

Carrillo Elementary School

Student – Parent Handbook

2019-20



"A Great Place to Learn"

Employees of the Houston Independent School District shall not discriminate on the basis of, or engage in harassment motivated by: age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression. A substantiated charge of harassment against a student or employee shall result in disciplinary action.



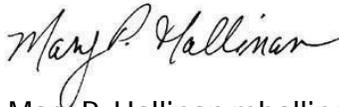
PRINCIPAL'S WELCOME

Dear Parents/Guardians and Students,

Welcome to the 2019-20 school year! The faculty, staff, and I look forward to working with you to ensure your child has a successful school year.

Communication between home and school is an essential component toward your child's positive experience at school. This Parent/Student Handbook is intended to provide you with an overview of our school's practices, policies, and procedures.

Please review it with your child and if you have questions, please contact the office at 713-924-1870. Thank you.



Mary P. Hallinan mhallina@houstonisd.org
Principal

Main Office Phone – 713-924-1870

Main Office Hours – 7:30 am – 4:30 pm - Monday – Friday

OFFICE STAFF

School Secretary – Mrs. Garay - agaray@houstonisd.org

Student Information Representative – Mrs. Avalos ravalosd@houstonisd.org

Office Clerk – Mrs. Hernandez - vcalder3@houstonisd.org

PROFESSIONAL STAFF

Magnet Coordinator – Ms. Santiago – esantiag@houstonisd.org

Title I Coordinator – Mrs. Pampell - kpampell@houstonisd.org

Counselor – Mrs. Alvarado - malvara2@houstonisd.org

School Nurse – Mrs. Escalante - bescala1@houstonisd.org

Table of Contents

SCHOOL SCHEDULE	4
STUDENT ATTENDANCE	4
STUDENT TARDINESS	5
STUDENT DISMISSAL	5
UNIFORM POLICY and DRESS CODE.....	6
SCHOOL SAFETY AND SECURITY.....	7
ENROLLMENT FORMS.....	7
MEDICATION POLICY	7
IMMUNIZATIONS	7
STUDENT HYGIENE	10
TEXTBOOKS AND LIBRARY BOOKS.....	10
STUDENT CONDUCT	10
FOOD OF MINIMAL NUTRITIONAL VALUE.....	11
GRADING POLICY	12
GRADESPEED.....	13
HOMEWORK POLICY	13
PARENT/TEACHER CONFERENCES.....	14
VOLUNTEERS.....	14NCL
Notification of Rights for Elementary and Secondary School	24
INTERVENTION ASSISTANCE TEAM (IAT) REFERRALS	26
CARRILLO COUGARS PLEDGE	27

SCHOOL SCHEDULE

Supervision is not available for students who arrive at school before 7:10 a.m. Students arriving before 7:10 a.m. must remain outside the building until it opens. **Please do not send your child/children to school before 7:10 a.m.**

7:10 a.m.	Doors open
7:30 a.m.	Bell rings
2:50 p.m.	Dismissal

Carrillo Elementary provides breakfast to all students through "Breakfast in the Classroom" program. Breakfast is served from at 7:30 to 7:50 am.

STUDENT ATTENDANCE

Good attendance and promptness are essential to the learning process. The faculty and staff of Carrillo Elementary School will work with parents and students to ensure that student attendance is at or above 98% for the 2019-20 school year.

Students should be in school every day. The only acceptable excuses are personal illness, family illness, or death of relative. An **excuse** from the parent or doctor must be given to the teacher upon the child's return to school. The excuse form must be presented within three (3) days of the absence in order to be excused. We will strictly enforce all state and district guidelines regarding student attendance. Any absences in excess of this will cause your child to be retained.

Student absences are entered into the Grade Speed system by the classroom teacher at 9:30 am. The computer will initiate a call to the parent when a child is absent.

