

Shearn Elementary School

Parent and Student Handbook
2017-2018



Charles P. Shearn Elementary School

Mayra Romero, M.Ed.
Principal

Jennifer Pettit, M.Ed.
Assistant Principal

Rashmi Vashistha, M.Ed.
Teacher Specialist

Glenda Aguilar,
Teacher Specialist

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Our Mission

Shearn Elementary serves and supports every student with care and compassion by focusing on the student as a whole. We are committed to preparing students academically and socially to be the Global Leaders of tomorrow.

Front Office Hours

The front office is available from 7:00 a.m. – 4:00 p.m., Monday through Friday.

School Day

7:00 a.m.	School Building Opens
7:30 a.m.	Breakfast in the Classroom
7:40 a.m.	Tardy Bell
7:41 a.m.	Daily Announcements
9:30 a.m.	Official Daily Attendance Taken
3:05 p.m.	Dismissal
12:30 p.m.	Early Dismissal

(Our Monthly Calendar will announce on which dates we will have Early Dismissal)

Parents: School staff members are not responsible for the supervision of students who arrive at school before 7:00 a.m. or for students who remain after 3:35 p.m. and are not involved in a supervised activity.

If there are no provisions made for the supervision of children at the end of the regular school day or if they are not enrolled in the after school program, CPS and the Houston ISD Police Department may be called to pick up students remaining on campus.

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.

***Students will only be supervised 30 minutes after dismissal time. If students are not picked up on time, the school will notify CPS and may have to call Houston ISD Police Department to come and get any students who are not picked up on time. In the case of an extreme emergency, please call the front office.**

Safety is our priority. Please partner with us to ensure your child is safe at all times.



School Information

You may contact our school at **713-295-5236**. You may leave a message for your teacher and he or she will call you back within 24 hours. We are committed to serving you. If you are not sure with whom you need to speak, describe your need to our receptionist and she will be happy to direct you to the appropriate person. You may also email your child's teacher with any information. They are to respond to you within 48 hours of receiving your call or email.

Shearn also sends home a paper calendar each month with all the upcoming events for the months. This information is also available on the Shearn Website for your review.

Shearn has a Facebook Page, Twitter Account and Web Site. These addresses are listed on the cover page.



Emergency Information

We work hard to avoid emergencies. In the case of one, we want to contact you as soon as possible. You will provide us with this contact information at the time of registration. **In the event that your address, telephone, name, or other information changes, please notify the office as soon as possible. We must have an emergency phone number.** Enrollment forms without a phone number will not be accepted.

All parents must complete an enrollment form which shows who is allowed to pick up your child from school. Picture ID will be required from all persons checking out students. **NO EXCEPTIONS**

Absences

Whenever a student is absent, a dated written excuse must be sent to the teacher. **This excuse is due when the student returns to school.**

If a child is ill for more than one day, please notify the school of the nature of illness and when the child will return to school. A written excuse from the parent or doctor is required when the student returns to class.

Written excuses from parents will only be accepted for 3 absences to be counted as an excused absence.

Written excuses from your child's doctor will only be accepted for 3 absences to be counted as an excused absence.

If you need any additional absences to be counted as excused absences, the parent will need to meet with the Principal or School Nurse to have them excused; otherwise they will count as unexcused absences.

A referral will be made to the attendance specialist after a student has accumulated three unexcused absences within a 4 week period or ten unexcused absences within a 6 months. All absences, excused or unexcused count against the school by TEA. Not only do students miss valuable instruction but the school also loses funding for each day a child is absent whether it is excused or unexcused. Our attendance goal is 99%. Please partner with us to reach out goal.

After School Program

The Weekly YMCA is the official after school program for Shearn Elementary. They offer licensed child-care and after-school club programs. The programs offered are fee based. The after-school program is not affiliated with the school, all questions and concerns should be addressed with the after school program director. Please let us know if your concern is not addressed or resolved.

<https://www.ymcahouston.org/> (713) 664-9622

Attendance

As we transition from the home or daycare to formal school, attendance and punctuality is an important component to success. Parents are responsible to assure consistent attendance in school and model the importance of punctuality as this will begin the pattern your child will experience throughout their educational career. Missing multiple days and chronic tardiness harms your child's ability to learn and limits the consistency and structure they need to be successful.

