

HOUSTON INDEPENDENT SCHOOL DISTRICT
**NATHANIEL Q. HENDERSON
ELEMENTARY SCHOOL**

701 Solo St.
Houston, TX 77020



PARENT/STUDENT HANDBOOK
2022-2023

 **"Our Scholars Achieve and Thrive in the Hornet's Hive"** 

Ms. Alvenus Franklin - Principal

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SCHOOL OVERVIEW

***Brief History of Nathaniel Q. Henderson Elementary**

Nathaniel Q. Henderson Elementary is a neighborhood school established in 1956. The campus address is 701 Solo Street, Houston, TX 77020 across the street from Wheatley High School and Finnigan Park Community Center.

Nathaniel Q Henderson Elementary is a school wide Title I campus with a current enrollment of approximately 280 scholars in grades pre-kindergarten through five. The scholar breakdown by ethnicity consists of 24% Hispanic, 74% African American, 1% White and less than 1% Asian. Approximately 95% of our scholars are economically disadvantaged and the annual mobility rate for the 2016 – 2017 school year was 18%.

Nathaniel Q. Henderson Elementary is committed to the relentless pursuit of delivering on the promise of learning to every child. There are a variety of instructional arrangements offered to support our scholars including 64% English Language Learners; 8% gifted and talented; and 6.3% receiving special education support. Nathaniel Q's current Special Education program consists of the following: Preparing Students for Independence (PSI) class, Skills for Learning and Living (SLL) class, and a Resource Inclusion teacher.

Our goal for the 2022-2023 school year is to increase achievement for all scholars, especially in the areas of Reading and Math through high-quality instructional systems. We are strategically focused on increasing the percentage of scholars reading at or above grade level with instructional systems that are purposefully designed, implemented, and refined to promote high-quality teaching and learning.

Additionally, we will provide coaching and job-embedded professional development to teachers to continuously increase their effectiveness and ensure that they are delivering individualized, authentic, rigorous first instruction to all scholars. With a strong focus and commitment to reaching all learners and building teachers' capacity for success Nathaniel Q Henderson Elementary strives to be the premier neighborhood school in the North.

*Nathaniel Q. Henderson Quick Facts

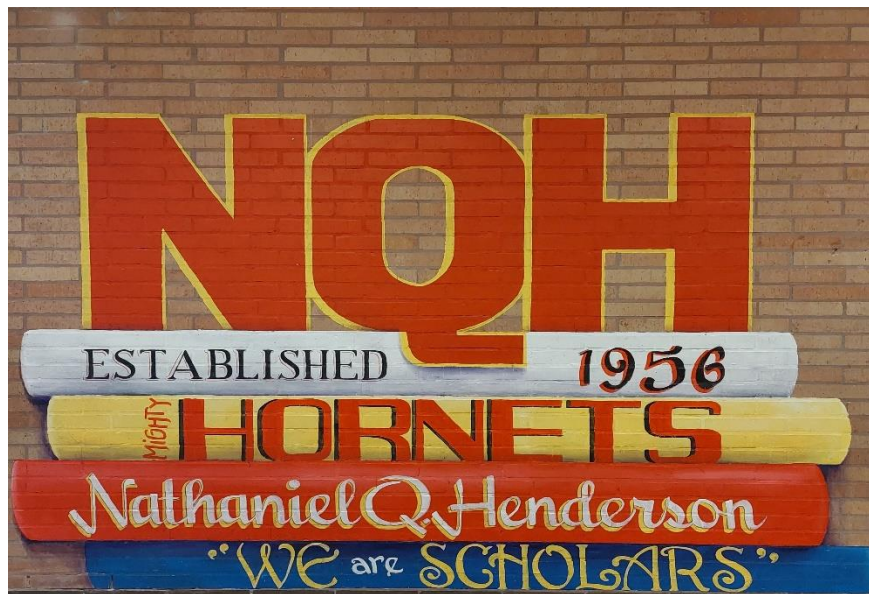
- School Mascot: Bee
- School Colors: Black, Golden Yellow & Red
- School Motto: “Believe It, Achieve It, Whatever It Takes”

Mission Statement: At Nathaniel Q Henderson Elementary School we are committed to academic rigor, character development, and urgency to grow lifelong learners that are committed to the pursuit of academic excellence, strong character, and responsible leadership

Vision Statement: At Nathaniel Q Henderson Elementary scholars will exit our doors as leaders who are above grade level and prepared to be academically successful in middle school and beyond.