If your child is absent 3 consecutive days due to illness, a doctor's note is required for return to school. A doctor's note may be required for absences after a child has accumulated 5 absences or if a pattern of absences is observed. Parents will receive a letter stating the need for doctor's notes.

STUDENT TARDINESS

Students arriving late not only miss valuable instruction but disrupt the learning of other student and the orderly environment of the classroom.

Students who arrive after 7:35 a.m. are considered tardy. Teachers will mark late arrivals in GradeSpeed and they will be reflected on the report card. Students arriving after 8:00 am must go to the office to obtain an admit slip. Tardy students should provide a written excuse to the teacher.

Unexcused tardies are a level I offense in the HISD Code of Student Conduct. A student that is consistently late will be subject to disciplinary actions as outlined by the HISD Code of Student Conduct. Tardiness will adversely affect the conduct of the student.

STUDENT DISMISSAL

Students are dismissed at 2:50 p.m. **It is imperative that you pick your children up before 3:05 p.m.** We cannot provide supervision nor can we accept responsibility for the students beyond the school's hours of operation. Please discuss transportation arrangements with your children prior to sending them to school. Picture IDs must be presented by parents or designated representative when students are picked up before regular dismissal. Due to the bus arrivals, students will not be released from the office between 2:15 and 2:50 p.m.

Bus, Car Riders, and Parking

The front of the school is to be used as a drop-off area in the morning. Please park in a designated parking space if you are visiting the school between 7:10 a.m. and 2:00 p.m. **Please DO NOT PARK along the curb in the circle drive or in spaces designated for handicapped parking without the proper permit.**

The front of the school is strictly for buses from 2:00 p.m. to 3:15 p.m. Car riders are to be picked up in the back at dismissal time. Please use the cars signs (available in the office) to assist with afternoon pick-up.

Walkers

Students who live in the Royal Wayside Apartments will be dismissed through the exit doors next to the Library. All other walkers will be dismissed to the back of the school through the EAST exit doors and the middle doors next to room B111.

Pre-Kindergarten and Kindergarten students who walk to the back will be dismissed from designated classrooms near the PK-KN playground. Parents will be issued cards that must be presented to the teacher on duty in order to pick up a Pre-Kindergarten or Kindergarten student.

UNIFORM POLICY and DRESS CODE

Tops: White, light blue, and navy blue with collar (polo or oxford style) Must cover the shoulders. Shirts should be tucked in at all times.

Bottoms: Navy blue (blue jeans without designs may also may be worn) No tight, or fitted clothing

Shorts, skorts, dresses, and jumpers: Navy or light blue or jeans. Appropriate length - no shorter than 3 inches above the knee.

Hair: Clean, combed and in a style that does not impede student's vision.

Footwear: Shoes or sneakers (tennis shoes) must be laced or fastened at all times. On days that students attend physical education class, proper footwear must be worn to allow for participation in class activities.

Jewelry: Jewelry should be kept at a minimum. Watches may be worn. Post earrings may be worn. Hoop earrings must be smaller than a nickel in diameter.

Carrillo Spirit Wear (sold by PTO) is allowed as part of the uniform.

Uniform colors apply to leggings/tights, sweaters, sweatshirts, and hoodies

The following items are not allowed:

- T-Shirts with inappropriate writing or pictures; sleeveless shirts;
- Sandals, cleats, high heels, roller shoes, or beach thongs (flip-flops);
- Colored or highlighted hair, hair extensions;
- Make-up, nail polish, temporary tattoos, or false fingernails;
- Sweatpants (even in coldweather);
- Necklaces or chains outside the shirt.

The school staff reserves the right to make judgments on any article of clothing, mode of dress which poses the potential for the disruption of learning and/or compromises a safety and orderly learning environment.

SCHOOL SAFETY AND SECURITY

Parents are always welcome on our campus and are expected to adhere to all school and district policies at all times. HISD policy specifies that all visitors must sign in at the office before going to a classroom or other areas of the school. This is for the protection of all our students. All school staff members will direct anyone without a visitor's badge to the office. All visitors must show a valid, government issued id.