Please request a conference with our school support team to discuss any concerns you may have about attendance.

Pre-Kindergarten and Kindergarten students with excessive tardies and absences will require a meeting with the Principal. The goal of the meeting is to bring awareness to the situation and place the student on an attendance plan to ensure the student is successful. **Students may be withdrawn for excessive tardies and absences.**

TEC.Sec.25.085. Compulsory School Attendance, Texas Education Code, requires students to attend school each day for the entire period the program of instruction is provided. State law provides that if a student is absent from school with unexcused absences for any portion of the school day for three days in a four-week period or for 10 or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution. (This applies for students arriving late and/or leaving before the dismissal. Students that start the school day and leave or come late with a note from doctor for an appointment will not be counted as absent.)

Tardiness

Attendance is taken daily at 9:30 a.m.



Any child arriving after 7:40 a.m. must check in at the office. Office personnel will issue the student a tardy slip which the student should give to the teacher. Tardies are considered "parts of days" and could result in going to court and receiving a fine. If your child is tardy because of a medical appointment, please be sure to bring a note from the doctor so the tardy will not be recorded. Excessive tardies will be referred to the Houston ISD Police as it is a violation of Texas Law. Students in Prekindergarten or Kindergarten may be withdrawn from Shearn due to excessive tardies.

Breakfast, Lunch & Snacks

Breakfast is provided for all students and is served in the classroom. Lunch may be available to qualifying students at no cost or at a substantially reduced rate (provided you have completed an online application and it is approved). Parents may provide additional snack items for breakfast and for lunch however these items must be eaten during breakfast or lunch time.

Please make sure that an outstanding balance with the cafeteria is paid. Your child will not be refused a lunch due to a negative balance.

Be advised that there is no pork in any of the school meals.

You must apply on-line in order to qualify for free and/or reduced lunch. New students will incur the daily charge until the application has been approved. **If you need assistance in completing the online application, please see Ms. Hannan.**

Breakfast: Monday through Friday 7:30 a.m. to 7:45 a.m.

(Please ensure your child is on time so he/she can be served breakfast)

Lunch: Teacher will provide daily lunch schedule to parents.

You are welcome to eat lunch with your child on the assigned day. We want to ensure that our cafeteria has adequate space to accommodate our students. If you miss the day of the week, you will need to wait until the following week to have lunch with your child. Please do not sit in a child's seat, please sit in the dedicated parent seating area only.

- **Monday: PreK**
- **Tuesday: Kinder**
- **Wednesday: First and Fifth**
- **Thursday: Second and Fourth**
- **Friday: Third**



Please contact your child's teacher to confirm this time.

FEDERAL CAFETERIA GUIDELINES:

- Food cannot be shared (siblings, parents and classmates may not eat off of each other's plates).
- Outside food can only be brought for *your* child.
- Class Birthday celebrations during lunch are not allowed. You may provide food items for your child only, no items may be shared with anyone. This includes food or birthday items such as cake or cupcakes. **No balloons are allowed in the cafeteria.**
- Please do not eat off your child's plate.

Campus Security Plan

- All visitors, including parents, must report to the office to receive a visitor's pass. **You will be asked for a picture ID such as a driver's license, state identification or passport.** Please return your pass when leaving the building, so that you may be logged out of our system.
- Cars should **not** be driven into the staff parking lot.
- Cars left unattended in the fire lane or parked in a handicapped spot are subject to a fine or being towed. These fines start at \$500.00 per occurrence.
- Families walking students to and from school must exercise caution when crossing streets.
- Do not drop off your child on the street and have them cross the lane of oncoming traffic where they could be hit by an oncoming car.
- Students will not be released from classes the last 30 minutes before the bell rings without a doctor's excuse or permission from the principal or leadership team member.

Parents will be allowed to escort their children to class the first week of school.

Pre-Kindergarten - 8/29-9/4

Kindergarten - 5th grade - 8/29 - 8/31

All parents must exit classrooms by 8:15am.

NOTE: ALL visitors must check in to the office, when visiting Shearn Elementary.



