.** 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** school days after the absence or tardy. **Any absence may be investigated by the HISD attendance office assigned to school.** A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action. **If a student is absent, they may not participate in extracurricular activities on the day of the absence.**

The law states that if a student is absent from school three (3) days or part of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six-week period:

1. The student's parent or legal guardian is subject to prosecution under **TEC 25.093**
2. The student is subject to prosecution under **TEC 25.094**

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss the absences. You are subject to prosecution under section 25.093 (b) for failure to require your child to attend school.

Assist the school in promoting good attendance by making appointments after school hours whenever possible. If a daytime appointment must be made, be aware that attendance is taken daily at 9:15 AM and children must be present at 9:15 AM to be counted as present. If a student must be absent during ADA attendance time and begins or ends the day with a certified doctor's/dental appointment excuse note for that day, then the student may be counted present. **Parents must complete the Absence Excuse Form for each absence. If a child has a fever (100° or higher) do not send him/her to school. It is required that when the child returns to school after 3 consecutive absences that a physician's note must be turned in to the office, excusing the absence due to illness.** You may contact the school nurse for assistance with ongoing medical concerns.

EXCUSED ABSENCES

The only acceptable excuses for tardiness and absences are:

- Personal illness
- Medical, dental, or psychological appointments
- Illness or death in the family
- Quarantine
- **Emergencies** or unusual circumstances recognized by the principal or person designated
- Observance of religious holy days
- Health services provided to Medicare-eligible students
- School sponsored or school sanctioned activities away from campus or at the school
- HISD or private bus breaks down
- Suspensions
- Competitive athletic events duly sanctioned by the national governing body for that sport as recognized by the U.S. Olympic Committee
- Academically engaged time approved by the principal

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 or grade level administrator in determining whether 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.

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the HISD attendance officer assigned to Patterson Elementary.

TARDY POLICY

School begins promptly at 7:25 AM each day. Students are considered tardy at 7:35 AM and must report to the attendance office. A note is required from the parent/guardian within 3 days. School officials understand that **occasionally** traffic, weather, or oversleeping may cause a student to be late. Persistent tardiness will be referred to the HISD attendance office.

- After the **fourth tardy** in one semester, the student will serve one lunch detention that day and any other day that he/she is tardy.
- After the **eighth tardy** in one semester, the student will serve one after-school detention (3:15-4:15 PM) that day and any other day that he/she is tardy.
- After the **tenth tardy** in one semester, the student will serve one Saturday detention (9:00 AM - 12:00 PM) for every day that he/she is tardy.

Tardiness is considered a violation of Levels I, II, and III in the Code of Student Conduct. Tardiness will be recorded on the report card. Students who are habitually tardy and are not zoned to Patterson will be removed from the school and sent to the school to which they are zoned.

STUDENTS NOT ZONED TO PATTERSON WHO ATTEND PATTERSON

Patterson is a school of choice and there is a waiting list for students who want to attend Patterson Dual Language & Literature Magnet School. We must give priority to students who live in Patterson school zone because of our limited space. **If a student who lives out of the Patterson school zone has poor attendance (being tardy on a regular basis and missing school regularly) he/she will be placed on a growth plan and will have to go back to the school that he/she is zoned to.**

ACADEMICS

HOMEWORK

Students should have a quiet time and place for doing homework. Parents should insist that the child spend at **LEAST** 20 minutes a day per grade level, starting at first grade. On the days that a child does not have written assignments, he/she should be encouraged to read, study his/her spelling words, and study his/her math facts. Kindergarten through second grade students should practice their high-frequency words every night. Homework assignments are provided **EVERYDAY**. Daily homework assignments may vary for each grade level and subject area.

Periodically, a teacher may send reading materials home. Parents should encourage the child to tell them about what he/she has read. Every student should read at home daily. In addition, studies have shown that **reading aloud to the child** significantly improves a child's overall achievement (regardless of child's age).

Regularly assigned homework assists pupils in achieving satisfactory school progress and develops good study habits and responsibility. Assignments are the outgrowth of classroom work and provide the students with practice. Homework is assigned daily.

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

The following homework suggestions may help **YOU** help your children:

- *Choose a quiet 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 reading role model. Let your child see you read and write.
- 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 be **engaged** in helping your child learn.

PROGRESS REPORT

A Progress Report will be sent home during the fourth week of the reporting period. Teachers will also send notices if a student's grade falls below 70%, or if there has been a significant drop in student performance (10 % or more). The parent must sign and return the progress report to indicate to the teacher that the parent has seen the report. Parents of struggling students are encouraged to schedule a conference with their child's teacher to work on strategies that will help the student succeed in class. A mid-year conference will be held no later than January between teacher and parent to discuss student's progress for the first semester.

