



# Lora B. Peck ELEMENTARY



*Preparing and Educating Children with Knowledge into the 21st Century with a Culture of Excellence*  
*A T.E.A. "Recognized" Campus 2007, 2008*  
*U.S. NCLB-Blue Ribbon School 2008*

5001 Martin Luther king Blvd  
Houston, Texas 77021 Phone (713)845-7463 Fax (713) 847-4701  
*Carlotta O. Brown, Principal Mario Cantu, Assistant Principal Latracia King, Coordinator*

## Lora B. Peck STUDENT HANDBOOK 2013-2014

The Lora B. Peck Student Handbook has been written to help your son or daughter gain the greatest possible benefit from his or her school experience.

The Peck faculty and staff are in need of your help and cooperation. It is important that every student and parent understand the Handbook and be expected to follow the rules/guidelines set forth in the Handbook. Please read and discuss the Handbook with your child. Afterwards, you and your child must sign this form and return this form to the school. Thanks for your cooperation and support.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

Place original form in student's cumulative folder and submit a copy to the main office.

# Lora B. Peck ELEMENTARY STUDENT HANDBOOK 2013-2014

HOW CAN WE HELP YOU? .....	3
STAFF ASSIGNMENTS 2013-2014.....	4
PECK SCHOOL MISSION STATEMENT.....	5
SCHOOL HOURS .....	5
ARRIVAL TO SCHOOL.....	5
ATTENDANCE.....	6
EXTENDED VACATIONS.....	6
MAKE-UP WORK.....	6
TARDY PROCEDURE .....	6
EARLY DISMISSAL.....	7
PARENT PICK UPS.....	7
STUDENT WALKERS .....	8
BUS TRANSPORTATION .....	8
BUS CONDUCT .....	8
PARENT PHONE CALLS REGARDING CHANGES IN TRANSPORTATION.....	11
SAFETY.....	11
SCHOOL ENTRANCE AND WITHDRAWAL REQUIREMENTS.....	11
EMERGENCY FORM.....	11
IN CASE OF ILLNESS OR ACCIDENT .....	12
CONTAGIOUS DISEASE OR HEALTH CONDITION .....	12
SCHOOL NURSE.....	12
LEGAL CHILD CUSTODY/RESTRAINING ORDERS.....	12
TELEPHONE CALLS FOR TEACHERS .....	13
VISITORS.....	13
MESSAGES TO STUDENTS .....	13
EMERGENCY EVACUATION INSTRUCTIONS .....	13
PECK SCHOOL PTO.....	13
CONFIDENTIALITY STATEMENT .....	14
VOLUNTEERS.....	14
SCHOOL LUNCH.....	14
PAYMENT OF SCHOOL LUNCHES .....	14
DISCIPLINE .....	15
STATEMENT OF PHILOSOPHY .....	15
BEHAVIOR EXPECTATIONS.....	15
PHYSICAL OR VERBAL THREATS .....	15
TOYS .....	16
CELL PHONE.....	16
HOMEWORK.....	16
FIELD TRIPS.....	16
LOST AND FOUND .....	16
SCHOOL BOOKS AND EQUIPMENT.....	17
STUDENT DRESS CODE .....	17
CLASSROOM CELEBRATIONS.....	17
RECESS .....	18
PARENT-TEACHER CONFERENCES .....	18
REPORTING AND GRADING PHILOSOPHY.....	18
STAAR & STANFORD TESTING .....	18



## How Can We Help You?

It is requested that parents call the school if their child is going to be absent or tardy for that day. Please call 713-845-7463.

If you have any questions or concerns, please do not hesitate to call the school. We will gladly assist you in any way we can.

All faculty/staff members or school administration can be reached by e-mail. You may check the school's website for e-mail addresses or contact the main office for assistance. You will receive a response from your e-mail within 48 hours.