Celebrations

Houston ISD allows two parties per year for each class that last 30 minutes each of the instructional day. (Winter Break and the End of the Year Party)

No unscheduled parties are permitted. Birthday parties are not allowed during lunch or in the classroom. Food brought in can only be shared with your child during lunch. The school will celebrate your child's birthday with a certificate.

Cellphones



Cell phones are permitted on campus, however, if they ring or are being used during the school day, they will be confiscated and an adult and the student will need to come to the Principal's office to pick up the cell phone. Phones will need to be turned off and stored in your child's backpack during the instructional day. **Students may not take calls from parents during dismissal advising them to walk out out of the school and meet parents. The safety of your child is our priority.**

Cell phones will be asked to remain at home during State or District testing dates (ex. STAAR, TELPAS, Iowa/Logramos) A note will be sent home to remind parents.

Changing Classes

During the beginning of the school year parents may request that their child be moved to another teacher's class however, these changes will not be made until the third week of school. You will need to meet with the Principal to discuss the reason for the request. Space availability may limit the change of classes.

Checking Out Students

If your children will be leaving Shearn, we need at least a 24 hour notice to complete the checkout procedures. Remember to return all school materials including textbooks and library books. Please partner with office staff and your child's teacher to ensure all materials are returned.

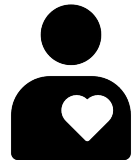
Communication Folder



Teachers will communicate with parents via telephone, e-mail, school agenda/notes, or personal contact. You are always invited to schedule a conference with your child's teacher during their conference period. Meetings or conferencing will not be allowed during instructional time.

The Shearn Communication Folder to be sent home with each student every Tuesday. This folder will be a regular form of communication between school and home. Each student should return the folder to school every Wednesday so it can be used each week. For additional information, please contact your child's teacher.

Counselor



Our counselor is available to assist students and families with a wide range of personal concerns. Please contact the main office at 713-295-5236 to speak with the counselor. (Mrs. Ortiz) You can get additional information from the main office.

Criminal Code Violation

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders.

The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the main hall way for public inspection of all offender notices received.

The notice may include any information deemed necessary to protect the public including, name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

Student Conduct

Our goal is to create a warm and supportive, but firm and orderly classroom environment that promotes learning. 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 charged with maintaining adequate discipline in each school. The teacher is responsible for the care, support, discipline, and instruction of pupils in his or her charge and as assigned by the principal.

The entire staff enforces all rules governing the conduct of pupils within the building and campus. Students will be dealt with reasonably, fairly, and with patience, **but persistent misconduct will not be tolerated. Parents will be advised promptly when students begin to get into difficulty which might lead to suspension, reassignment, or expulsion.** State Law Section 37.000 states that the school may prohibit any action which impairs, interferes with, or obstructs the educational process or function of the school. In addition, you or your child could receive a ticket from the police.

All students and parents receive copies of the *Code of Student Conduct*, which describes disciplinary offenses and how the school district addresses them. Teachers are accountable for teaching school rules and procedures as well as modeling desired behaviors. Families are obligated to partner with school so that their children adhere to the rules and conventions of proper behavior while at school. HISD has maintained a policy of “zero tolerance” for student behavior that disrupts instruction or poses a safety hazard on HISD property and at school-related events. Once you have reviewed the *HISD Code of Student Conduct* with your child, you need to return the signed signature page to the school.

Dismissal Procedure

The dismissal process will begin at 2:50pm. Parents must communicate to their child’s teacher the desired dismissal location:

- Stella Link will be for walkers/and for parents picking up Pre-K/K students & siblings from their classrooms. Siblings will be waiting in the Pre-K/K classrooms.
- Park Side will be for parents walking to pick up their child. Parents will need to stand in line.
- Circle drive will be for Car Riders/Bus/Day-care transportation.

Students being dismissed as car riders will exit the front of the building only. No child may leave the front doors without being called from the cafeteria.

Once a dismissal method for your child is communicated, it may only be changed through written communication from a parent or guardian. The office/teacher will need notification of the change by 2:00pm in order to ensure the safety of the student.

Dismissal Procedure

Frequent changes of transportation home will require a meeting with an administrator, to ensure the safety of the child.

Parents may pick up students early up to 30 minutes prior to the dismissal process starting. Parents coming to the office after 2:20pm will be asked to wait until the dismissal time of 3:05pm.