MAKE UP GRADES/WORK

Should a student fail an assignment it is expected that after re-teaching the content the student be given the opportunity make up the failing grade. The teacher will take the average of the failing grade and the new grade as the final grade.

REPORT CARDS

A report card is issued to the parent or guardian at the close of each nine-week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grade. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

EXPLANATION OF GRADE MARKS

Numeric:	90 – 100	Excellent
	80 – 89	Good
	75 – 79	Fair
	70 – 74	Passing
	50 – 69	Failing

Alpha:	E -	Excellent
	S -	Satisfactory
	N -	Needs Improvement
	U -	Unsatisfactory

Level: Level on which student is working according to Individualized Educational Plan (IEP)

NA - Grades not available

* - Failure due to excessive absences

Marks for Work Habits and Conduct:

	E –	Excellent
	S -	Satisfactory
	N -	Needs Improvement
	P -	Poor

U - Unsatisfactory

Students must have an E or S in conduct to be eligible for the honor roll.

HISD PARENT STUDENT CONNECT

Parent Student Connect (PSC), an online service launched by HISD in September 2009, allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:

- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards
- Parent and Student Resources

To get started, log in at www.houstonisd.org/psc or register at www.houstonisd.org/pscregister. Parents will need the following information to complete registration:

Student ID number (HISD)

- Student date of birth
- Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD. Please call the school if you do not know this number.

Please note, parents will need to register each child separately. If you have difficulty registering, be sure that the information you are entering is the exact same data that is on file with your child's school. If you still have difficulty, contact the HISD Service Desk (713-892-7378; ServiceDesk@houstonisd.org). Service Desk hours of operation are 7 a.m. to 5 p.m., Monday through Friday.

<http://www.houstonisd.org/domain/11001>

PROMOTION STANDARDS

Promotion Standards are set by the school district and are *subject to revision*. As of this printing these are the standards for promotion to the next grade.

Grades 1 – 5 Requirements:

- All students in grades 1 - 5 meet current Texas course-average: a 70% overall average in course grades, including a 70% or better grade in reading, language arts, mathematics, and either science or social studies.

- Students in grades 1 and 2 must earn a passing score on HISD's High Frequency Word Evaluation.
- Students in grade 5 must earn a passing score on the Math and Reading STAAR.

FIELD TRIPS

During the year, educational field trips will be arranged for your child's class. Signed HISD permission slips **MUST** be returned by your child prior to taking the trip. **Verbal consent and notes are not acceptable.** Permission slips are due at that day and time stated on the form. Patterson students represent the school and their homes. Exemplary behavior is expected of all students on the school bus and at the destination. **Students who do not maintain satisfactory conduct in the classroom will not be permitted to go on a recreational field trip.** **Other siblings cannot be included in field trips.** All students and chaperones must ride the bus. **Parents wishing to chaperone students must be registered as a VIPS and display a VIPS badge during the trip. Please note that it may take up to 2-3 weeks for VIPS status to be cleared, so it is recommended that you apply at the beginning of each school year.** Once cleared by VIPS, parents **MUST** visit the school at the beginning of every year and verify their identity using a government issued identification with the VIPS Clerk. Please note that students must leave and return to campus on the school bus. Parents **MAY NOT** transport students to and from a field trip in their own personal vehicle.

PROCEDURES FOR REPORTING A CONCERN

Please follow this contact chain for discipline or academic concerns.

First Contact in the case of discipline and/or academic concern is the Teacher:

Parent must meet with the teacher and proper documentation must be made by the teacher.

Second Contact - if the issue is not resolved with the teacher then contact the Grade Level Administrator

Parent may make an appointment with the Grade Level Administrator only if a solution was not reached with the classroom teacher.

Teacher complaints/concerns must be put in writing and submitted to the Grade Level Administrator at the time of the appointment or via email prior to the scheduled appointment.

REQUESTING A PARENT – TEACHER CONFERENCE

Parents may request a parent/teacher conference to discuss a variety of issues. It is recommended that students be included for a portion of all conferences involving improved student achievement or discipline. A 48-hour notice should be given before a conference is held. Written requests should be sent directly to the teacher via note or email. Teachers will confirm all appointments. Meetings may be scheduled before school, during the teacher's conference period **(except for Tuesdays)**, or after school. Follow sign-in procedures when arriving for a conference.