Parents are asked to schedule times for conferences with the principal and teachers. Please email the teacher directory, call the school secretary at 713-924-1870, or send a note to arrange appointments.

ENROLLMENT FORMS

The enrollment card contains address, telephone numbers, and emergency contact information. If any of this information changes, please notify the office as soon as possible. **A student will be released only to those persons, with photo identification, listed on the enrollment card or emergency card.** We must have two working emergency numbers where you can be reached.

MEDICATION POLICY

HISD policy prohibits school personnel from administering any medication, including aspirin, cough drops and throat lozenges during school hours. If a child must take long-term medication, the school nurse will provide parents with a form to be signed by a physician. Please contact our school nurse if you have any question or need assistance.

IMMUNIZATIONS

Students are required by law to have current and updated immunizations. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without the state mandated immunization. Exclusion from compliance is allowed on an individualized basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

STUDENT HYGIENE

Head lice, pink eye, and any other infectious skin diseases require immediate medical attention. If your child has any of the above conditions, the school nurse will contact you, and you must pick-up your child immediately. In the case of pink eye and infectious skin diseases, your child will not be allowed to return to school without a doctor's note. In the case of head lice, an examination by the school nurse is required before return. If you have any questions regarding your children's health or a special medical request, please call the school nurse.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the care of the textbooks issued to them. State law requires that textbooks **must** be covered at all times. Students are not to deface or write in them. Students are also responsible for taking care of any library books they check-out. Students will be held financially responsible for any damage or loss caused to books in their care.

STUDENT CONDUCT

The faculty and staff of Carrillo Elementary School believe proper student discipline is essential in maintaining a school environment free of disruptions that interfere with the educational process.

It is the responsibility of the parents and students to become familiar with the rules and regulations of the school. The student Code of Conduct book is located on the HISD website <http://www.houstonisd.org/codeofconduct>. The Code of Student Conduct specifies the rights and responsibilities of students, parents, teachers, and administrators. Parents are urged to read and discuss the Code of Student Conduct with their children.

All participants in the educational process, students, teachers, staff and parents, are responsible for creating a nurturing and stimulating learning environment. Students are expected to be prepared for the school day and become active and involved learners upon entering each classroom. Anything that interferes with the learning process will not be tolerated.

The following items are **NOT allowed** in school: iPods, electronic games (PSP, Game Boy, etc.) or other **electronic devices**. If a student brings any of the preceding items

to school, the item will be confiscated and the parent will be contacted for item pick-up. A second occurrence will result in disciplinary action.

Cell phones are allowed **provided** that the parent provides a letter to the teacher stating that the student will have a cell phone in school. Cell phones must be off while the student is on school grounds. Unauthorized cell phones will be confiscated and returned to the parent after a principal-parent-student conference.

The school will not be responsible for loss of or damage to personal items brought by students to the school.

CAFETERIA RULES

Students eat lunch in the cafeteria daily. In order to serve all students in a safe and timely manner, rules are established to keep order in the cafeteria. Students are expected to follow directions given by teacher aides, custodians, and food service personnel as well as teachers.

Students are expected to obey the following rules in the cafeteria:

- Eat quietly. Students may whisper to their neighbor when they are done eating.
- Leave the table and floor around you clean.
- Walk and line up quietly.
- Raise your hand if you need assistance.

FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV)

The State of Texas' nutritional policy has changed to further limit students' access to FMNV, and as of **August 1, 2009**, all HISD campuses must comply with the following restrictions:

- **Schools may not serve or provide access for students** to FMNV or any other forms of candy **at any time anywhere** on the school premises until the end of the last scheduled class.
- **Foods and beverages that qualify as FMNV may not be sold or given away** to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guest speakers, or any other person, company, or organization.
- **Restricted FMNV include:** soda water, water ices, chewing gum, and certain

candies (hard candies, jellies and gums, marshmallow candies, fondant, licorice, cotton candy, and candy-coated popcorn).