### WE WORK TOGETHER TO EDUCATE YOUR CHILDREN

#### **Administration**

Principal  
Assistant Principal

Carlotta Brown  
Mario Cantu

#### **Instructional Support Staff**

LaTracia King

Teacher Specialist

#### **Office Personnel**

Cathey Cooksy  
Patsy Jimenez  
Arcilia Maturey

Secretary  
Data Specialist  
Clerk

Allison Dickerson

#### **Nurse**

Mr. Gary Travis

#### **Plant Operator**

**Custodial Staff** Martha Rodriguez/ Elvia  
Ariza, Jenny Bonilla

Ms. Clara Christian   **Cafeteria Manager**   Diane Bingham / Sandra Washington /

## STAFF ASSIGNMENTS 2013-2014

<u>Grade</u>	<u>Name</u>
Pre-Kindergarten	Hernandez, Christina Frias, Manuela Berry, Jerriel Sanders, Sylissa
Kindergarten	Lewis, Ruby Arellano, Graciela Blythe, Gilbert
Grade 1	Porter, Graciela Medellin, Raul Schultz, Vanessa
Grade 2	Mendoza, Luis Cruz, Aura Randall, Mae
Grade 3	Jasso, Princess Fuller, Karen Moore, Jennifer
Grade 4	Wallace, Kapetrich Mann, Donna
Grade 5	Hinton, James Hill, Dana  TBA (Primary Science) Ogbor, Lakeisha (Science)

### Council for Exceptional Children Teachers

Larry, Deborah	-	PALS (PPCD)
Black, Margaret	-	SLL (Life Skills)
Irving, Carmella	-	BSC
Dupre, Kenneth	-	Sp. Ed. Chair

### Support Professionals (Ancillary)

Holt, Mark	-	Technologist
Tilmon, Katrina	-	Counselor
Salas, Isidro	-	Dance

### Teaching Assistants

Thomas, Sammitria  
Vela, Petra ( Clerk Aide)  
Randall, Tina  
Vasquez, Dora (Librarian Aide)  
Rodriguez, Janet  
Robins Roland

## LORA B. PECK SCHOOL VISION STATEMENT

We visualize Lora B. Peck as a “Distinguished” role model for our diverse community that fosters trust, renders elite services, and produces independent thinking citizens for the future.

## LORA B. PECK SCHOOL MISSION STATEMENT

Lora B. Peck mission is to collaboratively facilitate a culture of excellence and an enriching environment for lifelong learners.



### SCHOOL HOURS

Office Hours  
School Hours

7:15 a.m. - 4:30 p.m.  
8:00 a.m. - 3:15 p.m. (Mon. – Friday.)

### ARRIVAL TO SCHOOL

**Doors open for students at 7:05 a.m. Parents should not leave students at school before that time.**

Staff will be on duty as of 7:00 a.m.

Should a student arrive excessively early, a phone call will be made to the parent to remind them of the school’s policy and our concern for your child’s safety.

Parents should drop students off at the cafeteria/auditorium doors. After 7:45 a.m., students should enter through the front door/main entrance office and get a permit to class.

For the safety of students, entry into the building is from the main doors of the front gate only.



## ATTENDANCE

Students are expected to attend school daily for the entire instructional day. Any deviation from these hours is a serious disruption to the student's educational program.

The only acceptable excuses for absence are personal illness, serious illness in the entire family, death of a close relative, (parent, sibling or grandparent) or an observance of a religious holiday. Prolonged absences have an impact on your child's learning and may hinder his/her educational progress.

If your child is going to be absent or tardy, a parent or legal guardian is required to call the school as early as possible, **prior to 7:45 a.m.**, on the day of the absence.

If we receive no parental phone call, school personnel will attempt to call the home to verify the absence. A meeting may be required with the guidance office and/or administration for students with attendance concerns.

If no excuse is provided for the absence, it is considered an unexcused absence. If your child is absent during the day he/she may not attend afternoon or evening activities. Should your child be absent for 2 or more days, the school nurse or the administration requires a doctor's note and a truancy letter notification will be send.

## EXTENDED VACATIONS

Lora B. Peck Elementary believes strongly in the importance of regular attendance by all students. **Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. Parents of students who do take vacations during school time should inform the building Principal at least one week in advance explaining the length of time for the vacation and the reason.**

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school. Advance assignments will be provided to students at the teacher's discretion. The school will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns.