PROGRAMS AND RESOURCES

Instructional Programs:

- Dual Language Program 2019-2020 in Pre-K, K, 1st, 2nd, 3rd and 4th
- International Baccalaureate Primary Years Programme Candidate School
- Harvest of Literature Parade & Fall Festival
- Extended Day and Saturday Tutorials
- Parent Trainings
- UIL Academic Competitions
- Name that Book Competitions
- Real Men Read
- Community Service
 - Food Drive
 - School Uniform, Shoes, and Supply Donations
- Navidad en el barrio
- Food Bank Backpack Buddies
- IB Literature Showcase
- GT EXPO and International Baccalaureate Primary Years Programme Exhibition
- On Campus Activities
 - Easter Egg Hunt
 - 100th Day Parade
 - Award Ceremonies
 - Dr. Seuss Week
 - Read Across America
 - Six Flags Reading Incentive Programs
 - AttenDANCE
 - Spelling Bee/Bilingual
 - AR store
 - PARENT TEACHER ORGANIZATION
- Character/Author Visits
- Multiple Excursions (Examples)
 - Dewberry Farm
 - Zoo
 - Disney on Ice
 - Children's Museum
 - Downtown Aquarium
 - Museum of Natural Science
 - Moody Gardens
 - Houston Rodeo
 - Dental & Vision Field Trips
 - Battle of San Jacinto Monument Field Trip
 - Girls Junior League Sleepover at Children's Museum

- Junior Achievement
- Houston Fine Arts Museum
- Menil Collection
- Parent Support for Transition to Middle School
 - 5th Camping Trip
 - Robotics
- **Special Services:**
 - Counselor
 - Safety and Security Team
 - Free/Reduced Breakfast/Lunch Program
 - VIPS
 - Business Partnerships

PROGRAM DESCRIPTIONS

Patterson Dual Language & Literature Magnet School is a school-wide magnet program where all students participate in a literature-based curriculum that provides skills that develop readers that are grounded in the written word and part of a framework of cultural diversity and interdisciplinary components. The students learn to appreciate the different genres of literature through books, reader's theater, music, plays and literature-based activities. Students are provided opportunities to meet authors, illustrators and storytellers during our literature celebrations. The nucleus of instruction is literature, and all academic disciplines embrace its thematic structure.

Patterson Elementary provides the **Vanguard Neighborhood Program** to meet the needs of gifted and talented students. All Vanguard Neighborhood Program procedures are HISD Board approved (Elementary School Guidelines, 2019 – 2019) and aligned with the Texas State Plan for the Education of Gifted and Talented (G/T) students. The Vanguard Neighborhood Program is under the direction of the HISD Advanced Academics Department. The Vanguard Neighborhood Program serves students in Kindergarten (beginning in March) and grades 1 – 5.

The Vanguard Neighborhood Program is designed for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. The official definition of the term “giftedness” from the Texas Education Code:

“Gifted and Talented student” means a child who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

1. Exhibits high performance capability in an intellectual, creative, or artistic area
2. Possesses an unusual capacity for leadership or
3. Excels in a specific academic field

Parents who want their child to be considered for the Vanguard Neighborhood K – 5 Program must complete an application available through the school office. All applicants to the Vanguard Neighborhood Program are evaluated on multiple criteria including: ability and achievement

testing, teacher ratings, and grades. The appropriate tests are administered three times during the school year. Parents of applicants will be notified when their child will be tested. Also, parents will be notified whether their child qualified for the Vanguard Neighborhood Program.

Any questions regarding the Gifted and Talented Program may be directed to your child's teacher or the Neighborhood Vanguard Coordinator at 713-943-5750.

BILINGUAL EDUCATION

Bilingual Education is an instructional program offered in elementary schools and selected middle schools for students whose native language is other than English (Spanish, Vietnamese, etc.) and who need to enhance English language skills. The program provides the English Language Learner (ELL) with a carefully structured sequence of basic skills in their native language, as well as gradual development in English, beginning at PK, through English as a Second Language methodology. In bilingual programs, the function of the native language is to provide access to the curriculum while the student is acquiring English; instruction in the native language assures that students attain grade level cognitive skills without lagging.

Patterson Elementary offers a **50/50 Model Dual Language Program (PK-K, 1st, 2nd, 3rd and 4th) and a Developmental Bilingual Program**, whereby ELL Spanish speaking students can fully develop and maintain their primary language while learning English. It is considered an additive bilingual program and the goals of this program promote full bilingualism and bi-literacy. All participating students receive instruction in language arts and content subjects primarily in Spanish in the early grades (K – 3) with a grade specific amount of English as a Second Language instruction incorporated daily. English instruction is gradually increased through the grade levels (K – 3) and by fourth grade instruction is presented in a 50 % Spanish/50 % English format. In grade five, instruction is delivered through a 40 % Spanish/60 % English mix. In grades 4 – 5 the language of instruction is determined by content area. In fourth grade language arts, reading and mathematics are taught in Spanish and Science, Social Studies, and English literature are taught in English. In fifth grade language arts, reading, mathematics, and science are taught in English and Social Studies and Spanish literature are taught in Spanish. ELL students, who meet exit criteria anytime in this program, are reclassified as non-ELL, but remain in the program with parent permission.