Please note that violations of these restrictions may result in the imposition of financial penalties on schools by the Texas Department of Agriculture.

To see a copy of the full text of the Texas Public School Nutrition Policy, visit www.squaremeals.org. Questions may be directed to 1-888-TEX-KIDS (839-5437) or Squaremeals@agr.state.tx.us.

GRADING POLICY

The teachers at Carrillo Elementary have developed the following grading policy in accordance with the district guidelines. Parents are able to access student grades online on Grade Speed.

Core Content Subjects – Reading, Math, Other Language Arts, Science, and Social Studies will be graded using a numeric scale. Additionally, for those students classified as Limited English Proficient (ESL) and served in the bilingual program, ESL, and Spanish Conceptual Development will receive numeric grades.

Grades in Core Content Subjects will be assigned in the following categories:

- Class work
- Quizzes
- Test/Performance Assessment

Class work is an activity or task that allows a teacher and a student to identify what students already know, or have learned, as well as areas for intervention and remediation. Class work can include an activity or task that a student performs or works at repeatedly for the purpose of improving or achieving proficiency.

Quizzes are assessments that provide information so that teachers can adjust instruction and students can improve performance. Quizzes have fewer questions and take less time to complete than tests.

Tests/Performance Assessments are assessments based on the District's standards-based curriculum that measure the skills and knowledge that a student has mastered. Specifically, performance assessments are assessments based on observation and judgment of the quality of a skill or product. Performance assessments are products, performances, and projects (e.g. essays, artwork, visual representations, models, multimedia, oral presentations/recitations, lab experiences, live/ recorded performances).

Core Content categories will be weighted as follows:

- Classwork – 30%
- Quizzes – 30%
- Tests/Performance Assessments – 40%

Reassessment – Students who receive a failing grade on class assignments will be given the opportunity to re-do the assignment. The lower grade will be averaged with the higher grade to determine final score

Minimum Number of Grades – Teachers shall enter one grade per week per subject per grading cycle.

Submission of Late Work – Late work will be graded without penalty if submitted within two (2) school days provided that the parent provides a written excuse explaining the late submission. Late work will be excused due to illness, family or medical emergency, or other reason as determined by the teacher. This policy will apply to classwork and quizzes.

Performance Courses– Handwriting, Art, Music, Physical Education, and Health & Safety will be graded using a grading scale of Excellent (E), Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U).

GRADESPEED

Parents have access to their child(ren)'s grades online through the Grade Speed system. Go to www.houstonisd.org and click on the **Students & Parents** link then on the **Parent Student Connect**. Follow the on-line directions to register and access grades.

HOMEWORK POLICY

In addition to reinforcing instructional objectives, homework is essential to establishing study and work habits which allow students to be successful as they advance through school.

Regularly assigned homework assists pupils in achieving satisfactory school progress. Assignments provide practice and maintenance of skills and allow teachers to better monitor and gauge student progress.

Homework is assigned Monday through Friday at the teacher's discretion. It is each student's responsibility to complete homework assignments and meet all deadlines. In addition to specific teacher assignments, parents are encouraged to read to their children on a daily basis.

Students are assigned homework; however, it is the responsibility of every parent to show interest, provide guidance, and create a motivating environment to ensure that homework is completed. Failure to comply with homework policy is a Level I violation of the **Code of Student Conduct** and may result in disciplinary actions and consequences.

PARENT/TEACHER CONFERENCES

During the school year, school-wide parent teacher conferences are scheduled. Parents may schedule additional conferences with their child's teacher. Conferences must be scheduled in advanced and held during the teacher's ancillary time, or at a time agreed upon by the teacher and the parent.