## MAKE-UP WORK

If a child is going to be absent for an extended length of time, please call the school to make arrangements for any missed work that can be done at home. These assignments can usually be picked up at the end of the school day with the request being made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness. Students will have one day beyond the number of days they were absent to complete make-up work.

## TARDY PROCEDURE

**Promptness to school is very important. Students are to be ready to begin the day in their classroom promptly at**

**8:00 a.m. Students that enter the classroom tardy miss pertinent information that is essential to their daily success. Students arriving after 9:30 a.m. are marked absent for the day.**

If a student arrives after 8:15 a.m., he/she must report to the main office. Clerical staff will issue a tardy slip, which will be required for entry into class. No exceptions. The teacher will return the student back to the office for a permit.

In cases of habitual tardiness, parent contact will be made and appropriate administrative discussion will take place to remedy the problem.

### **EARLY DISMISSAL**

**For the safety of all students, no student will be dismissed early without a parent or legal guardian coming to the Main Office to sign the student out. You will be required to provide identification to school authorities so please have identification readily available.**

Should there be a need for someone other than a parent or legal guardian to pick up a student early, the office will verify that the person is listed on the student's enrollment card or on the emergency pick up form.

No child will be dismissed to a parent through a building teacher or other staff member. **ALL DISMISSALS MUST GO THROUGH THE MAIN OFFICE.** Parents are asked to wait at the office for their child once dismissal arrangements have been made. Only the names appearing on the student's emergency form will be allowed access to the student. **If for whatever reason your contacts change, it is your responsibility to alert the office immediately.**

The school asks that you keep early dismissals to a minimum. Please arrange appointments or prior to or after school hours to the greatest degree possible so that time on learning is not lost. No students will be released after 2:15 pm for dismissal, unless it is an **EXTREME, EXTREME** emergency. Please see below:

## **EARLY RELEASE/TRUANCY VIOLATION**

**Students will NOT be released early, unless excused by TEC.Sec. 25.087.**

STATE LAW requires students to attend school each day for the entire period the program of instruction as provided. (TEC.Sec.25.085. Compulsory School Attendance)

**Court Warnings/Final Notices will be issued for Early Release.**

.....

Any and all early dismissals or tardies will affect the student's school attendance records.

### **PARENT PICK UPS**

School personnel will accompany students being transported by car to the parent pick-up line at the various dismissal areas of the school. Please follow the signs for parent pick up. Because of the number of students being

transported by personal vehicles, as well as safety concerns, parents are required to wait in the parent pick up line to pick up children. Parents must remain in line in their vehicle.



## STUDENT WALKERS

Students walking home from school, will leave together accompanied by school personnel through the gate. Students will be escorted at the gate. For your child's safety and for the safety of all the children, parents will not be allowed to remove children from the walker line until they have exited the gates.

**Students who do not walk home on a regular basis must have a note from their parent or guardian giving permission for them to walk at the end of the school day. Notes are to be given to the classroom teacher notifying the school of the transportation change.**



## BUS TRANSPORTATION

Students, who ride buses and/or vans, will be escorted to the front of the school. If your child rides a private van and/or bus, please be sure the provider is aware of school hours at all times.

## BUS CONDUCT

Persons who transport students via contracted transportation services insist on proper language and conduct by riders. Contractors and drivers shall exercise care for the safety and comfort of riders, and shall have full authority over the management of conditions and conduct of students while en route.

Lora B. Peck recognizes and supports the need for cooperative efforts between the administration and drivers for the development and implementations of regulations that promote high and safe standards of conduct on the buses and likewise deal effectively with cases of misconduct. It shall be the responsibility of the administration to establish BUS CONDUCT guidelines, acquaint the students with such guidelines, and supervise the compliance with such guidelines by contractors and drivers.