SPECIAL EDUCATION

Options and requirements for aiding students who are experiencing learning difficulties, or who need or may need **Special Education services**, are as follows:

If a child is experiencing learning difficulties, the parent may contact the Intervention Assistance Team (IAT) liaison to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options including referral for a Special Education Evaluation. Students having difficulty in the general education classroom should be considered for intervention, remediation, and other support services that are available to all students.

At any time, a parent is entitled to request a Special Education Evaluation. The IAT liaison must schedule a meeting with evaluation specialists within 15 instructional days from the date of first notification. During the IAT meeting the committee will determine whether an evaluation is

needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and report within 60 calendar days of the date the district receives written consent. The district must provide a copy of the completed report to the parents.

If the committee determines that the evaluation is not needed, the evaluation specialist(s) will provide parents with written notice explaining why the child will not be evaluated. The written notice will include information regarding parent's rights to dispute the district's decision. Additionally, the notice will inform parents about how to obtain a copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is IAT Liaison Kevin Smith at 713-943-5750. You may also e-mail Mr. Smith at ksmith7@houstonisd.org. Parents can also visit HISD's *Special Education Department Website*.

Tutorials

Extended Day Tutorials may begin as early as the fall 2019 on Mondays, Tuesdays, Thursdays, and Saturdays. Tutorials will continue until May 2019 except for district holidays.

If a student is assigned to attend tutorials, the student **MUST** attend the entire time. Tutorials will take place 3 days a week, using the following schedule:

DAY	SUBJECT	TIME
Mondays	Core Subjects	3:15 PM – 4:10 PM
Tuesdays	Core Subjects	3:15 PM – 4:10 PM
Thursdays	Core Subjects	3:15 PM – 4:10 PM
Saturdays	Core Subjects	9:00 PM – 12:00 PM

If a student is absent from tutorials more than 3 times, the student will be dropped from tutorials. To reinstate a student into tutorials, the parent must make an appointment to meet with an administrator to discuss the matter.

Accelerated Reader

It is a goal at Patterson Elementary for each student to read at least 30 minutes each night, to help accomplish these goals. These are minimum goals and it is highly encouraged that students try to surpass these goals. Students can take AR tests in the classrooms or in the school library.

Accelerated Reader Points (Minimum GOALS)

GRADE	SEMESTER 1 Goal	SEMESTER 2 Goal	YEARLY GOAL
Kindergarten	5	5	10
1 st	10	10	20
2 nd	20	20	40
3 rd	30	30	60

4 th	40	40	80
5 th	50	50	100

CAMPUS ENVIRONMENT

VISITOR DRESS CODE

When visiting the school campus, please refrain from wearing low cut tops, short shorts/skirts, or translucent clothing. Also, please refrain from wearing shirts with inappropriate logos and images. The campus is full of elementary age students whose focus should remain on academic learning.

LUNCHROOM PROCEDURES

State law mandates that teachers be given a 30-minute duty-free lunch period. The Safety and Security Committee and the SDM Committee members met to formulate policies and procedures for the lunchroom. Their goal was to have a lunchroom where students and adults can have a pleasant eating experience.

Parents can assist us by being sure that their child has his/her money or lunch each day. We recommend that parents pre-purchase lunch for their children by at least one week in advance. This method of payment eliminates the problem of children losing or forgetting their money. Payments are made with cash only. Make payments to front office clerk. Please bring the correct change. Unused days are carried over if the child is absent. However, money cannot be refunded at the end of the year or when a child moves. Parents can also make payments online at www.parentonline.net

A student who does not have money to purchase lunch is given a sandwich, as stated by HISD guidelines. The student is then given a yellow envelope with his/her name on it and the amount owed. The student is instructed to take the envelope home and return it the following day with the amount that is due.

Students that lose their lunch card will be charged a replacement fee of \$3.00.

As students go through the lunch line, they should have their cards or money ready. They may go through the line **ONLY ONCE** unless given permission by supervising staff.

Parent guidelines:

- Please send your child to school with his/her lunch or drop it off to the main office no later than 10:30.
- Send small water bottles.
- Talk with your child about purchasing a well-balanced lunch. Occasionally when you send money with your child, he/she might buy unhealthy snacks.
- Parents are welcomed to eat with their child **Monday-Friday**. The tables outside on the patio are reserved for parents and only their own children.

