

2018 - 2019  
**Herod Family Guidebook**



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Houston, Texas 77096  
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[www.houstonisd.org/herodelem](http://www.houstonisd.org/herodelem)  
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# GARY L. HEROD ELEMENTARY VANGUARD MAGNET AND DUAL LANGUAGE SCHOOL

ESTABLISHED: 1965  
MASCOT: The Jets  
SCHOOL COLORS: Orange and Blue  
MOTTO: Soaring to Excellence  
SCHOOL PLEDGE: *"I promise a pledge of pride each day  
To be respectful to others in every way  
I'll remember to be thoughtful in all I do  
A Herod Jet, I am faithful and true"*

## OUR MISSION

*It is our mission to work as a committed community to provide an engaging respectful learning environment where all students are encouraged to reach their full potential socially, emotionally and academically.*

## OUR VISION

*Gary L. Herod Elementary School strives to foster student growth through independence, collaboration, diverse learning opportunities, creativity, and respect with the support and commitment of parents, staff and the community.*

## ABOUT THIS BOOK

The school administration created this handbook to serve as a reference guide for key information about our wonderful school. This booklet is intended to serve as a guide to our school and some of the rules that help it run smoothly. It should be used in conjunction with the Code of Student Conduct and the policies of HISD, the Board of Education and the Texas Education Agency. We hope you find the information beneficial. This handbook is also available online on our school website. Please check our website, Twitter, Facebook, and blogs for any updates or additions.

Principal	Mrs. Michelle Turek	<a href="mailto:mturek@houstonisd.org">mturek@houstonisd.org</a>
Assistant Principal	Mr. Bryan Bancroft	<a href="mailto:bbancrof@houstonisd.org">bbancrof@houstonisd.org</a>
Magnet Coordinator	Mr. Todd Paulus	<a href="mailto:tpaulus@houstonisd.org">tpaulus@houstonisd.org</a>
School Counselor	Mr. Brian Castle	<a href="mailto:bcastle@houstonisd.org">bcastle@houstonisd.org</a>
School Nurse	Mrs. Liz Connelly	<a href="mailto:econnell@houstonisd.org">econnell@houstonisd.org</a>
Special Education Coordinator	Dr. Sally Wickers	<a href="mailto:swickers@houstonisd.org">swickers@houstonisd.org</a>
Registrar/Attendance After School Programs	Ms. Daphne Richard	<a href="mailto:drichar3@houstonisd.org">drichar3@houstonisd.org</a>

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## **Letter From Mrs. Turek**

Herod Families and Students,

Welcome to the 2018-2019 school year! This year we are focusing on your child being a Herod hero. A hero is defined as someone who is admired for their courage, achievements, or noble qualities. These are character traits that all Herod students strive to exhibit and we are excited to embrace the hero in us all.

This school year, your child can look forward to learning about what interests them the most...What are they the most passionate about? Do they love the arts? Do they enjoy reading about sports? What is it that they have always wanted to know more about but just didn't get the time to research during school? All of that is about to change- the Herod heroes are in charge of their own learning! We are incorporating more hands-on, project-based learning in all content areas and look forward to seeing the amazing results!

We look forward to seeing the amazing learning taking place in your child's classroom and watching them grow as students. We are dedicated to providing your child the best educational experience possible and we are excited to see where this hero's journey will take us all this school year!

On behalf of the faculty and staff, I welcome you to what I believe is the absolute best elementary school in the city. I wish you and your family an awesome school year!

Mrs. Turek, Principal

### **What Makes Herod Unique?**

Gary L. Herod is home to a Vanguard Magnet Program as well as the first Dual Language Program in HISD. We also have three self-contained classes for students with autism as well as for students with the need for additional behavior support. Additionally, our self-contained classrooms serving students with autism are model classrooms for the entire district. Through these unique programs, we are able serve our population of diverse learners. As described in our Mission Statement, we are committed to providing each student the opportunity to reach their full potential through our robust curriculum, programs and various learning opportunities.