The office will be closed from 2:50pm - 3:15pm to ensure all hands are on deck to ensure the safety of every single student. Mrs. Walker (school nurse) will be in the office to handle any emergencies.

Parents will be asked to wait until 3:15pm to come into the office.

Parents will not be allowed to call a student on their cell phone and direct them to walk out unescorted. If this happens, the cell phone will be banned from the campus.

Parents of car riders must have the school issued number posted on their windows in order for students to be delivered to the car. If a car does not have that number, the driver of the car will be asked to park their vehicle and will need their identification to be verified. If you need additional numbers, please come to the office to get them.

Drivers of the vehicles must remain in their cars until the student is brought to the car and at no time may the vehicle be parked in the dismissal line as this will result in a \$500.00 ticket being issued do to the vehicle being parked in a fire zone.

Rainy Day Dismissal Procedures

In the event of inclement weather, Parents will be given a temporary permit to pick up their children from their classrooms. Every parent will need to park and come into the building to pick up their child. Their will be staff in the hallways picking up passes from parents and ensuring that no student leaves unescorted. Walkers and bus riders will be dismissed through regular school procedures.

School dismissal time is 3:05pm.

Dress Code

Shearn dress code:

- **Red, purple, white, or navy blue collared, polo-style shirts**
- **Khaki bottoms** (Dickies brand or similar): pants, shorts, skirts, capris or shorts.

Jeans are allowed only on **Monday and Friday** of the week. **They must be fitted (No baggy bottoms will be accepted) (Female leggings may only be in colors blue, black or white and must be accompanied by appropriate bottoms.**

Please avoid bringing purses to school, they may get lost or stolen. The school is not responsible for lost items.

- Shorts or skirts must not be above the tips of your fingers when arms are at rest on student's side (two inches above the knee).
- No healy shoes or heels on shoes greater than 1 inch may be worn (tennis shoes are highly recommended)
- Black leather belts are recommended, when belt loops are present
- Jewelry that distracts from the educational process is not allowed. This includes but is not limited to anything depicting the occult, gang membership, death, suicide, violence, drugs, sex, race, gender, obscenities, alcohol, items with double meanings, or anything else deemed inappropriate.
- Headwear (hats, caps, crowns, tiaras, bandannas, etc.) are NOT permitted.
- No body piercing is allowed, except earrings. This policy applies to girls and boys.
- Students are not allowed to wear earrings that hang more than one inch below the bottom of the earlobe due to safety or wear earrings that are distractive
- Make-up may not be brought to school.
- All necklaces must be tucked into the shirt (the school is not responsible for lost jewelry)
- Shirts must be tucked in at all times

Students are required to follow the school dress code. Parents will be required to bring appropriate uniform clothing to school for any student not in compliance. Not being in the school-required uniform is a Level II Violation of the *Code of Student Conduct*.

We would like to encourage parent and students to donate old uniforms that have been outgrown so that they may be recycled within the school

Every student enrolled within the first week of school will receive a Shearn Spirit shirt at no cost. If a student loses the shirt, he/she may order on in the office. Students enrolling after the first week of school may purchase a shirt in the office.

Monday is college day and students are encouraged to wear a college shirt. If a student does not have a college shirt he/she will need to be in the school uniform. College shirt may be worn with jeans. Friday is spirit day, students may wear their Shearn shirt and jeans. If a student does not have a Shearn shirt, the student will need to be in their school uniform.



Field Trips

Field trips will be arranged by the teacher as an extension of school curriculum and instruction.

The HISD Code of Conduct applies to students on field trips.

For every field trip, parent approval forms will be sent home by the teacher to be signed and returned. No students will be permitted to go on a trip without written permission on the appropriate form. Telephone permission will **not** be accepted. This signed permission slip must be returned to the teacher **no later than two days prior to the scheduled trip**. Students returning permission slips after the deadline will need Administrator approval to attend the field trip.

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all of our students. **All chaperones must ride school buses.** Chaperones will be required to supervise a group of children (not their own children) during the field trip.

Appropriate attire that matches the activity should be worn. Parents may not bring siblings or other family members or friends on field trips.