Collective Promises: At Nathaniel Q Henderson we promise to

- Create a classroom environment, culture, and climate that supports and develops ALL learners.
- Use data to inform planning and instructional decisions.
- Engage ALL scholars with literacy in every academic area.
- Provide equity for ALL learners through relationships and differentiation.
- Actively engage our students, parents, and community members as stakeholders.



NAT Q HENDERSON LEMENTARY SCHOOL TEAM

Leadership Team

Principal

Alvenus Franklin

School Counselor

Ariane Phillips

Campus and Faculty Support

Secretary

Karla Chapa

Student Information Rep (SIR)/Registrar

Dametrious Tolbert

Wraparound Specialist

Donna Powell

Nurse

Sherleatha Henderson

Parent Engagement Clerk

Brenda Irvin

Maintenance and Operations Manager

James Moses



GENERAL PROCEDURAL INFORMATION

*Absenteeism Policy

If your child is going to be absent, please notify the school at (713)671-4195. For an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the following:

- Child's name
- Date absent
- Date returning
- Reason for the Absence
- Parent's signature

Student absences are considered "excused absences" for the following reasons:

- Personal Illness
- Sickness or death in family
- Quarantine
- Weather or road conditions making travel hazardous
- Participation in school activities with permission from the principal
- Emergencies or unusual circumstances recognized by the principal

Excessive or unexcused absences from school are detrimental to the educational process. Houston ISD (Independent School Districts) requires students to have sufficient attendance to get promoted to the next grade level. A student's total number of unexcused absences cannot exceed 10% of class meetings. Students having more than 10% of unexcused absences in a school year, on the authority of the Principal and District, will not be promoted to the next grade level.

*Attendance

Attendance is taken daily at 9:30 am. Students who become ill at school and are sent home prior to 9:30 am will be counted absent. Parents will receive letters about excessive tardies and/or absences. A student who is absent more than 10% of instructional days will be retained.

*Late Arrival/Tardiness

Students who arrive to class after 7:45 AM are tardy. Tardy slips will be issued from the office beginning at 7:45 AM. Students arriving after 7:45 AM must be signed in by a parent. Students who are habitually late (10 minutes or more) may receive a warning letter and may be dismissed from extra-curricular programs.

***Early Departure**

If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and the reason the child needs to leave. We will make every effort to have our child in the office in the office at the designated time. The person picking up the student must show their Driver's License, or any form of Identification. Parents of children who consistently pick up students early (10 minutes or more) will have a conference with campus administration.

***Arrival and Dismissal**

- **Arrival:** There is no supervision for students who arrive prior to 7:15 AM. The front gate will be opened for students to enter at 7:15 AM by a designated teacher or administrator. Once students are in, they will walk to the school cafeteria and wait for further instructions.
- **Student Drop-Off:** Parent's may choose to drive up and drop their child off or walk their child up to the building. Parents who choose to drop off their child in the carpool lane will drive on Solo Street heading towards the front of school. Students will exit the car at the gate in front of the main entrance to the school where a school designer will be located. If parking, parents must park ahead of the entrance gate on Dalmatian. Please DO NOT park in front of the houses across the street from the school.
- **Car Riders/Dismissal:** Car Rider Lane opens at 2:50, but parents may begin to line up prior to this time. Parents will not be allowed to get out of car and pick up their child, they must remain in the car rider line and in their vehicles. Only car rider students will be picked up in front of the school (including Pre-K).
- **Walkers/Dismissal:** Students who are walkers will be escorted to the designated area along Waterloo Street/1st grade area. Parents may park and walk up to the gate to pick up their children. Pre-K students who are walkers will also be dismissed from here.
- **Bus Riders/Day Care:** All bus riders/day care will be escorted to the cafeteria by designated staff members. Students will remain in the cafeteria until they are picked up by their assigned bus. A student may not ride any bus other than the assigned bus. Transportation is a privilege, and students are required to follow bus rules. Failure to follow bus expectations may result in suspension from the bus for a few days, and repeated misbehavior may result in exclusion from riding the bus for the remainder of the year.

- **Transportation Changes:** If a child's end of day transportation changes, the parent/guardian must send a signed and dated note or an email with the necessary changes to Mrs. Tolbert at dtolbert@houstonisd.org or Mrs. Tolbert by 1:00 PM. If you email, for security reasons, please use the same email address that is on your registration form. Phone calls will not be accepted to make changes at the end of the day.