- **Due to limited space, parents will not be allowed to eat inside the building. This policy includes days during inclement weather (too hot, too cold, too wet, etc.)**
- **Parents with small children are expected to actively monitor and keep them from potentially dangerous interactions (NO running, NO horseplay, etc.).**
- Small children **MUST** be carried by parent or they will not be allowed to enter the lunchroom.
- **NO** visitors can visit the campus on any state and district mandated testing days; this includes all IOWA/Logramos and STAAR tests.
- Parents/adults are **NOT** allowed to eat off any student's lunch tray. This is a violation of federal law.
- Parents may not bring food to share with anyone other than their own child.
- **PATTERSON DUAL LANGUAGE & LITERATURE MAGNET SCHOOL RESERVES THE RIGHT TO REMOVE STAKEHOLDERS WHO DO NOT ABIDE BY ADPOTED POLICIES AND PROCEDURES.**

DRESS CODE

The required school uniform is to be worn everyday by all students except for specified events (individual picture day, fifth grade awards program, Go Texan Day, grade level culminating unit activity day). Free dress on Mondays and Fridays. On Wednesdays, students may wear a college or university t-shirt with jeans.

Tops

- Tops should be solid colored green or white (including jackets and sweaters)
- Shirts should have sleeves (short or long), turtlenecks, sweatshirts, cardigans, or sweaters.
- Rounded necklines with sleeves may also be worn.

Bottoms

- Bottoms should be navy or khaki
- Students may wear blue jeans (denim) on Wednesdays with a college shirt.
- Tailored pants or walking shorts may be worn by boys.
- Tailored pants, walking shorts, skirts or shorts (must extend below the mid-thigh and be loose fitting) may be worn by girls.
- Belts should always be worn.

Other items

- **Any make-up, hair color, haircuts with designs cut into hair, body or face piercing or jewelry that is considered a distraction is not permitted.**
- Noisy or toy watches, oversized or inappropriate necklaces will not be allowed. Approved necklaces must be worn inside the shirt.
- Hats, caps, bandanas, sweatbands, and/or head coverings are not to be worn during the instructional day
- Mesh or clear backpacks **ONLY**.

Clothes are to be sized appropriately. Socks and tights must be coordinated with any of the uniform colors. Shoes that are safe for a school setting are to be worn. Open-toed and backless shoes are considered dangerous and shall **NOT** be worn.

FREE DRESS PRIVILEGE

Students may enjoy free dress on Mondays and Fridays beginning after the Labor Day holiday. Students may not wear shorts/skirts above the knee, tank-tops or blouses with spaghetti straps, or open-toed shoes.

CONSEQUENCES FOR NOT WEARING UNIFORMS

- The teacher will send a notice home.
- Students who repeatedly do not conform to the dress code will conference with appropriate administrator. The administrator will contact the parents. Students will be placed on **lunch or after school detention**. The HISD Board Policies and Procedures will guide further action involving parents.
- The HISD Code of Student Conduct will guide disciplinary measures.
- Uniforms are available for individuals without resources to pay. A request may be made to the assistant principal, counselor, or school nurse.
- Parents and staff are encouraged to donate gently-used uniforms when students outgrow them or leave Patterson.

CELL PHONES AND ELECTRONIC DEVICES CAMPUS POLICY

Students may bring cell phones on campus; however, all cell phones must remain turned off during the instructional day (7:30 AM – 3:00 PM). **All cell phones must remain in the student's backpack while he/she is on campus.** Any student who has a cell phone turned on, uses a cell phone or has a cell phone out of his/her backpack will be subject to the following consequences:

- Cell phone will be confiscated, and the student may be sent to an administrator for discipline.
- Parents will be notified and must come to the campus for a conference at which time the cell phone will be returned.
- **The second time a cell phone is confiscated, a \$15 charge may be assessed.**

Students are not permitted to bring personal electronic devices such as handheld video games, iPads, iPods, electronic toys, and/or personal radios on campus. Any student that has an electronic device in his/her possession will be subject to the following consequences:

- Electronic device/toy will be confiscated, and the student may be sent to an administrator for discipline.
- Parents will be notified and must come to the campus for a conference at which time the electronic device will be returned.
- The second time an electronic toy is confiscated, a \$15 charge may be assessed.

Parent communication with students during school hours may be conducted through the school office. **Students will be allowed to use the classroom telephone** before and after school to call parents with permission from their classroom teacher.

ORGANIZATIONS AND ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Students must maintain good conduct (E or S), good school attendance, and passing grades to take part in recreational activities. Students who do not meet all the requirements **cannot** participate in recreational activities. Academics are the number one priority of the Houston Independent School District.

SAFETY PATROL

Fourth and Fifth grade students are selected to serve as patrols before and after school. They monitor the students as they arrive at and depart from school. Students must maintain satisfactory grades and conduct to serve as safety patrols.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Patterson has a very large and active volunteer program. Volunteers include students, parents, grandparents and community members. They are an invaluable support to the school serving as tutors, chaperones, lunchroom assistants, traffic facilitators, etc. It is very important that VIPS volunteers sign in at the parent information center located in the front office, wear their nametags, and log their hours.