### **The Story Behind Our Name**

On March 16, 1961, Captain Gary L. Herod of the 182<sup>nd</sup> Fighter Inspector Squadron, Texas Air National Guard had just taken off from Ellington Field. While flying alone in his jet over the City of Houston, he experienced complete engine failure.

At that moment, Captain Herod realized that if he didn't take immediate action, the jet would crash into a heavily populated area. He was faced with an impossible decision: eject himself from the aircraft to save his own life and allow the jet to crash into the homes below or stay with his plane in order to steer it away from crashing into the neighborhood. Captain Herod made the heroic choice to remain with his aircraft. In doing so, he heroically sacrificed his life to save the lives of his fellow Texans. Captain Herod's act of courage saved many lives and was in the finest traditions of the Texas Air National Guard that he so gallantly represented.

## 2018-2019 Herod Calendar

Month	Date	Time	Event
August 2018	27		First Day of School
	27	7:45 – 8:15 am	Boo Hoo Breakfast
September 2018	3		<b>Labor Day (no school)</b>
	10		<b>Fall Holiday (no school)</b>
	14	7:45-8:15 am	Coffee with the Principal
	21	<u>11:30 am</u>	<u>Early Dismissal (no extended day)</u>
	27		Progress Reports Go Home
	28		Fall Picture Day (free dress)
October 2018	12	7:45-8:15 am	Coffee with the Principal
	16	6:00pm	Middle School Options Night
	19	<u>11:30 am</u>	<u>Early Dismissal (no extended day)</u>
	22-26		Book Fair
	29-Nov 2		Red Ribbon Week
	25	6:00-7:30 pm	Literacy Night
November 2018	2		Report Cards Go Home
	2		Fall Picture Day Make-up
	2	7:45-8:15 am	Coffee with the Principal
	3	9:00-12:00 pm	Fall Festival
	6	7 am-7 pm	Election Day- Voting on Campus
	8		Grandparent's Lunch
	9	<u>11:30 am</u>	<u>Early Dismissal (no extended day)</u>
	14		Fun Run
	19-23		<b>Thanksgiving Break (no school)</b>
	27		Progress Reports go Home
December 2018	20		Last Day of First Semester
	20	12:30-2:00 pm	Winter Parties
	21		<b>Teacher Preparation Day (no school)</b>
	24-Jan 4		<b>Winter Break (no school)</b>
January 2019	Dec 24-4		<b>Winter Break (no school)</b>
	7		First day of second semester
	11		Report Cards Go Home
	11	7:45-8:15 am	Coffee with the Principal
	18	<u>11:30 am</u>	<u>Early Dismissal (no extended day)</u>
	21		<b>Martin Luther King Jr. Day (no school)</b>
	31		Class Picture Day (wear uniforms)
February 2019	1	7:45-8:15 am	Coffee with the Principal
	2	6:30-11:00 pm	PTO Auction
	7		Progress Reports Go Home
	15	<u>11:30 am</u>	<u>Early Dismissal (no extended day)</u>
	28	6:00-7:30 pm	International Night

March 2018	7 8 <b>11-15</b> 22 27	6:00-7:30 pm	Spring Picture Day Make-up (in uniform) Field Day (weather permitting) <b>Spring break (no school)</b> Report Card Day Scholar Expo
April 2018	1-5 12 19 23 26	7:45-8:15 am  8:30-1:00 pm	Autism Awareness Week Coffee with the Principal <b>Spring Holiday (no school)</b> Progress Reports Go Home Sensory Party
May 2018	10 13-17 <b>27</b> 30 31 31 31 31	7:45am  8:30am  12:30-2:00 pm	VIPS Breakfast Teacher Appreciation Week <b>Memorial Day (no school)</b> Field Day (Rain Out Date) 5 <sup>th</sup> Grade Promotion Ceremony Last Day for Students Final Report Cards Go Home Class Parties

➔ Occasionally, a date may change. For the most updated information, visit our website:  
[www.houstonisd.org/herodelem](http://www.houstonisd.org/herodelem)