BEHAVIOR EXPECTATIONS

*Conduct School Rules

Schools provide an environment conducive to learning and to the development of each student's full potential. Rules and guidelines have been created to maintain the safety of all students' campus wide. Each homeroom teacher creates a set of rules and consequences (CHAMPS) that students need to follow in all areas of school grounds including the school building, school grounds, traveling to and from school, and at events where the school is represented. Failure to follow the school guidelines and expectations may result in a conduct demerit, in school suspension, school suspension, and expulsion. Please refer to the district's student code of conduct for more information. This document may be on the Houston ISD website:

www.houstonisd.org

*Dress Code

Nathaniel Q Henderson Elementary gives each student an opportunity to receive a positive learning experience by creating expectations that are attainable by all. It is imperative that all students follow the Nathaniel Q Henderson student dress code. Appropriate dress and grooming are crucial factors in the safe and orderly operation of our campus. Each student's appearance should reflect a positive image for the school and contribute to a distraction-free learning environment. The uniform at Nathaniel Q Henderson Elementary is the following:

Top: solid black, red, or golden yellow polo shirt with no pictures; Nat Q. Henderson spirit shirt on Fridays or special events.



Bottom: Pants, shorts, skirts, or jumpers. All bottoms should be khaki, blue, or blue jeans. No Torn Jeans.



Khaki or Blue

In addition, consider the following dress code guidelines when preparing for the school day:

- **Shorts, skirts, and dresses must be mid-thigh length or longer.**
- **Students should wear shoes that allow for safe play during recess and PE class. Open-toed shoes, cleats, flip flops, or shoes with wheels are not permitted.**
- **Hats, scarves, and other head covering are prohibited unless for religious reasons.**

***Electronic Devices/Cell Phones**

Cell phones should be turned off during school hours to minimize distraction in the classroom. All cell phones need to remain in the student's backpack until the end of the day. Failure to follow procedures may result in the removal of the device until further notice. Students should NOT have their cell phones out during the day. If a cell phone is confiscated, parents must come to the main office to pick it up, failure to pick up the cell phone within 30 days may be kept until the end of the school year. Please keep in mind that a \$15-dollar violation fee may be applied to any removal of electronic devices.

GENERAL INFORMATION

*School Hours

Nathaniel Q. Henderson Elementary school hours are from 7:30 AM-2:50 PM

Phone: 713-671-4195

Twitter: Nathaniel Q. Henderson Elementary @NatQHendersonHISD

Facebook: [www.facebook.com/ Nathaniel Q. Henderson Elementary](http://www.facebook.com/NathanielQ.HendersonElementary)

Website: <http://www.houstonisd.org/petersen>

*School Office Hours

Nathaniel Q. Henderson Elementary office hours are from 7:30 AM-4:00 PM

*Visitors

All visitors must check-in at the front office before admittance onto the main campus. You must have a driver's license or a military card that will be scanned for security purposes, and a printed visitor tag will be given to visitors. All visitor tags must be worn throughout the visit. If parents would like to visit a classroom, prior arrangements must be made in advance.

*Release of Students

Any student leaving early from Nat Q. Henderson Elementary must be checked out through the front office first. Parent/Guardian requesting their child to be released from campus before dismissal must "sing out" the student. If another family member or friend is picking up the student, prior arrangements must be made to release the student. This procedure is for the safety of all students. To minimize distraction from the instructional day, please do not pick up students if it can be avoided. Parents will not be allowed to request and early pick up after 2:15pm, as dismissal procedures will already be in place. Parents may be required to have an administrator conference if a student is picked up early on more than three occasions.

*Educational Records Request

Requests by parents/guardians for information regarding their children's educational records should be made to the office clerk at least 24 hours in advance. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

***Change of Address/Phone Number**

It is important to Nat Q. Henderson Elementary staff to be able to communicate with you regarding your child's educational needs and emergencies. If your phone number or address changes during the school year, please notify the school office so that this information can be updated immediately.

***Office Telephone Use**

The office telephone is for business calls only. Students may not use the office telephone unless it is an emergency, and the student's teacher has a written permission request to do so.

***Birthdays**

- Out of respect for limited instructional time, in-class birthday parties will not be permitted on campus. Instead, you may send a treat/snack for your child to share with their classmates. If you choose to send a special treat, this will be distributed by the teacher at the end of the day and must be store-bought and prepackaged.
- We do not allow the delivery of gifts such as flowers, balloons, etc. to classrooms.

HEALTH

*Medication Policy

- HISD Board of Education Policy does not permit any school personnel to administer medication of any kind (including aspirin). The nurse, however, can dispense medication under certain conditions.
- All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian. Except in the case of diabetes and asthma, students cannot carry medication unless accompanied by a completed Diabetes or Asthma Action Plan.
- Prescription medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas accompanied by a completed Health and Medical Services form.
- When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as students may not transport medicine to or from school.