All volunteers must complete an on-line VIPS volunteer information form available on the HISD website. **All classroom visitors must have cleared the HISD criminal background check and be a registered Volunteer in Public Schools (VIPS).**

MISCELLANEOUS

USE OF SCHOOL TELEPHONES

Children will **NOT** be called to the school office to talk to parents. However, the office will deliver emergency messages. *Each classroom teacher has a designated telephone line.* These lines are primarily reserved for administrative functions within the various offices.

TEXTBOOKS/LIBRARY BOOKS

All textbooks are owned by the state and must be paid for when lost or stolen. All school library books are property of Patterson Dual Language Literature Magnet. A replacement book cannot be issued until payment has been made for the lost book. If books are found after they have been paid for, a refund will be provided. **Privileges may be taken away at the end of the school year (i.e. field day, class celebrations, recreational field trips, etc.) if books have not been returned or all outstanding fees have been paid.**

TECHNOLOGY

The use of technology in the classroom is an integral part of the instructional process. The entire school campus is wired for access to the Internet with all workstations connected to a Local Area Network with access to the Houston Independent School District's Wide Area Network. All staff members have an email address and may be contacted via the Internet. **Violations of security, copyrights, and various other inappropriate uses are handled by the Code of Student**

Conduct for students and by Board Policy. Parents are required to sign a permission form to allow their child access to the Internet.

Students in grades third through fifth will be provided with a Mini iPad for instructional purposes only. Students and their parents must sign a contract prior to the use of this technology.

MONEY AND DEBTS

Students should bring the exact amount of money needed for each day. Money sent by parents for a special collection such as picture money, book order, etc. should be sealed in an envelope with the child's name, amount enclosed, and purpose written on the outside of the envelope. Cash is the only form of payment accepted. **Any money that a student brings to school and is lost is not the school's responsibility.** Teachers or staff shall not collect monies from students without permission from the principal.

FOODS OF MINIMAL NUTRITIONAL VALUE

Approved food items will be permitted at the winter holiday party, field day, and end of the year party. Foods of minimal nutritional value are substantially regulated by the state. The Texas Department of Agriculture established guidelines for foods of minimal nutritional value. Refer to their website for further information.

CLASSROOM CELEBRATIONS

Classroom celebrations must be approved by the school administration.

- Limit: Two (2) celebrations per year. The winter celebration (December) and end of the year celebration (May).
- Birthday celebrations for students during school hours are **NOT** permitted.
 - Any special deliveries for students (balloons, flowers, gift bags, etc.) are **NOT** permitted, due to the distraction to the educational day.
 - Food and drink (such as cookies and cupcakes) for birthday celebrations may be distributed by the classroom teacher at the end of the instructional day (after 2:00 PM).

CREDIT BY EXAM (CBE)

CBE is a series of four tests that students can take to skip a grade level. Each test is designed to evaluate a child's mastery of the Texas Essential Knowledge and Skills or TEKS. The Houston Independent School District offers this test to follow the administrative procedures for CBE, according to the Texas Administrative Code, Subchapter C. If you are interested in testing your child, please contact the grade-level administrator.

STUDENT ILLNESS AND INJURY

When a student receives any type of injury, however minor, the student must be sent to the school nurse. If judged appropriate by the nurse, a report will be made and submitted to the main office, and parents will be contacted. The school nurse will be responsible for contacting the parent or guardian to inform them of a serious injury or medical concern. **Calls will be made for true emergencies** for example: **fever above 100.1F**, severe abdominal pain (with or without

emesis), large open wounds (anything larger than 1 cm), bruises (larger than 1 inch, not related to falls), chest pains, or neurological disorders.

IMMUNIZATIONS

The Texas Administrative Code requires that “every child in the state shall be immunized against vaccine preventable diseases caused by infectious agents.” (TAC RULE §97.63) A list of required vaccinations is available from our school nurse. If a student fails to comply, they will NOT be allowed to attend school (TAC RULE §97.66). Patterson Literature Magnet School will notify the student in writing if they are out of compliance and will follow-up with a phone call to the parent or guardian. Please do NOT disregard this notice from our school nurse. It is your responsibility to be sure the school has your current address and phone number on file.

ADMINISTERING MEDICINE AT SCHOOL

School Board Policy (in accordance with TEC §22.052) prevents nurses and teachers from administering medications of any kind at school without proper consent. Medications are required to be kept locked in the clinic. A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication including self-administration prescriptions for asthma. Each medication must be in its original container with an affixed prescription label listing the patient for whom the drug was prescribed, the drug name, and the proper dosage and administration route information. These guidelines apply to ALL medications.