VOLUNTEERS

Parents who are interested in volunteering in a classroom or chaperoning on a fieldtrip must have a cleared background check conducted by Houston ISD. The process takes approximately three weeks. Volunteers must complete a new application every year. The volunteer applications are available online. Mrs. Alvarado, Counselor, is in charge of the VIPS program at Carrillo.

SCHOOL/BIRTHDAY PARTIES

Teachers are allowed two classroom parties during the school year – Christmas and at the End of the Year. If parents wish to celebrate their child's birthday with his/her classmates, parents must have approval from the teacher in advance. Treats must be limited to cupcakes and must be served outside after 1:00 p.m. Water and 100% fruit juice are permitted. Soda or other sugary drinks are not allowed at school. Candy and other foods of minimal nutritional value are not allowed at school. In order to reduce the disruption to the instructional program, parties will be limited in length. Gifts should not be opened at school. Balloons and other party decorations are not allowed

STUDENT ASSESSMENTS

Houston Independent School District requires that students in grades 1 through 5 take standardized and state Assessments. These assessments are used as part of the promotion standards set by HISD. The assessments include High Frequency Word Evaluations and STAAR and are administered on specified days during the school year.

STAAR, STAAR Spanish, STAAR Alternate 2, and STAAR L– (State of Texas Assessments of Academic Readiness) The STAAR tests in Reading and Math are administered to students in grades 3-5. In addition, 4th graders take the Writing test and 5th graders take the Science test.

To find out more about the STAAR tests, go to the Texas Education Agency website at www.tea.state.tx.us/student.assessment.

TEXAS ENGLISH LANGUAGE PROFICIENCY ASSESSMENT SYSTEM (TELPAS) –

These tests are designed to measure annual growth in the English reading proficiency of second language learners - Limited English Proficient (LEP) students. LEP students in grades 2-5 are required to take the TELPAS every year until they attain the Advanced High level.

High Frequency Word Evaluation – This is a district-wide test administered in grades 1 and 2. This test measures the student's ability to read identified words from a list. The High Frequency Words have been selected from the Most Frequent Words in Books for Beginning Readers and the Dolce Word List. The student is responsible for all of the words listed. Performance on the High Frequency Word Evaluation is a measure for promotion in 1st and 2nd grades. A copy of the word list is sent home during the school to give parents the opportunity to help their child learn the High Frequency Words.

District snapshots and benchmarks – The district provides periodic snapshot and benchmark tests that are designed to assess a student's understanding of the curriculum over a period of time. These tests are used to determine re-teaching needs and mastery.

Teacher Assessments – Classroom teachers will assess students in the subject areas of Language Arts, Reading, Math, Social Studies, and Science.

If you have questions pertaining to student assessments, you may contact the classroom teacher or the school office at (713) 924-1870.

CAMPUS REPORT CARD

By state law, schools must provide a Campus Report Card each year to parents. Each report card contains the following information:

- Academic excellence indicators (AEIS, including STAAR results and dropout rates)
- Student/Teacher Ratio
- Administrative and instructional costs per student
- Disaggregated data on student academic achievement
- The school's performance

The Campus Report Card is available on the Texas Education Agency website:

<http://www.tea.state.tx.us>

CREDIT BY EXAM

The HISD Credit by Examination (CBE) Program offers students an opportunity to advance a grade. Applicants for CBE are administered a criterion-referenced test to determine if they are adequately prepared for placement to a more advanced level of instruction. The CBE evaluates a student's CREDIT BY EXAM.

Applicants for CBE are determined to be showing mastery of the Texas Essential Knowledge and Skills (TEKS). CBE shall be offered twice yearly during the publicized testing windows to students enrolled in HISD. District policy allows a student to apply by the first of April to take the CBE for acceleration during the testing windows in June or July.

Students in grades one through five will qualify to advance a grade if they score 90 or above on language arts, mathematics, and either science or social studies. Students will take all four subject area tests. Review sheets for the exams are available on the Texas Tech Website: www.dce.ttu.edu. If you are interested in CBE, contact the Mrs. DeLuna, Magnet Coordinator before April 1.