## Bell Schedule

7:00 a.m.	Campus Opens and students are supervised ( <i>No students are allowed on campus before 7:00am</i> )
7:25 a.m.	Students Line Up
7:30 a.m.	Instruction Begins/Tardy Bell – Students are Marked Tardy
7:35 a.m.	Morning Announcements
9:00 a.m.	Official Daily Attendance
2:50 p.m.	Dismissal

\*Note: Please check the calendar for Early Dismissal dates. On Early Dismissal days, dismissal is at 12:20 p.m.  
Lunch will be served on a modified schedule.



## Staff Roster

Grade	Teacher	Email	Room #
Pre-Kindergarten	Emily Flanagan	EFlanaga@houstonisd.org	197
	Sandra Hypolite	SHypolit@houstonisd.org	196
	Rebecca Rosenfield	RRosenfi@houstonisd.org	198
Kindergarten	Khiabett Alvarez	Khiabett.Alvarez@houstonisd.org	171
	Claudia Atondo	CAtondo@houstonisd.org	195
	Marcela Melancon	MMelanco@houstonisd.org	193
	Zuzanna Pater	Zuzanna.Pater@houstonisd.org	172
	Audrey St. Germain	AStGerma@houstonisd.org	194
First Grade	Karen Beal	KBeal1@houstonisd.org	190
	Lisa Burnside	LBurnsid@houstonisd.org	187
	Amy Gordon	AGordon6@houstonisd.org	189
	Maria Manzanares	MManzan2@houstonisd.org	188
	Jeanette Roetzel	JRoetzel@houstonisd.org	186
Second Grade	Michal Lutfak	MLutfak@houstonisd.org	202
	Madeleine Moses	MMoses3@houstonisd.org	212
	Heather Raphael	Heather.Raphael@houstonisd.org	203
	Juan Pablo Restrepo	Juan.Restrepo@houstonisd.org	214
	Brett Waller	Brett.Waller@houstonisd.org	205
Third Grade	Yanira Hernandez	YHernan7@houstonisd.org	213
	Pamela Hinsey	PHinsey@houstonisd.org	204
	Phantaja Hoskins	Phantaja.Hoskins@houstonisd.org	206
	Meghan Logue	MLogue@houstonisd.org	207
	Brianna Wheelock	BWheeloc@houstonisd.org	208
Fourth Grade	Rifat Izfar	Rifat.Izfar@houstonisd.org	233
	Jennifer Lyle	JLyle1@houstonisd.org	183
	Jorge Ramos	JRamos16@houstonisd.org	231
	Tamika Richardson	TRicha12@houstonisd.org	234
	Karen Schwartz	Karen.Schwartz@houstonisd.org	232
Fifth Grade	Barbara Baltazar	BBaltaza@houstonisd.org	230
	Ryan Bytheway	Ryan.Bytheway@houstonisd.org	229
	Arcelia Diaz	ADiaz4@houstonisd.org	235
	Gabriella Dwyer	Gabriella.Dwyer@houstonisd.org	226
	Nykeba Jones	NJones8@houstonisd.org	181
Special Education	Milly Chacko	MChako@houstonisd.org	218
	Morgan Greco	MGreco@houstonisd.org	228
	Krystal Norman	KNorman2@houstonisd.org	177

# Herod Nuts And Bolts: Policies and Procedures That Hold Our School Together

## Morning Drop-Off

Students should not arrive before 7:00 am. Between 7:00 am and 7:25 am, parents may drop off children in the circle drive where staff are on hand to lead children from their cars. If you wish to walk your child onto the school grounds, you must legally park your car and walk your child in to the building. A few things to remember regarding morning drop off:

- There is absolutely no parking allowed in the circle drive during drop-off.
- Students who arrive on campus prior to the first bell at 7:25 am should report to following designated areas:
  - Pre-K and Kindergarten students report to the library.
  - 1<sup>st</sup> and 2<sup>nd</sup> grade students report to the MPR (students will line up by homeroom teacher).
  - 3<sup>rd</sup> grade students will line up by teacher in their grade level pod.
  - 4<sup>th</sup> and 5<sup>th</sup> grade students report to the MPR (students will sit at their homeroom teachers table).