Administrative guidelines and/or regulations shall include thorough compliance with the following and will be defined in the student handbook and/or Student Code of Conduct:

### A. GUIDELINES

Pupil transportation is a privilege dependent on good behavior on the bus. All students who ride the school buses shall be informed of, and are expected to comply with, at a minimum, the following rules of behavior:

1. Students are to wait for the bus on the sidewalk or side of the roadway until the bus comes to a complete stop.



2. Students are to board and leave the bus in a single file, walking, as directed by the driver.
3. Students are to remain seated until they reach their destination and the bus stops.
4. Students are not to put any part of their body out of the bus window.
5. Students are not to eat or drink on the bus. The bus must be kept clean at all times.
6. Bus windows will be opened by permission of the driver or his/her aide only.
7. No objects are to be thrown on/off or within the bus or extended out of it.
8. Students are not to damage the bus in any way.
9. Smoking is not permitted on the bus at any time.
10. Students are expected to observe the rules of courteous, considerate behavior on the bus at all times.
11. Fighting, vulgarity, loud noise, and other aggressive behavior is not permitted on the bus.
12. Possession and/or use of drugs, alcohol, weapons (or any item used as a weapon), incendiary devices, explosive devices, any threat toward another student or staff member, lewd conduct, assault and/or battery are **ABSOLUTELY** prohibited on the buses. Discipline action consistent with that outlined in the Code of Conduct will be implemented and enforced.
13. Students who refuse to obey promptly the directions of the driver or aide, or refuse to obey regulations may forfeit their privilege of riding on the bus for a specified period of time.

**B. DISCIPLINARY PROCEDURES FOR BUS MISCONDUCT:**

In handling matters of student discipline, relative to conduct and misbehavior on the buses, the following procedures will be strictly adhered to:

1. Drivers will be responsible for:
  - a. Administering fair, consistent, and equitable discipline procedures.
  - b. Giving verbal warning to students as necessary.
  - c. Preparing and submitting "Bus Conduct Reports" to the bus company, to Principal and/or designees when behavior warrants disciplinary correction and who is not responding to the driver's instructions.
2. Upon receipt of a "Bus Conduct Report" Principal and/or designee will:
  - a. Review the referral with the student and will contact the parents by phone to enlist their assistance. This constitutes a warning.
  - b. Send home a Bus Conduct Report with the Disciplinary Procedures for Bus Misconduct subsequent to the call. This will review the complaint and outline future courses of action if such become necessary.
3. Subsequent to No. 2 above, repeated referrals within the same school year will be dealt with as follows:

- a. Second referral: 1-day suspension from the bus privilege and the school will contact the parents by phone. Mandatory parental conference with an administrator prior to return of privilege will be required.
- b. Third referral: 5 days suspension from the bus privilege and the school will contact the parents by phone. Mandatory parental conference with an administrator prior to return of privilege will be required.
- c. Fourth referral: 10 days suspension from the bus privilege and the school will contact the parents by phone. Mandatory parental conference with an administrator prior to return of privilege will be required.
- d. Fifth referral: Termination of the bus privilege for the duration of the school year following a conference with the Principal, bus driver, and/or designees. The final decision will rest with the Administration and Bus Company representative.

On the occasion of each instance, principal or their designees will:

- a. Discuss the matter with the student and parent and follow up with the Bus Conduct Report. Copies of all Bus Conduct Reports shall be maintained in the respective school and bus offices and not destroyed.
- b. Attempt to modify student behavior by seating changes, traditional discipline, etc.
- c. In all cases, the decision regarding suspension or termination of bus privilege shall be made by the administrator and designee of the bus company.

4. Should an extremely serious incident occur which poses a threat to the safety and well being of the passengers and/or driver of a bus, nothing herein shall prevent a decision from being made to immediately remove a student from a bus permanently or for some other period of time.

In this event, parents and student shall be entitled to a hearing with the appropriate Administrator (Principal and/or designee), and shall subsequently be entitled to contact the region's Parent Manager.

5. Should it become necessary to terminate a student's access to bus transportation, the student shall still be required to attend school, subject to laws relative to attendance, and it shall become the responsibility of the parent(s)/guardian(s) to furnish appropriate transportation.
6. Failure of a parent(s) to abide by these procedures/policies shall result in an added day of bus suspension for each infraction.
7. **Failure to pick up a child within 15 minutes at the end of the school day or to abide by these procedures/policies will result in school personnel notifying the police and CPS of potential negligence on the part of the parent(s), or loss of the bus privilege entirely.**
8. Any student who loses the bus privilege for any period of time will automatically lose the bus privilege for any field trip during that same period.