PEDICULOSIS

Lice infestation (pediculosis) is caused by lice living directly on the body. A student who has been found to have head lice shall be excluded from school until he or she has undergone the appropriate treatment.

READMITTANCE TO SCHOOL

The student shall be readmitted to school after one medicated shampoo or lotion treatment has been administered for removal of head lice. For additional information, see the Chart for Recommendations for the Prevention and Control of Communicable Diseases in a Group-Care Setting, Department of State Health Services. [See Texas Health and Safety Code, Title 2, Chapter 30]

- Students identified with **live lice** will be sent home to be treated.
- Student must return the next day after treatment, nurse must check student prior to returning to class to be cleared.
- **Absence due to lice is not an excused absence. Students should return the next day after treatment.**
- **HISD does not have a “no nit policy”; therefore, students will be allowed to stay if nits are found.**
- Nurse will communicate and educate the parent or guardian of the importance of removing nits to prevent infestation.

- If there is a case of head lice discovered in a classroom the school nurse will send home a letter informing parents at the end of the week.

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential of serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, most people make a complete recovery. In some cases, it can be fatal, or a person may be left permanently disabled.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as kissing, sharing a drink container, utensils, or cigarettes).

The germ does **NOT** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85 – 90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health Office to ask about meningococcal vaccine. Additional information may also be found at the websites for the Centers of Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

SEVERE ACUTE RESPIRATORY DISEASE SYNDROME (SARS)

What is SARS?

SARS is Severe Acute Respiratory Disease Syndrome, a respiratory illness.

What causes SARS?

The Centers for Disease Control and Prevention (CDC) announced that it has sequenced the genome for virus believed to be responsible for the global epidemic of SARS.

What are the symptoms of SARS?

In general, SARS begins with a fever greater than 100.4°F. Other symptoms may include headache, an overall feeling of discomfort, and body aches. Some people also experience mild respiratory symptoms. After 2 to 7 days, SARS patients may develop a dry cough and have trouble breathing.

Who is at risk for SARS?

Most of the U.S. cases of SARS have occurred among travelers returning to the United States from other parts of the world with SARS.

How is SARS spread?

SARS appears to be spread primarily by close person-to-person contact. Most cases of SARS have involved people who cared for or lived with someone with SARS or had direct contact with infectious material from a person who has SARS. Potential ways in which SARS can be spread include touching the skin of other people or objects that are contaminated with infectious droplets and then touching your eye(s), nose or mouth. This can happen when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces.

HANDWASHING IS IMPORTANT.

What are SARS guidelines for exposed students?

Students who may have been exposed to SARS should be monitored for fever (i.e. measure temperature twice daily) and respiratory symptoms over the 10 days following exposure. During this time, in the absence of both fever and respiratory symptoms, students need not limit their activities outside the home and should not be excluded from school, or other public areas. However, the exposure should be reported to the school nurse and/or principal. Exposed students should notify school officials and their health-care provider immediately if fever or respiratory symptoms develop. **In advance of clinical evaluation, the school nurse and/or principal should be informed that the student may have been exposed to SARS, so arrangements can be made, as necessary, to prevent transmission to others in the school setting.**

Symptomatic students exposed to SARS should follow the following infection control precautions:

- If fever OR respiratory symptoms develop, the student should not go to school, but should stay home while arranging health-care evaluation.
- If symptoms improve or resolve within 72 hours after first symptoms onset, the student may be allowed, after consultation with their family physician, to return to school.

In a school that has a symptomatic exposed student in attendance during the 10 days following exposure, education concerning the symptoms of SARS and monitoring of potentially exposed students and school personnel should be conducted with the Health and Medical Services Department.

VIRAL (“ASEPTIC”) MENINGITIS

What is meningitis?

Meningitis is an illness in which there is inflammation of the tissues that cover the brain and the spinal cord. Viral or “aseptic” meningitis, which is the most common type, is caused by an infection with one of several types of viruses. Meningitis can also be caused by infections with several types of bacteria or fungi. In the United States, there are between 25,000 and 50,000 hospitalizations due to viral meningitis each year.

What are the symptoms of meningitis?

The more common symptoms of meningitis are fever, severe headache, and stiff neck, bright lights hurting the eyes, drowsiness or confusion, and nausea and vomiting. In babies, the symptoms are more difficult to identify. They may include fever, fretfulness or irritability, difficulty in awakening the child, or the child refuses to eat. The symptoms of meningitis may not be the same for every person.

Is viral meningitis a serious disease?

Viral (“aseptic”) meningitis is serious but rarely fatal in persons with normal immune systems. Usually, the symptoms last from 7 to 10 days and the patient recovers completely. Bacterial meningitis, on the other hand, can be very serious and result in disability or death if not treated promptly. Often, the symptoms of viral meningitis and bacterial meningitis are the same. For this reason, if you think you or your child has meningitis, see your doctor as soon as possible.