All chaperones must have passed a police background check prior to going on any field trip. You must go on-line and set up an account for VIP (Volunteers in Public Schools in order to be approved as a Volunteer. You also must bring a copy of your identification card and turn it into the office, so that a background check can be requested. This process takes about 2-4 weeks. If you already have a VIPS account, you will need to bring in a copy of your identification card each year so that it can be submitted to HISD for approval.

NO adult will be allowed to attend a field trip without being VIPS cleared. No exceptions.



Grading

Houston ISD will continue to use GradeSpeed an online grading system in which parents will be able to access their children's grades using the Internet. For additional information, contact your child's teacher so that you can create an account to view your child's grades.

Head Start

Shearn is very fortunate to have collaboration with Neighborhood Centers and Head Start. They provide a variety of services to our Prekindergarten students and their families. They also provide Head Start teachers who work collaboratively with our Prekindergarten teachers. If you have questions or concerns, please see our Neighborhood Center Family Development worker, who is housed at Shearn Elementary.

Homework

All academic skills are introduced and practiced in class. Each teacher may send home support materials as needed for practice; however, the most important homework is daily conversations with your child and reading. Research has shown that parents reading to children or children reading 30-60 minutes each day are the biggest indicator of success in the academic life of a child.

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K	Daily (5 days a week)	10 minutes per day
1	Daily (5 days a week)	15 minutes per day
2	Daily (5 days a week)	25 minutes per day
3	Daily (5 days a week)	35 minutes per day
4	Daily (5 days a week)	45 minutes per day
5	Daily (5 days a week)	1 hour per day

Below are some suggestions for helping your child learn at home.



- Practice handwriting and letter formation.
- Talk with your child to develop oral language skills.
- Practice math facts and flashcards.
- Practice counting forwards and backwards
- Compose original math word problems.
- Practice measuring using standard and non-standard units of measure for weight, capacity and length.
- Discuss reading selections with your child after they read. Include main idea, characters, predicting, setting and sequence.
- Use technology whenever possible to enhance topics being taught in class.
- Correct and review incorrect answers on previous assignments.
- Identify, count and exchange money.
- Practice using various types of maps.
- Play traditional board games as a family to enhance cooperation, listening skills and following directions.
- Classify and identify simple/compound machines, solids, liquids and gasses; list ways to conserve energy.
- Please communicate with your child's teacher about weekly objectives that your child needs to master.
- Utilize online resources such as iStation and Think through Math- You child's teacher can provide you with information on how to login to these great online learning tools.

Internet Use

Internet access is available at school. Students and parents are required to sign and return an agreement form (included in the *Code of Student Conduct*) prior to students accessing the Internet. Inappropriate use of the Internet by a student will be grounds to deny a student access and/or face other consequences. In addition, all students must be trained on Internet Safety and Cyberbullying.

Leaving Early

A student may be released during school hours only to the person who signed the student's enrollment/transportation card or who has legal custody of the student or to a person who has the parent's written permission to have the student released. That person must first present identification to the school office. No student will be allowed to walk home alone without written permission. All parents or guardians must sign out the student in the main office. **The office or admin will pick up the student from the classroom. Parents/Guardians will not be allowed to pick up their student from the classroom.** This ensures that the child is leaving with someone safe. When possible, all medical and dental appointments should be made after classroom hours (see Campus Security Plan).

No child will be released after 2:20pm without permission from the Principal or designee.

Lost and Found

Be sure to label everything (including clothing). The school is not responsible for any items. Please ask the office for the lost/found location.

Library



The library provides a variety of educational materials to help stimulate student interest in learning and also provides a vast variety of media materials which include books, online books, magazines, and video tapes. The library program is designed to complement classroom activities and encourage an appreciation of good literature, development of library skills for independent use of the library and correlations of non-textbook materials in the teaching and learning process. In addition, Shearn offers many online resources. Please feel free to contact our librarian for additional information.

Money

Students are not to bring large amounts of money to school. If they bring money for lunch, it should be in an envelope labeled (what the money is to be used for (field trip, lunch, etc.)) If your child is part of the fee for service Prekindergarten or after school program, you must turn the money into the office. The office will now be using school-pay. <https://www.schoolpay.com/>

Teacher Meetings

At Shearn we strongly encourage our parents to take an active role in their child's education. It is important that you meet with your child's teacher to set up goals, look at progress and help your child's academic learning. Please be sure that you are meeting with your child's teacher during their conference time, before the bell rings or after all students have been dismissed. Remember that teachers are supervising your children and other children before and after school so this is not a good time for a conference. We also do not want to interrupt instructional time so please plan to meet with your child's teacher during their conference period. The teacher's conference times are on the Shearn Web Site <http://houstonisd.org/shearnes>) or you can contact the office and they can provide you the information about their times.