## **PARENT PHONE CALLS REGARDING CHANGES IN TRANSPORTATION**

Due to concerns regarding student safety, Lora B. Peck Elementary School personnel cannot accept messages over the telephone requesting that the child's mode of transportation to go home be changed.

Arrangements will need to be made in advance, with the normal mode of transportation only being altered under the following two conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.

**IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO THEIR USUAL MODE OF TRANSPORTATION.**

## **SAFETY**

For the safety of students and school personnel, after 8:15 a.m., entry into the building is through the main entrance where you will receive a visitor's pass. **Please DO NOT asks students and or school personnel to allow you entry through any other door.**

Early childhood parents, we are aware that you must check your child in and out; however, you are required to use the main doors and/or auditorium doors in the morning. In the afternoon, you must use the main doors. This is for the safety of students at Lora B. Peck Elementary.

## **SCHOOL ENTRANCE AND WITHDRAWAL REQUIREMENTS**

Any student entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. You will have 7 days to bring your child's Immunization up to standard from the date of the letter sent home.

Parents are asked to notify the school as soon as possible if they will be withdrawing their child from school. Records will be mailed to the receiving school.

## **EMERGENCY FORM**

An "Emergency Form" for each student, completed by parents, will be on file in the Nurse's Office and the Main Office. It needs to be filled out at the beginning of each school year and returned to school within the first week of school. This form must be kept up to date. It should include the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address and **phone numbers**

3. Home phone and parent(s) work phone, cell numbers, pagers
4. Emergency phone numbers of friends or relatives cell numbers
5. Physician's name and phone
6. Medical alert information
7. If your child takes medication please inform the nurse of the type and dosage

Please inform the office of any changes that occur during the year relative to the information on the emergency form.

**It is very important that emergency forms be filled out completely and updated as needed by the parent or guardian.**

### **IN CASE OF ILLNESS OR ACCIDENT**

If a student becomes ill or is injured during school hours, the School Nurse is contacted. The School Nurse will determine the seriousness of the illness or injury and upon her determination, a parent, or legal guardian will be contacted. If neither parent nor legal guardian can be contacted, those persons listed on the emergency form will be contacted and, if warranted, the family physician. In emergencies, it may become necessary to transport your child by ambulance to an emergency care facility.

### **CONTAGIOUS DISEASE OR HEALTH CONDITION**

Students with any contagious health ailments cannot be sent to school until the condition is properly treated and is no longer contagious. The School Nurse is responsible for the determination of the student's re-entry into school.

### **SCHOOL NURSE**

The purpose of the school nurse is to enhance the education process by the modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness.

The following requirements need to be met in order for your child to receive any medications:

1. A signed permission slip from a parent must be on file.
2. A signed medication order sheet from the child's doctor. This includes all prescriptions and over the counter medications.

Any medication that your child is to take, including Tylenol and cough drops, will not be supplied by the school. All medications must be supplied by the parents in the original containers with the child's name properly labeled on the container.

Should you have any questions regarding your child's health, please do not hesitate to contact the nurse.

### **LEGAL CHILD CUSTODY/RESTRAINING ORDERS**

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it. The latest orders from the courts are the one that will be followed.

## TELEPHONE CALLS FOR TEACHERS

We encourage communication between parents and teachers. However, because of their teaching responsibilities, teachers will not be called to the phone during instructional hours (8:00 a.m. - 3:30 p.m.). If you would like to talk with the teacher about your child, we will write a message and you will receive a call back from the teacher when his/her teaching responsibilities are concluded for the day. Parents may also e-mail teachers.

If at any time you have a concern regarding your child's education or school procedures, **PLEASE BEGIN WITH YOUR CHILD'S TEACHER.** If after talking to the teacher you still feel concerned, please call the Assistant Principal at 713-845-7463. Your concerns are our concerns - please feel comfortable in sharing them. A resolution will be worked out with team effort if need be.