What causes viral meningitis?

Many different viruses can cause meningitis. About 90 % of cases of viral meningitis are caused by members of a group of viruses known as enteroviruses, such as coxsackieviruses and echoviruses. These viruses are more common during summer and fall months. Herpesviruses and the mumps virus can also cause viral meningitis.

How is viral meningitis diagnosed?

Viral meningitis is usually diagnosed by laboratory tests of spinal fluid obtained with a spinal tap. The specific cause of viral meningitis can be determined by tests that identify the virus in specimens collected from the patient, but these tests are rarely done.

How is viral meningitis treated?

No specific treatment for viral meningitis exists currently. Most patients completely recover on their own. Doctors often will recommend bed rest, plenty of fluids, and medicine to relieve fever and headache.

How is the virus spread?

Enteroviruses, the most common cause of viral meningitis, are most often spread through direct contact with respiratory secretions (e.g. saliva, sputum, or nasal mucus) of an infected person. This usually happens by shaking hands with an infected person or touching something they have handled, and then rubbing your own nose or mouth. The virus can also be found in the stool of persons who are infected. The virus is spread through this route mainly among small children who are not, yet toilet trained. It can also be spread this way to adults changing the diapers of an infected infant. The incubation period for enteroviruses is usually between 3 and 7 days from the time you are infected until you develop symptoms. You can usually spread the virus to someone else beginning about 3 days after you are infected until about 10 days after you develop symptoms.

Can I get viral meningitis if I'm around someone who has it?

The viruses that cause viral meningitis are contagious. Enteroviruses, for example, are very common during the summer and early fall, and many people are exposed to them. However, most infected persons either have no symptoms or develop only a cold or rash with low-grade fever. Only a small proportion of infected persons develop meningitis. Therefore, if you are around someone who has viral meningitis, you have a moderate chance of becoming infected, but a very small chance of developing meningitis.

How can I reduce my chances of becoming infected?

Because most persons who are infected with enteroviruses do not become sick, it can be difficult to prevent the spread of the virus. However, adhering to good personal hygiene can help to reduce your chances of becoming infected. If you are in contact with someone who has viral meningitis, the most effective method of prevention is to wash your hands thoroughly and often. Also, cleaning contaminated surfaces and soiled articles first with soap and water, and then disinfecting them with a dilute solution of chlorine-containing bleach (made by mixing approximately ¼ cup of bleach with 1 gallon of water) can be a very effective way to inactivate the virus, especially in institutional settings such as child care centers. (See more about cleaning and disinfecting in general in CDC's [Prevention Resources](#)).

WEST NILE VIRUS (WNV)

What are the symptoms of West Nile Virus (WNV)?

Most people infected with WNV will not show symptoms. Some, however, may have a fever, headache, body aches, and swollen lymph nodes. A small number may develop encephalitis (inflammation of the brain) or meningitis (inflammation of the spinal cord). Although rare, death can occur.

How is it spread?

West Nile Virus is spread by the bite of an infected mosquito. There is no recorded proof of it being passed from person-to-person, animal-to-animal, or animal-to-person.

Can animals be infected with WNV?

Yes. However, the only domestic animals that appear to be harmfully affected by WNV are equines, such as horses. Wild birds can also develop severe symptoms and may have large die offs.

Where has it been and where is it going?

WNV is commonly found in Africa, Eastern Europe, West Asia, and the Middle East. It was first detected in the United States in 1999, during which time there was an outbreak of it in New York. By mid-June of 2002, it had traveled to eastern portion of Texas. Since then, it has been reported in mosquitoes, birds (such as blue jays and crows), horses, and humans in Texas. There has also been a continued westward movement of the virus.

Can it be treated?

There is no specific treatment for WNV infection. In a serious case, a person may have to be hospitalized and given supportive treatment along with good nursing care.

How can I reduce my chances of being infected?

1. Stay indoors at dawn, and dusk.
2. Wear long-sleeved shirts and long pants whenever you are outdoors.
3. Apply insect repellent sparingly to exposed skin. An effective repellent may contain 35% DEET. Repellents may bother the eyes and mouth, so try to not apply them to the hands of children.
4. Spray clothing with insect repellents containing permethrin or DEET, as mosquitoes may bite through thin clothing.
5. Whenever you use an insect repellent, be sure to read and follow the directions for use that are printed on the product label.
6. It does not appear that a person can get WNV from handling live or dead infected birds. However, use gloves or double plastic bags when handling any dead animals, including birds.
7. If you leave your house windows open, make sure they have screens.
8. Do not allow water to stagnate in old tires, flowerpots, trash containers, swimming pools, birdbaths, pet bowls, etc.