Medical Care

We must have a current phone number for you at all times. We will contact you by phone should your child become ill or suffer an injury.

Immunizations- Children must be current on all immunizations and have proof of all vaccinations to be enrolled in HISD.

Medications- Prescription medication can be administered, with physician and parental approval, by the school nurse. All medication must be given to the nurse upon arrival at the school. Medication must be in the original container with prescription label including the student's name, name of medication, and the directions concerning dosage.

Illness- Students with fever or vomiting should not come to school until they are well or a doctor's permit states they are no longer infectious. Students must be fever free for 24 hours before returning to school without the use of any analgesic medication (Tylenol, Motrin, etc.). Check with the school nurse.

Wounds - Are to be covered at all times at school.

Lice - Hair nits and lice are also communicable and all students must be COMPLETELY free or show evidence that treatment has started before the student can be permitted back in the classroom.

Allergies - No foods containing peanuts and latex products are to be used at Shearn.

Parent Signatures

In order to keep track of your child's progress in school and maintain awareness of school activities, it is important for parents to monitor what students bring home. The school monitors parent awareness through parent signatures. Please help us keep an open line of communication by signing student folders and reading log sheets, field-trip permission forms, discipline notes, etc. We invite parents to meet with their child's teacher throughout the year. Ideally, information about a child's physical, psychological, emotional, social, and academic growth would flow from school to home and from home to school so that we might support each child appropriately. Parents are urged to contact the school whenever the need arises. Designated parent-teacher conferences are held during each early-release day when report cards are issued. You can always make an appointment to meet with your child's teacher during their conference period.

Parent Teacher Organization

Shearn's PTO is a wonderful way to get involved with the school. We are always looking for parents who are willing to help our teachers and students. Please contact a member of the PTO Executive Board to support your student.

Student Placement

Students must be four years old on or before September 1st to be enrolled in prekindergarten and 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 also applies to those who have attended school elsewhere.

Students who will be five years of age as of September 1st, who have satisfactorily completed one year in a kindergarten instructional program and who apply for assignment to first grade, may be admitted in accordance with the following requirements:

- Space availability
- Successful completion of a year of instruction in kindergarten and a written recommendation from the kindergarten program director
- Study and decision by parent, teacher, and principal based upon teacher anecdotal records
- Records and portfolio of class work showing the pupil's classroom performance, both social and academic.
- The final decision rests with the principal, who must adhere to Board Policy and these guidelines.

Profanity

At no time is vulgar language to be used in front of children or directed at any school personnel. If vulgar language is used, a citation may be issued and the principal or his/her designee may have the individual permanently removed from campus. **Parents are our partners in supporting students, but the school will not allow any staff member to be disrespected.** It is important that you discuss your concern with your child's teacher and if you cannot reach an agreement then you may meet with a member of the Administrative Team. Remember as adults we are the role models for our students.

Progress Reports

Progress Reports are issued midway through the grading period. These reports are updated information on the academic and social success of Shearn's students. Please review them—if needed, meet with your child's teacher so that you have time to raise the grades before the final report card is issued.

Report Cards

A report card is issued to the parent or guardian at the close of each nine-week grading period. On all Report Card Days the classroom teacher will distribute the report cards using the Rainy Day Dismissal Procedures. All parents or guardians will be required to come in person to pick up each student and the student's report card from the child's classroom teacher. You may contact your child's teacher regarding the schedule.

If a parent or guardian cannot come to Shearn to pick up the report card on Report Card Day, then they will need to schedule a time with the classroom teacher to pick up the report card in person.

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.

Academic Subjects Grades			Conduct Grades/Supplemental Grades	
90-100	(A)	Excellent	E	Excellent quality of behavior
80-89	(B)	Good	S	Satisfactory quality of behavior
75-79	(C)	Satisfactory	P	Poor quality of behavior
70-74	(D)	Passing	U	Unsatisfactory quality of behavior*
50-69	(F)	Failing		

An automatic P or U will be given on the report card if the student has been suspended during the nine weeks grading period.

