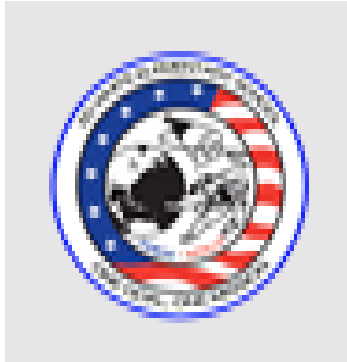


Edward White Elementary School

**2023-2024
Student Handbook**



One Goal, One Mission

#dreambig&aimhigh

**Dr. Franklin Chang, Principal
Miriam Hernandez, Principal Intern
Claudia Liu, Asst Principal**

HISD Destination 2035

HISD Core Values

 <p>Core Value #1 All students can learn and reach his or her potential</p>	 <p>Core Value #2 Effective teachers make the most difference in student academic performance</p>	 <p>Core Value #3 For every child to succeed, we must hold students and ourselves to high expectations</p>
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The "How"

 <p>Core Value #4 We value parent engagement and community support</p>	 <p>Core Value #5 We rely on clearly defined outcomes to guide our work and to which we hold ourselves accountable</p>	 <p>Core Value #6 We value equity and commit to reducing inequities inherent in the education system.</p>
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HISD Ready Characteristics

- *Your daily learning objective LO and DOL will be on the board before the start of each class.*
- *Your daily learning objectives LO and DOLs are aligned with the curriculum calendars and they meet the criteria of effective objectives and DOLs.*
- *You are reading, writing, computing, thinking or discussing 95% of the time.*
- *You don't waste time – transitions are smooth*
- *You receive instruction bell to bell.*
- *You have a teacher who is confident and effective!*
- *You have a teacher who manage the classroom well, ensuring students follow the three rules of the school.*
- *Students are not to disrupt the learning environment*
- *Respect others*
- *No bullying*
- *You have a teacher who teaches grade-level content to every student every day.*
- *You have a teacher who push the rigor and relevance.*

Who is Ed White?

Edward Higgins White II was the son of a US Air Force, major general who was a pioneer in aeronautics. At the age of 12, his father took him on his first flight and let him take over the controls. His parents taught him: **Set a goal, believe in your heart and soul that you can achieve it and then work to accomplish it.**

Ed White worked hard to follow his dreams. He became one of eight men, out of hundreds, selected to train as an astronaut for the Gemini project. White trained diligently and was selected for the Gemini 4 program. He became the first man to complete a maneuvered spacewalk outside of a spacecraft. After spending four days in space, White and McDivitt returned to Earth safely and received a hero's welcome.

Ed White was an accomplished man. He was a hard worker, college athlete, college graduate, soldier, pilot, engineer, astronaut, father, husband, and friend. He set goals and worked hard to accomplish them!

Ed White Code of Conduct

I will follow in the footsteps of Ed White by treating others with respect, taking responsibility for all my learning, and being safe and positive to all.

Ed White School Rules

1. I will respect myself and others.
2. I will be responsible for all my classwork and homework.
3. I will follow directions at all times.
4. I will take pride in Ed White Elementary School and do my part to make it great.

Important Dates for 2023-2024

August 28, 2023	First day of school
Aug. 22-Sept. 29, 2023	Cycle I
September 4, 2023	Labor Day
September 25, 2023	Fall Holiday
Oct. 1- Nov. 10, 2023	Cycle 2
October 6, 2023	Cycle I Report Card
November 7, 2023	Teacher Development Day
Nov. 13-Dec. 22, 2023	Cycle 3
November 17, 2023	Cycle 2 Report Card
November 20-24, 2023	Thanksgiving Break
December 25-January 5, 2024	Winter Break
January 8, 2024	Teacher Prep Day
January 12, 2024	Cycle 3 Report Card Day
Jan. 9-Feb.27, 2024	Cycle 4
January 15, 2024	MLK Day
February 19-20, 2024	Teacher Service Day
Feb. 28-Apr. 19, 2024	Cycle 5
March 8, 2024	Cycle 4 Report Card
March 11-15, 2024	Spring Break
March 25, 2024	Chavez-Huerta Day
March 29, 2024	Spring Holiday
Apr. 22- June 5, 2024	Cycle 6
April 26, 2024	Cycle 5 Report Card
April 10, 2024	Spring Holiday
May 27, 2024	Memorial Day
June 5, 2024	Cycle 6 Report Card/Student Last Day
June 6, 2024	Teacher Prep Day

State of Texas Test Days

Feb 19–Mar 29, 2024	TELPAS/TELPAS Alt
Mar 25–Apr 26, 2024	STAAR Alt
Apr 9–Apr 19, 2024	3-5 RLA STAAR
Apr 16–Apr 26, 2024	5 th Science STAAR
Apr 23–May 3, 2024	Math STAAR