PROMOTION STANDARDS 2019-20

The Houston Independent School District provides a description of the academic measures used to determine whether students are promoted to the next grade. This brochure is sent home to the parents in the late fall/early spring. Houston ISD and Carrillo Elementary strongly encourage families to become familiar with the Promotion Standards.

EXPLANATION OF CURRICULUM

The State Board of Education adopted the Texas Essential Knowledge and Skills as the curriculum for ALL Texas' Schools. These learning standards will help ensure that all students can meet the challenges that they will face in the 21st Century.

- Each student must become a more effective reader.
- Each student will have to know and apply more complex mathematics.
- Each student needs to develop a stronger understanding of science concepts, especially in biology, chemistry, and physics.
- Each student must master social studies skills and content necessary to be a responsible adult citizen.
- Each student must master a wider range of technology.

The Texas Essential Knowledge and Skills (TEKS) identify what Texas students should know and be able to do at every grade level and in every course in the foundation and enrichment areas as they move successfully through Texas' public schools.

The Houston Independent School District is dedicated to "Creating a College-Bound Culture" and to having a plan that will challenge and address the needs of ALL students to meet the high academic standards as outlined in the TEKS. The HISD curriculum is an instructional planning tool for teachers. It clarifies what is to be taught and assessed. The HISD curriculum includes all of the TEKS requirements and it provides clearly defined objectives.

If you have further comments or questions, please contact Mrs. Pampell, Title 1 Coordinator, during school hours.

TITLE I NOTIFICATION

Carrillo Elementary School has a school-wide Title 1 program. Title 1 is a federally funded program with the intent to improve academic achievement of students who are economically disadvantaged. The purpose of Title 1, part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education based on the Texas Essential Knowledge and Skills (TEKS) and reach, at a minimum, proficiency on the State of Texas Assessment of Academic Readiness. (STAAR).

Under the Every Student Succeeds Act of 2015, (ESSA), Title 1 funds enable Carrillo Elementary to employ and train highly qualified teachers, purchase instructional materials and classroom computers, and sponsor parental involvement activities that empower parents to form partnerships with the school and become actively involved in their child's education.

Title 1 funds supplement the following programs at Carrillo Elementary:

- School Counselor
- Extended Day Tutorials
- Technology
- Saturday Tutorials
- Summer School
- Parent Training Meetings (PAC)

For questions or comments, please contact the Mrs. Pampell, Title 1 Coordinator, at 713-924-1870 during school hours.

PARENT INVOLVEMENT POLICY 2019-20

Carrillo Elementary School is committed to providing an excellent education to the students in our community. Parent involvement is essential to ensure that students are successful and become lifelong learners. Students are more likely to succeed when their parents or guardians are actively involved in their education. To assure that all students have the opportunity to be successful in school, Carrillo Elementary has jointly developed a written policy with parents of participating students, that describes the requirements outlined in Title 1 law.

Within the first four weeks of the school year, parents of Carrillo students are invited to a general meeting and open house. At this annual meeting, parents are informed of the school's Title 1 participation along with an explanation of the benefits and rights parents have in the education of their children.

Carrillo Elementary gives assurances that parents are partners in their child's learning by conducting a variety of meetings, trainings, and activities offered throughout the school year.

- Annual Meet the Teacher Open House before the first day of school to offer new and returning parents an opportunity to meet their child's teacher and visit the classroom.
- Annual school wide Open House is held in the first four weeks of school.
- Teachers are provided with a daily conference period when they are available to meet with parents.
- Opportunities to schedule additional conferences before or after school to accommodate working parents.
- All classrooms are equipped with phones to allow teachers to conduct phone conferences for those parents unable to visit the school.
- All teachers have e-mail to communicate with parents as needed.