Removal from Premises

The Principal has the right to ban parents and/or guardians for the campus for inappropriate behavior, dress or failure to follow policy.

SDMC

The Shared Decision-Making Committee is an advisory group composed of: four classroom teachers; two other professional staff members; one non-professional staff member; two parents; two community members; one business leader chosen by the principal; and the principal. The purpose of this committee is to set goals and objectives related to student achievement.

Meetings are held throughout the year and minutes are available to all parents and interested community members on Shearn's website. We are always looking for parents who want to serve on this committee. If you are interested please see the Principal.

Special Education

Special Education provides child-centered educational and supportive services in addition to those provided in the general school program. These services meet the needs of students who require individualized educational intervention. The Shearn diagnostician screens for students for possible learning disabilities and speech impairments.

Students with learning disabilities are those who demonstrate a significant discrepancy between academic achievement and intellectual abilities or behavior deficits.

Students with a speech impairment exhibit misarticulation of sounds and words, omission, and/or distortions of speech sounds or lack of language skills.

The district provides services for three year old students who are identified as special needs such as speech delay, speech impairment, academic delay or developmental delay. Please contact the school office if you know of some child that could be helped with these services.

A campus referral committee under the direction of the principal is established to review the data to determine the need to screen a student and to initiate the referral process. The committee is composed of the child's teacher, principal or designated representative, regular education support staff and other individuals at the discretion of the committee.

504

Although 504 services are not part of special education identification, we provide accommodations for students that are identified as 504. There are many supports that can be put in place to assist your child; however they must be identified by providing documentation from your child's physician. Once the documentation is received a committee will review all information and make a determination of eligibility.

Supplies



Please work with your child's teacher to ensure your child has his/her supplies for the year. Copies of supply lists will be provided by your child's teacher or are listed on Shearn's Web Site. Please let us know if we can help in any way.

Textbooks

All textbooks are owned by the state and must be paid for when lost or stolen. Another 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 given.

Toys

Students are not to bring toys, gaming systems or other electronic devices to school. These are very distractive in the learning environment and are easily stolen or lost. If they are found, they will be confiscated and an adult will need to come with the child to pick up the item.

Vanguard

The Neighborhood Gifted and Talented Program (formerly called SIGHTS) at Shearn Elementary School is a GT cluster self-contained program in grades 1-5.

Initial screening and placement begins in Kindergarten. However, students may be admitted to the program anytime if they meet criteria. All kindergarten students are screened in the fall each year using a District approved test of school abilities. A norm-referenced test is then given in the spring semester. Results are then transferred to a Profile Sheet along with report card grades and teacher rating scale. Folders are then reviewed in the spring and parents are notified of placement for the next school year.

One of two labels is applied: 1) District Qualified (meets all criteria) or 2) Not Qualified. All students that meet District Qualified criteria will be served in the program. Based on new guidelines approved by the Houston Independent School District during the 1997-98 school year, all decisions will be based on the information presented on the Profile Sheet regardless of race.

All students in Kindergarten and 5th grade will be given a District approved school abilities test in the fall of each year with a norm-referenced test during the spring semester. This information will be used by middle schools for placement in their gifted and talented programs.

Volunteering

Parents and participating family members must be registered as volunteers using the Volunteers in Public Schools (VIPS) registration online. You must be cleared through a background check to work with our students (classrooms, field trips, etc.). You also must bring a copy of your driver's license and turn it in the School Secretary so that she can request a background check. This process takes about 2-4 weeks. If you have a VIPS account, you will need to bring in a copy of driver license each year so that it can be submitted to HISD for approval.

Teachers are always looking for assistance in their rooms. Please contact our main office and you will be connected with a teacher who can use assistance.

Weather and Emergencies



In the event of inclement weather conditions or other emergencies and there is a possibility that schools may be closed, parents, students, and staff members are asked to tune in to local radio and television stations for definitive information. In the event school must be closed, the decision will be made by the HISD superintendent of schools prior to 6:30 a.m., whenever possible. Please follow the twitter page for all updates. Twitter Handle: @TeamHISD