*School Lunches

Hot lunches, including milk, are available to each student daily. Daily breakfast is also provided to each student at Petersen Elementary. To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be consumed during the school day-including but not limited to hot chips, Takis, carbonated beverages, and candy.

PARENTAL INVOLVEMENT

*Volunteering

There are many ways in which parents can become involved with their child's education. HISD values contributions that take place at home, at school and in the community. Reading to children at home and talking with them at family meals are as important as volunteering at school and serving on advisory committees. Many types of parental involvement are needed in a school-home-community partnership to ensure that all children succeed. Each Title I, Part A campus is responsible for creating meaningful ways for parents to be involved in their child's education. Parents are encouraged to participate in a variety of parental involvement activities such as the Read Houston Read program, the PTA/PTO/PAC groups and serve as a campus volunteer. The Parent Advisory Council (PAC) is a best practice that allows parents to be involved in an organized, ongoing, and timely way in planning, reviewing, and improving Title I, Part A programs. For the safety of all students, all volunteers are required to register through the Volunteers in Public Schools (VIPS) program.

*Volunteers in Public Schools (VIPS)

How can I become a VIPS?

All volunteers must register online and pass a criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1:	Register online at www.houstonisd.org/vipslogin .
Step 2:	Once you have registered, you must go in person to the school of interest and show proof of identification.
Step 3:	Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
Step 4:	The criminal history background check can take 2-3 weeks to complete.
Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

What type of identification is accepted?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Identification Card (issued by any state in the U.S.)
- Resident Alien Card

*Parent Teacher Association (PTO)

The PTO at Nat Q. Henderson Elementary is an important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. PTA meetings are held on the first Tuesday of each month at 3:00 pm. Please join the PTO and help us have 100% parent participation. If you have further questions or need more information, please contact our school counselor, Ariane Phillip sat (713-671-4195).

SAFETY

*Emergency Drills

The safety of your child is a priority at Nat Q. Henderson Elementary. A series of emergency drills may be held on campus monthly, quarterly, or yearly to ensure all staff and students are familiar with emergency exits and protocols. These drills include fire drills, shelter in place, and lockdowns.

*School Closings

For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "All HISD schools." Additionally, FM/AM radio stations and www.houstonisd.org will carry the latest school closings. In the event of Nat Q-specific emergency closing, parents will receive an automated call out, as well as posting to school website under "Latest News."

INSTRUCTIONAL INFORMATION

*Instruction

All students enrolled at Nat Q. Henderson Elementary are taught reading, language arts, mathematics, science, social studies, computer technology skills, physical education, and science lab skills.

***Graded Papers**

Graded papers will be sent home to parents every Wednesday in the Nat Q. Henderson Elementary Teacher-Parents Communication folder.

***Grading Scale**

Prekindergarten and Kindergarten students do not receive letter grades. The marking key is:

HISD Standards Based Report Card Levels of Proficiency Prekindergarten/Kindergarten	
1	Discovery-First Steps A stage in which children develop an awareness of their surroundings and exhibit a need for more instruction and interaction with objects, people, events, and concepts.
2	Exploring-Showing Progress A stage in which children develop an understanding of the components and attributes of their surroundings and exhibit a need for more practice with objects, people, events and concepts.
3	Connecting-Ready to Apply A stage in which children bring their own personal meaning to make use of their surroundings and link purposeful interaction with objects, people, events, and concepts.

First Grade through 5th grade will receive numerical grades:

90-100	Outstanding progress, superior work
89-80	Good, better than average accomplishments
79-70	Average progress and accomplishments
Below 69	Unsatisfactory, failing

***Homework**

Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and science projects can also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework.

***Parent-Teacher Conferences**

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and “peek-ins” during daily instructional time. The teacher belongs to the students from 7:45am-2:50pm. The teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child’s teacher or by calling the school at 713-434-5630 to arrange an appointment. Parents should be prompt for their appointments.

Grade Level	Conference Time
PreK	8:00 am-9:00 am
Kinder	8:00 am-9:00 am
1st Grade	9:00 am-10:00 am
2nd Grade	9:00 am-10:00 am
3rd Grade	12:00 pm-1:00 pm
4th Grade	12:00 pm-1:00 pm
5th Grade	12:00 pm-1:00 pm
Ancillary	1:00 pm-2:00 pm

***Counselor**

The Counseling and Student Support Department promotes, supports, and advocates for the academic success and social-emotional wellbeing of all HISD students. Social emotional wellbeing is instrumental in ensuring your student is prepared and able to learn.