## Afternoon Pick-Up

### Parent Walk-Ups and Walkers

Students walking home will be dismissed from their grade level dismissal areas.

- 3<sup>rd</sup> – 5<sup>th</sup> grade walkers will be dismissed from the blacktop gate (at Gail Reeves Park).
- Parents are not allowed to sit and wait on the front porch for their child. Please use the patio in front of the library to wait as all porch space is utilized for dismissal.
- Siblings in 3<sup>rd</sup> – 5<sup>th</sup> grade will meet their younger sibling at the front of the school in the PK – 2<sup>nd</sup> grade dismissal area.

### Bus Riders

- HISD bus riders will dismiss from the library.
- Daycare bus riders will dismiss from the cafeteria.
- Any change in bus transportation must be communicated to Mrs. Ramirez **before noon**. You can email her at [FRamire1@houstonisd.org](mailto:FRamire1@houstonisd.org) or leave a message at the front desk if she is unavailable. Otherwise, the student will be put on the bus.

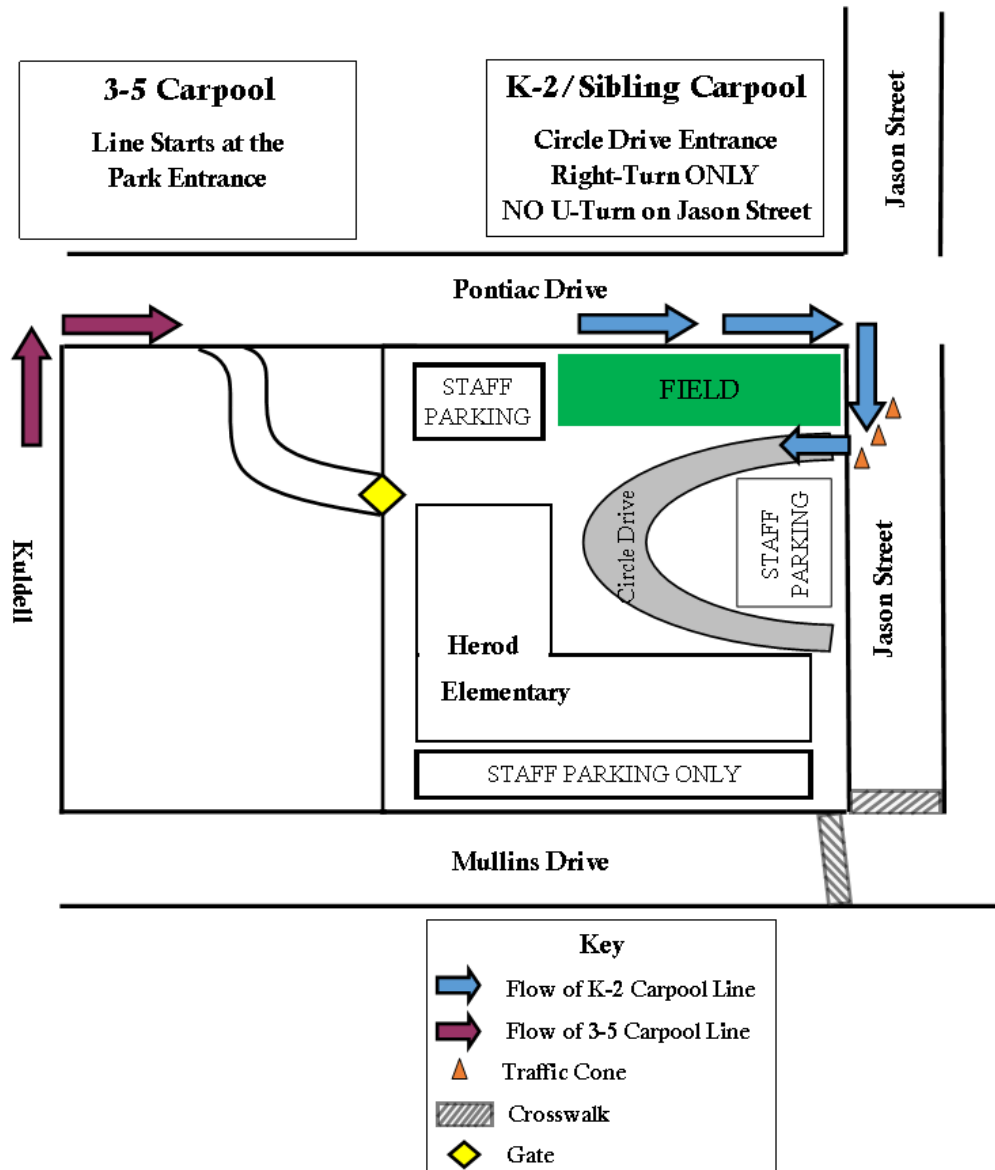
## Entering and Exiting Carpool Line

All parents will receive a car tag for afternoon pick-up. All drivers in the carpool line must have their car tag displayed. Please contact the Front Desk if you need an extra or replacement Car Tag.

- The pick-up line forms a single lane heading north on Pontiac Drive (from Kuldell) and turning east onto Jason Street (see the Parking Map).
- Follow the directions of the staff to move your car as far forward in line as possible before your child enters/exits the car.
- All vehicles entering the circle drive will enter from the eastbound direction on Jason Street, making a right-turn into the entrance of the circle drive.
- Upon exit of the circle drive, vehicles will continue to make either right or left turns onto Jason Street.

- Please be cautious when driving forward or placing your car in reverse while in the circle drive.
- Remain in your car at all times, including when your child is entering the vehicle. Our faculty and staff are available to assist with students entering the car. Do NOT get out of your car.