## VISITORS

**Everyone coming into Lora B. Peck Elementary must first check in at the Main Office with a proper/Valid State ID. (NO EXEMPTIONS) No ID, unfortunately, you will not be allowed to enter the school building.**

If you wish to speak with your child's teacher, please make an appointment with the office secretary. We would like to be considerate of our teachers, please allow 24-hour notice.

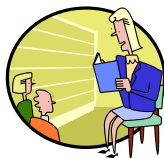
Visitors, parents, guests, and repair people will be given a visitor's pass to wear and will be asked to sign-in in the visitor's logbook. Before leaving the school, visitors are asked to stop at the main office and sign out.

## MESSAGES TO STUDENTS

Because we have over 500 students in our building, it is impossible to handle large numbers of phone calls with messages for students. Please make personal and family arrangements with your child at home prior to him/her coming to school. Also, keep in mind that there is no public phone for student/parent use. It would be impossible to allow use of the school phone for outside calls unless it was an emergency.

## EMERGENCY EVACUATION INSTRUCTIONS

The alarm system in Lora B. Peck Elementary is a loud, continuous horn, and when activated sends a direct signal to the Fire Department. There will be numerous practice evacuation drills and other types of emergency drills during the school year. Emergency and fire evacuation instructions for Lora B. Peck are posted in the respective areas of the building. Students and staff will be permitted back into the building when it is deemed safe by public safety officials and the building principal. In the case of some evacuations, students and staff may go to Turbine Air company (across the street) when circumstances warrant.



## Lora B. Peck SCHOOL PTO

The Lora B. Peck School Parent Teacher Organization is an important part of our school. Many of the funds raised by the Lora B. Peck PTO support field trips, provide programs for our students, and allow teachers to purchase materials for their classrooms.

All interested parents are encouraged to become active members in the PTO, and volunteer in supporting education. Feel free to contact one of the officers for additional information or leave your name and number in the PTO school mailbox.

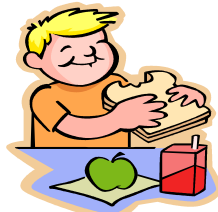
The Parent Teacher Organization traditionally organizes one or two fund raising drives each year. Parents who prefer to make a donation in place of their child participating in the fundraiser are welcome to do so. Children should not sell products door to door. All parents are encouraged to involve themselves for a variety of jobs with a variety of commitment. We appreciate everyone's efforts.

## CONFIDENTIALITY STATEMENT

**Information about our students is confidential and should never be discussed in public places or where the discussion may be overheard by others.** Thank you for respecting the privacy of our children and their families.

## VOLUNTEERS

All parents are encouraged to participate as a school volunteer during the course of the school year. Many enriching and worthwhile experiences are afforded our children through volunteer help from parents, and with this support, teachers are able to provide more direct instruction to students. Parents interested in volunteering time and services are requested to contact the PTO and or our VIPS (Volunteers In Public Schools) contact person. Volunteers are requested to sign-in at the main office upon entering the building and sign-out upon completion of services. In addition, all volunteers must complete a CORI (Criminal Offender Record Information) check before volunteering in the school. We greatly appreciate any amount of time and support volunteers are able to offer.



## SCHOOL LUNCH

### PAYMENT OF SCHOOL LUNCHESES

Full Payment	\$2.25 per day. Milk is optional. Parents are strongly encouraged to pre-pay for their child's lunches on the Monday each week or monthly. The cafeteria will keep track of the money sent in and credit any unused funds to the following week.
Free/Reduced Lunch	Applications for free and reduced lunch will be sent home the first week of school. The cost of reduced lunch is \$.40 per day. Applications for reduced payment of lunch or milk will be sent home the first week of school and can be acquired through the main office any time during the school year.
Breakfast	Breakfast is served daily in the classroom and is available to all students free of charge. <b><i>Breakfast starts at 7:15 a.m. and ends promptly at 7:45 a.m. for PK and Kinder.</i></b>

## DISCIPLINE

### STATEMENT OF PHILOSOPHY

The Lora B. Peck School Community believes that virtually all students can and will learn the skills needed to function appropriately in the school and community if given instruction, sufficient time and support. Students are expected to be responsible for making appropriate decisions and choices about achievement, surroundings, interactions, and safety. To assist students in getting the greatest benefit from their school experience, while individually developing responsibility and learning to control their own behavior, certain guidelines must exist. At all times, HISD's Code of Student Conduct will be enforced.