Ed White 2023-2024 Calendar of Events

August

- Preservice-August 14-21, 2023
- **Meet and Greet PrK-2nd-Wednesday August 23, 2023 (1-3 PM)**
- **Meet and Greet 3rd-5th -Thursday August 24, 2023 (1-3 PM)**

September

- Faculty meeting -Tuesday, September 12, 2023 at 3 PM
- Lead4ward Literacy Support Session 1- September 21, 2023
- **Open House- Wednesday, September 20, 2023 from 4 PM to 6:30 PM; 5 PM**
- Committee meeting - Tuesday, September 26, 2023 at 3 PM

October

- SDMC # 1- October 2, 2023 at 3 PM
- Lead4ward Literacy Session 2- October 5, 2023 (TBD)
- Faculty Meeting-October 10, 2023 at 3 PM
- **Hispanic Heritage Month Program-October 12, 2023 at 5 PM**
- Cycle I Honors-October 13, 2023 2 PM
- Fall School Pictures-All day October 20, 2023
- Committee Meeting-October 24, 2023 at 3 PM
- Fall Carnival-October 26 (school sponsored) 4pm-6pm

November (No committee meeting in November)

- Teacher Inservice (Eureka Vertical Alignment Grades K-5) -November 7, 2023
- Faculty Meeting-November 7, 2023 at 3 PM
- **Literacy Night-November 9, 2023 5 PM to 7 PM**
- SDMC # 2-November 27, 2023 at 3 PM
- **Magnet Information session for 5th Parents –date TBD**

December (No faculty meeting in December)

- Cycle 2 Honors- December 2, 2023 at 2 PM
- Committee Meeting-December 12, 2023 at 3 PM
- Vertical Alignment ELA PK to 5th Grade-December 20, 2023.
- **Winter Program-December 21, 2023 at 5 PM**
- **GT testing kindergarten-TBD**

January

- Faculty Meeting-January 9, 2024 at 3 PM
- Lead4ward Literacy #3 January 31, 2024
- Cycle 3 Honors-January 12, 2024 at 2 PM
- Committee Meeting-January 23, 2024 at 3 PM
- **GT testing 1-5 -TBD**

February (No committee meeting)

- TELPAS February 19-March 29, 2024
- Teacher Inservice Feb 19-20, 2024 (Vertical Alignment Eureka K-5)
- Faculty Meeting-February 6, 2024 at 3 PM (TELPAS Training)
- **Lunar New Year Program-February 8, 2024 at 5 PM**
- **Black History Month Program-February 22, 2024 at 5 PM**
- SDMC # 3-February 26, 2024 at 3 PM

March (No Committee Meeting)

- TELPAS February 19-March 29, 2024
- **Spring Carnival (PTO Sponsored) - March 7, 2024 (4PM to 6 PM-Thursday before Spring Break)**
- Lead4ward Literacy Academy Session 4- March 7, 2024 Rockin Review (TBD)
- Cycle 4 Honors-March 22, 2024 at 2 PM
- Lead4ward Implementation Day for Ed White -March 19, 2024
- Faculty Meeting-March 26, 2024 at 3 PM (STAAR Training)
- STEM Night-March 28, 2024 from 5 PM to 7 PM
- **Houston Reads Day-TBD**

April

- 3-5th Grade STAAR Reading-April 9 –19, 2024
- 5th Grade STAAR Science-April 16-26, 2024
- STAAR Alt-March 25-April 26, 2024
- 3-5th STAAR Math-April 23-May 3, 2024
- Faculty Meeting-April 9, 2024 at 3 PM
- Committee Meeting-April 23, 2024 at 3 PM

May

- Cycle 5 Honors-May 3, 2024 at 2 PM
- SDMC # 4 Meeting-May 6, 2024 at 3 PM
- Faculty Meeting- May 7, 2024 at 3 PM
- **Career Day-May 23, 2024 8 AM to 11 AM**
- Committee Meeting- May 24, 2024 at 3 PM
- 5th Grade Promotion Picnic-May 30, 2024 at 11 AM
- **Kinder Promotion-May 30, 2024 at 1:30 PM**
- **5th Grade Promotion –May 31, 2024 at 1:30 PM**

June

- **Field Day-June 4, 2024 (School Sponsored) Check-out can begin at 1:00**
- End of the Year Honors Assembly-June 5, 2024 at 1 PM

Campus Procedures

Entrance Procedure

Student schedule from 7:30-3:00 daily.