In order to meet the needs of a diverse group of parents, Carrillo Elementary offers meetings and trainings on a variety of topics throughout the school year.

Activities and trainings include:

- Parenting classes conducted by the Community Family Center;

- Bi-monthly morning Parent Advisory Council (PAC) meetings;
- Monthly Parent Teachers Organization (PTO) meetings held during evening hours with childcare provided.
- Seasonal Fine Arts programs to showcase student work.

Carrillo Elementary partners with outside organizations, such as the Community Family Center, the YMCA, and Zenith Learning. The partnerships give parents of Carrillo students opportunities for meaningful communication and after school childcare assistance. Parents are welcomed and encouraged to be active participants in school organizations so they can more fully participate in the planning and decision-making that impacts the education of their children.

Communication is essential to keep parents actively involved in the education of children. Carrillo regularly communicates with all parents concerning the curricular and assessment expectations of the State of Texas. Parents are notified of school- wide requirements for instruction, evaluation of student work, and individual classroom routines necessary for the academic success of students. To keep parents informed and current, Carrillo communicates with parents in the following manner:

- Open House Night
- Meet the Teacher Day
- Monthly calendars;
- Classroom newsletters;
- School and classroom websites;
- School Handbook,
- Parent-Teacher communication folders;
- School Messenger Automated Phone System;
- PAC/PTO meetings,
- Scheduled meetings/conversations with the principal
- Shared Decision Making Committee meetings;
- Family Nights;
- Parent Surveys (paper and online).

Carrillo provides all parents timely information and explanations about the school's curriculum and academic assessments used to measure student progress. Parents are informed about district promotion standards, report cards, and standardized tests results. Assessments include the State of Texas Assessment of Academic Readiness (STARR),

And the CogAT Non-Verbal Ability Test, used for GT qualification for students in Kindergarten and 5th grade. Parents are invited to meet with the classroom teacher or school administrators for additional information about assessments and assessment results.

A child's education is a shared responsibility between parents and school. To promote a parent school partnership, Carrillo provides a Title I, Part A School-Parent Compact for the purpose of improving student achievement. This compact serves as an agreement between all parties stating how they will adhere to certain duties and responsibilities to ensure a student's success. Carrillo's compact clearly states specific steps the school will take to ensure students receive a high quality education. The compact also lets parents know what actions they can take as equal partners in their child's learning. Finally, it gives motivating steps that enable students to become involved in their own education process. The compact is developed/revised jointly with parents, and is sent to the households of all participating students during the fall semester, and is included in the Handbook.

Participation and involvement of all parents as partners in their child's education is important in the success of a student's academic growth. Therefore, all information related to student achievement, school and parent programs, meetings, and other activities is sent to parents in a format and language they can understand. Carrillo has the practice of sending home all school correspondences in English and Spanish to ensure information related to the school and their children is understandable. Translators are available to assist parents with oral communication if necessary.

At Carrillo Elementary, all parents are afforded the opportunity to be involved in their child's school environment. Therefore, parents of students, regardless of English proficiency, mobility or disability, are considered to be an important part of our learning community. If a special need is identified that would help a parent to more fully understand the educational process and academic progress of his/her child, assistance will be provided to that parent.

Accessibility

Participation and involvement of all parents is important. Information relating to student achievement, school performance, school and parent programs, meetings, and other opportunities for participation is sent to all parents in their home language. PTO, PAC, and parent conference meetings are conducted in English and Spanish. Interpreters are provided for parent conferences when requested. We ensure that parents with disabilities have the opportunity to participate by providing handicapped access to classrooms as well as meeting and conference areas.

PROFESSIONAL DISCLOSURE STATEMENT AND DESCRIPTION OF COUNSELING AND GUIDANCE SERVICES

All students receive classroom guidance lessons each month, taught by the school counselor. Lessons are based on the state of Texas guidance curriculum, *A Guide for Program Development: Pre-K-12th Grade*, revised 2004, that deals with social-emotional health standards. This curriculum has been approved by the Houston Independent School Board. There are a variety of materials used to implement this curriculum.