Our Counselor is your appointed contact person and can assist with community relations, clothing, homeless outreach, and parent workshops. In case of emergencies or crisis, counselors will be notified, as necessary.

How can the counselor assist your student?

- Death/Loss/Grief
- Behavior intervention (tantrum, kicking, punching)
- Bullying /Suicide
- Continuous anger
- General anxiety
- Child abuse/neglect
- Fighting
- Guidance lessons PK- 5
- Individual and group counseling services

How can the counselor assist you?

- Community relations
- Clothing for student
- Homeless outreach
- Parent workshops

Contact Information:

Ariane Phillips, M.Ed.

APHILLIPS@[houstonisd.org](mailto:aphillips@houstonisd.org)

713-671-4195

Office: 8:00-2:30

*Wraparound Services/Social and Emotional Assistance

Wraparound Services supports critical issues of students: mental and physical health needs, food insecurity, stable housing, violence, parent incarceration, and things that adversely affect college and career readiness or their ability to learn.

Often, life challenges can negatively influence students and their ability to immerse themselves in a productive learning environment. I am inviting you to be a part of our new strategic partnership initiative as we look for innovative ways to build bonds with our students and develop them to become productive global citizens.

How Wraparound can assist your student on campus:

- Mental health
- Basic needs (e.g., food, shelter)
- Out-of-school Time/Vocation
- Legal, safety, and crisis support
- Cultural and Spiritual
- Social and recreational
- Immigration

Contact Information

Ms. ARIANE PHILLIPS

aphillips@houstonisd.org

713-671-4195

*Recommendation for Next Grade Level

Students in grades 1st-5th are expected to pass reading, language arts, mathematics, science, and social studies with a grade of 70 or above. For some students to be successful in the next grade, summer school may be recommended for remediation.

2022-2023 Academic Calendar

Houston Independent School District

July 2022						
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10	11	12	13	14	15	16
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31						

August 2022						
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September 2022						
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October 2022						
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November 2022						
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27	28	29	30			

December 2022						
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January 2023						
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29	30	31				

February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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<p>Key</p> <p> Holidays</p> <p> Teacher Preparation Days (no students)</p> <p> Teacher Service Days (no students)</p>	<p>Holidays</p> <p>September 5, 2022 Labor Day</p> <p>October 5, 2022 Fall Holiday</p> <p>November 21-25, 2022 Thanksgiving Break</p> <p>December 22-January 4, 2023 Winter Break</p> <p>January 16, 2023 MLK Day</p> <p>March 13-17, 2023 Spring Break</p> <p>March 31, 2023 Chavez-Huerta Day</p> <p>April 7, 2023 Spring Holiday</p> <p>April 21, 2023 Spring Holiday</p> <p>May 29, 2023 Memorial Day</p>	
<p>School Day Start and End Times</p> <p>7:30-3:00 Elementary School</p> <p>8:30-4:00 K-8 and Middle School</p> <p>8:30-4:10 High School</p>	<p>Significant Dates</p> <p>August 8, 2022 Teachers report to work</p> <p>August 22, 2022 First day of school</p> <p>December 21, 2022 Last day of first semester</p> <p>January 9, 2023 First day of second semester</p> <p>May 31, 2023 Last day of school for students</p> <p>June 1, 2023 Last day for teachers</p>	<p>Grading Periods</p> <p>Six Weeks</p> <p>Aug. 22-Sept. 30</p> <p>Oct. 3- Nov. 11</p> <p>Nov. 14-Dec. 21</p> <p>Jan. 9-Feb. 24</p> <p>Feb. 27-Apr. 14</p> <p>Apr. 10-May 31</p> <p>Nine Weeks</p> <p>Aug. 22-Oct. 21</p>
		<p>Report Card Dates</p> <p>October 8, 2022</p> <p>November 18, 2022</p> <p>January 9, 2023</p> <p>March 3, 2023</p> <p>April 20, 2023</p> <p>May 31, 2023 (K-8/MS)</p> <p>June 7, 2023 (HS)</p> <p>Oct. 28, 2022</p>

**NAT Q. HENDERSON ELEMENTARY
PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT**

I have received, read, and understand the contents of the 2022-2023 Nat Q Henderson Elementary Parent-Student Handbook. I understand that my child and I are expected to abide by the policies and procedures outlined throughout the handbook.

Child's Name Child's Signature Date

Parent's Name Parent's Signature Date

***RETURN THIS SIGNATURE PAGE TO YOUR CHILD'S TEACHER ON THE
FOLLOWING DAY***