All grade levels will enter from the following entrances for morning arrival and leave for afternoon dismissal:

- Pre-K students will enter campus through the central, main front entrance on Triola.
- Kinder will enter from the front west gate #1 on Triola.
- 1st grade will enter from front west gate #2 on Triola.
- 2nd grade will enter campus through the main front entrance on Triola.
- 3rd grade will enter from the front east gate off Triola
- 4th grade will enter from Sharpcrest at the pedestrian gate
- 5th grade will enter from Sharpcrest at the pedestrian gate
- Special Education will enter from Jorine through the pedestrian gate by the pond.

Students will go to their assigned location to wait for the teacher to go to the classroom for breakfast.

At 2:50, all teachers will walk their students to dismissal in designated location and remain with students until 3:05 p.m. Students not picked up will go to the cafeteria or front entry, supervised by an assigned teachers' assistant. Parents will have to go to the front foyer to call for students.

Student Attendance

Between 8:30 AM to 9:30 AM, homeroom teachers will take attendance. Parents need to send a written note or doctor's letter the day after an absence. Parents will receive a phone call for students marked absent or tardy. Students have three school days to make up assignments missed during an absence.

Grading Policy

Report Cards will be sent home every 6 weeks. Parents will need to sign and return it to the teacher the next school day.

Work Habits/Citizenship

Each student's work habits are evaluated in the following areas at the end of each grading cycle:

- Effective Use of Time/Material
- Follows Classroom Directions
- Class Participation
- Completes Homework
- Completes Classwork
- Is Courteous
- Works and Plays Well with Others
- Follows Classroom Rules
- Adheres to the rules outlined in HISD's Acceptable Use Policy for Electronic Services for Students

Conduct

A student's conduct grade is based on the teacher's evaluation of the student's overall behavior during each of the grading cycles. Use the following grading scale when recording a student's conduct grade.

E - Excellent

S - Satisfactory

P-Poor

U- Unsatisfactory

Classroom Discipline

1. Rules posted, reviewed, and revisited as needed.
2. Consequences and rewards are given consistently.
3. Documentation maintained in discipline log, which describes discipline problems and efforts to correct them.
4. Teacher contacts parents as needed to work in a partnership to ensure student success.
5. Provide a safe space for students to regroup when needed.

Parental Involvement and Support

Parents will be involved in the following ways:

1. Parents are made aware of the School Rules and Ed White Code of Conduct through a weekly Communication Folder.
2. Parents are made aware of the district expectations regarding discipline through the HISD Student Code of Conduct. Parents sign and return the acknowledgment.
3. Parents are made aware of student's misconduct via weekly/daily conduct log. Teacher will communicate with parents verbally and/or in writing regarding any misconduct and log all parent contacts.
4. **Mr. Williams is the administrator for discipline requiring attention of the office: Levels II, III, and IV.**
5. Parent conferences are required for Level 2, 3, and 4 acts of misconduct. Level 1 acts of misconduct are at the discretion of the administrator for requiring a parent conference.

Dress Code for Ed White Students

The Dress Code Policy at Ed White Elementary was developed to:

- Encourage a sense of unity and group membership.
- Helps create an atmosphere which is conducive to learning.
- Minimizes the effect of trends in dress, which can be distracting.

Dress Code:

1. Uniform style, khaki or dark blue pants, uniform shorts, dress, or skirt. (No Jeans allowed.)
2. Polo collared shirt, with no writing or symbols, of any solid color.
3. Ed White colored Field Day shirts may be worn on Fridays.
4. Navy blue or khaki uniform shorts are permitted.
5. Girls may wear leggings/tights with a dress or skirt. Leggings/tights need to be worn underneath the skirt.
6. Wear dress shoes or tennis shoes at all times.

Technology Support during School Hours

Devices- Students can bring their own device daily. Teachers need to send an email ticket request for class set of devices.

If the student's device is broken, students will use the available desktops and may be placed at the Learning station until the device is repaired. Students may be charged a replacement fee for damaged devices that need to be replaced. Send an email to Mr.Hua about any issues with your devices. **Please do not send students to the technology room.**

The laptops, chromebooks, IPADS and hotspots are loaner devices from HISD. These items must be returned if the students transfer to another school/district and at the end of the school year. Failure to return the device will result in a replacement fee and/or theft report filed.

Technology equipment is issued during school hours- Grades 3,4, and 5 may be allowed to take their issued technology home to complete assignments. If taken home, there will be a fee applied/paid prior to taking home.

Grades PK-2 must leave their technology at school. Technology that is misplaced or loss will be charged a fee.

Teachers and students who have device issues need to follow these steps

1. Make sure the device is fully charged.
2. Shut down the device appropriately and turn the device back on
3. Review the Task Cards for TEAMS and HUB to ensure all steps are followed.
4. Students who cannot log onto their laptops have the teacher submit a ticket request to Mr. Hua