Students will also have the opportunity to participate in small group counseling. These groups are for students who are struggling with a specific issue and would benefit from counseling with other students who share the same concerns. More information will be sent home regarding small group referrals. Parent Consent is required for a child's participation in small group counseling. The school counselor also provides individual counseling, when appropriate and if time allows. In most cases where this is recommended, referrals will be made to parents for outside agency counseling. Support will be available to help get these services in place.

School guidance counselors employed by the Houston Independent School District must have a minimum of 2 years teaching experience and must hold, at a minimum, a master's degree in school guidance and counseling issued by an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board. The law (TEC §21.003) requires counselors to hold certification from the State Board for Educator Certification (SBEC) or the Texas Education Agency (TEA). You do have the right to have your child excluded from any part of this program. If you choose to have your child excluded you must submit your request in writing to the school principal. If you have any questions, please call Mrs. Alvarado at 713-924-1870.

María D. Alvarado, M.S.
Professional School Counselor
malvara2@houstonisd.org

McKINNEY-VENTO HOMELESS EDUCATION ACT

The federal McKinney-Vento Homeless Education Improvements Act and Texas state law (Texas Education Code Chapter 25) protect the rights of homeless children and youth to receive a free and appropriate public education. Nearly everyone in Texas who is between the ages of 5 and 21 on September 1st of the school year and who has not been expelled has the right to attend school.

The federal McKinney-Vento Act and Texas state law guarantee that you can enroll in school if you live:

- in a shelter (family shelter, domestic violence shelter, youth shelter or transitional living program);
- in a motel, hotel, or weekly-rate housing;
- in a house or apartment with more than one family because of financial hardship or loss;
- in an abandoned building, a car, at a campground, or on the street;
- in temporary foster care or with an adult who is not your parent or legal guardian;
- in substandard housing (no electricity, no water, and/or no heat); or
- with friends or family because you are a runaway or unaccompanied youth.

Furthermore, if you live in one of the above situations, your student has the right to:

- Enroll and attend school without proof of residency.
- Enroll and attend classes while **the school arranges** for immunization records, TB skin test result, school records, legal guardianship papers, or any other documents required for enrollment.
- Continue to attend the school in which the student was last enrolled, even if you have moved away from that school's attendance zone or district.
- Receive transportation from your current residence to the school the student last attended.
- Enroll and attend classes even while the school and you seek to resolve a dispute over enrolling your student.
- Receive free and reduced-price lunch and other district food programs.
- Participate fully in all school activities and programs for which the student is eligible without regards to the student's housing accommodations.

In accordance with Section 115(b)(2)(E) of the Every Student Succeeds Act, the District provides Title 1, Part A services to any student who is homeless and attending **any** school served by the District, regardless of whether or not the school is an eligible Title 1, Part A school. Your student has a right to receive services in the same manner as do other students on the campus.

If you have any questions about enrolling in school or need assistance with enrolling in school, contact the district liaison at 713-556-7280. If you have any questions about

receiving Title 1, Part A services at the local campus, contact the supervisor for the Title 1, Part A Parental Involvement Program at 713-556-6928.

Notification of Rights for Elementary and Secondary School

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents and eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Carrillo Elementary, Houston ISD to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

INTERVENTION ASSISTANCE TEAM (IAT) REFERRALS

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below 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 regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent 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 **Mrs. Alvarado, Counselor**, at **713-924-1870**.

CARRILLO COUGARS PLEDGE

I **pledge** today to do my best
in reading, math, and all the rest.
I **promise** to obey the rules
in my class and in my school.
I'll **respect** myself and others too,
I'll **expect the best** in all I do.
I am **here to learn** all I can,
to **try my best** and be all I am.