### BEHAVIOR EXPECTATIONS

1. Students are responsible for their actions and must accept the consequences of their behavior.
2. Students are expected to respect the rights and properties of others and themselves.
3. Students will listen and follow directions.
4. Students are expected to use self-control and behavior appropriate to a school setting.
5. Rude or abusive language or behavior will not be tolerated.
6. Students will be held responsible for any damage done by them to any part of the school building.
7. Students will not be allowed to possess anything that could harm themselves or others.
8. Intentional physical contact, which causes pain and suffering, is not allowed.
9. Toys, collectables, etc. are not allowed in school unless they have been brought with teacher permission for a school project.
10. No eating or drinking will be allowed in the halls, gymnasium, library, and music room or computer lab.
11. Knives and other sharp and dangerous weapons are not allowed in school. Any that are brought in will be confiscated and the parent will be contacted.
12. Students must wear their hair in a presentable manner. Boys may not wear any **Mohawk haircuts, drawings, designs, letters, numbers, team logos or tattoos in their heads or hair or any part of their body, for any reason.**
13. Girls may not wear big hoops earrings. They may only be 1 inch or less in diameter.
14. **Boys may not wear any kind of earrings, strings or threads for any reason while on school campus.**

### PHYSICAL OR VERBAL THREATS

If a student issues a verbal or physical threat to another student/staff member, it is up to the administrator's

discretion to determine the action taken. Depending on the seriousness of the threat, the action taken could range from a reprimand to school suspension. It is extremely important for students to understand the use of appropriate language and actions at all times when speaking to other students or staff members.

## **TOYS**

Bringing toys, collectables or articles of value to school is **NOT** allowed unless they have been brought with teacher permission for a school project. Students are also strongly discouraged from bringing large amounts of money to school. Under no circumstances are weapons or articles that resemble weapons in any manner allowed in schools. Items that disrupt the educational process are not permitted. The school will not accept responsibility for lost, broken, or stolen items.

## **CELL PHONES**

Cell phones, iPods, iPads, PSPs, Nintendo's, or any other electronic devices are not allowed to be on for any reason during the instructional day. This includes vibrate mode. Cell phones in use will be confiscated and parents will be contacted. The first incidence will result in the electronic device being confiscated and parents will have to pay a fee of \$15 to get the phone back.

## **HOMEWORK**

Homework is an integral part of the school routine to foster greater student learning and understanding. It is an extension of the learning that takes place in school, and increases in amount and expectation with each grade level. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. An effective homework program also supports the conviction that learning is not limited to the normal classroom experience, but an extension that works to expand the vital home/school connection. Failure to complete homework will be addressed and dealt with at the individual teacher's discretion.

## **FIELD TRIPS**

Field trips have an educational value and, therefore, every student is encouraged to participate in them. Parents will be informed well in advance of an upcoming field trip. ***All students are required to have a signed permission slip on file with the classroom teacher at least 48 hours before the scheduled field trip.***

Parents are often encouraged to chaperone on field trips. Although we encourage all students to participate in field trips, it may become necessary to require a parent to attend due to habitual inappropriate behavior from their child. The teacher will make the request to the principal who will determine whether the parent's presence is needed. If such is the case, students and parents will be given at least two day's notice.

If medication must be given to a student during a field trip, written permission from a parent/guardian must be given to the school nurse to allow her to delegate that responsibility to the teacher if a nurse is not going on the field trip.

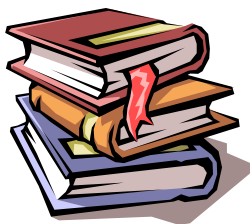
Under no circumstances will extraneous people (children of chaperones, visiting relatives, etc.) participate in a field trip. Chaperones will need to complete a CORI (Criminal Offender Record Information) check before going on a field trip. This process should be completed well in advance of the field trip.

## **LOST AND FOUND**

Articles that have been found in the school building, on school grounds, or on school buses are placed in the Lost



and Found area in the main office where their owners may claim them. After a certain length of time, unclaimed items will be donated to a local charity. Parents are requested to label all removable articles of clothing, lunch boxes, and important school supplies with the child's first and last name.



## SCHOOL BOOKS AND EQUIPMENT

Each child is responsible for his/her textbooks, school equipment, and borrowed school library books. Any lost or damaged books and equipment must be replaced. The principal will determine the cost according to the amount of damage and the age of the book. If a library book has been lost and payment has not been forthcoming, the student will not be permitted to borrow additional materials.

## STUDENT DRESS CODE

### The student's school uniform will be:

- Pre-kindergarten, Kindergarten, First grade, and Second grade- Red Polo Shirt, only and Khaki bottoms
- Third and Fourth Grade- Navy or Soft Blue Polo Shirt, only and khaki Bottoms
- Fifth Grade-Black or White Polo Shirt, only and Khaki Bottoms
- On Fridays, the students in all grades may wear plain blue jeans without colors and without extra colored stitching or embellishment with their designated grade level polo shirt unless it has been designated by the principal as an "out of uniform" day for a nominal cost of \$2.00. There will be NO exceptions to this policy. The principal MUST have previously designated the day as an "out of uniform" day. You will see it on the school calendar for the month.

Students not in dress code will be required to call home and obtain uniform clothing. Parents, who work, should be sure their child is attired correctly to avoid having to leave work. ***Dress code will be strictly enforced. In addition, chains, unsafe jewelry or any other kind of accessory that poses a safety hazard to the student or others will not be allowed.***

## CLASSROOM CELEBRATIONS

Classroom celebrations may be planned at various times throughout the school year at the discretion of the classroom teacher. The classroom teacher will arrange any refreshments for parties. Parent volunteers are welcome to assist with a celebration after making prior arrangements with the classroom teacher. Teachers are not to be asked to distribute private party invitations- unless there is an invitation for each student in the class. If you do not

wish to include all class members, you must send the invitations in the mail.

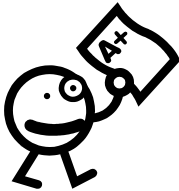
## RECESS

All classes will have a twenty (20) minute recess. Whenever it is possible, and in the best judgment of the administrator, recess time will be spent outside the building. Of course, when conditions such as extreme cold or soaking rains are evident, recess will be held inside. During testing there will be no recess until everyone has completed testing for that day.

***PLEASE NOTE: It may occasionally be necessary to keep a child inside during recess due to inappropriate behavior or lack of academic effort during time on learning. Teachers may refer any continued problems to the proper school administrator.***

## PARENT-TEACHER CONFERENCES

Parents are invited, on a scheduled basis, to meet with teachers to discuss their child's school progress. Conferences are held during the teacher's planning time or at a mutually agreeable time. The Parent-Teacher Conference offers the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress. Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Each teacher has a voice mail extension that may be accessed through the main office.

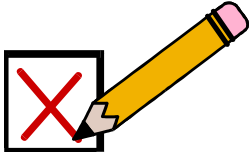


## REPORTING AND GRADING PHILOSOPHY

It is our intent to convey an accurate report of children's progress during their stay at Lora B. Peck Elementary. To this end, a "Student Report Card" is issued to each student at district-scheduled intervals.

Progress Reports are issued on the fourth week halfway through a marking quarter. The purpose is to keep parents informed of their child's overall progress. The report highlights both a child's strengths and areas in need of improvement.

**Parents are required to sign the report card /progress report and return it to the classroom teacher.  
Report Cards will only be given to Parents or Guardians on Report Card day/Parent Involvement Day.**



## **STAAR (State of Texas Assessments of Academic Readiness) & STANFORD/APRENDA**

The STAAR in reading and math is administered to grades 3 - 5 each year. Grade 4 is also assessed in writing and grade 5 is assessed in science. Student scores are reported at the individual level, and then aggregated to the classroom, school, district and state levels. Parents will receive a summary page depicting their child's performance.

Stanford/Aprenda is administered in May and parents will receive a summary page depicting their child's performance.