- Do not park your car for any amount of time (whether you remain in the car or not) on Pontiac Dr. or Jason Street while the carpool line is in progress.

## Circle Drive Traffic Map



## Carpool Safety Rules

- Have your child use ONLY the curb-side doors of your car.
- Refrain from using your cell phone while in the pick-up line.
- Please commit to using the sidewalk along the circle drive (adjacent to the fence line) in order to avoid crossing at the circle drive entrance and exit.

Important Note: If a student is signed up to participated in Extended Day or Enrichment, parents that did not make prior arrangements must report to the front desk to check out their child.

## Rainy Day Dismissal

If severe weather conditions, such as lightning or heavy rain, between 2:35-2:45pm, we will proceed with the Rainy Day Dismissal Plan. Parents will be notified via email and text message through our automated communication system, School Messenger. Please text **"YES" to 68453 to sign up for HISD text messaging as this is we will notify parents of Rainy Day Dismissal and other urgent messages.**

- Starting at 2:35, parents who walk up to the campus will be allowed to pick up their children directly from the classroom.
- At 2:45pm, walk-up parents will no longer be allowed to pick up students from the classroom and all students will begin moving to their designated locations (see below).
- At 2:50pm, students will be called to the carpool line. Parents may also walk up and pick up their student(s) from the designated locations.

Grade	Rainy Day Dismissal Location
Kindergarten and Pre-K	Library
1 <sup>st</sup> Grade	Under the canopy at the main entrance
2 <sup>nd</sup> Grade	Front foyer
3 <sup>rd</sup> Grade	Front foyer
4 <sup>th</sup> and 5 <sup>th</sup> Grade	Library

## Dismissal for Inclement Weather and Other Emergencies

If there is a need for an emergency dismissal, daycare students and bus students will be released to drivers. Children will be signed out in the office by the driver or parent(s). Every attempt will be made to reach parents to pick-up their children. It is important that parents notify the school and update enrollment cards with their correct home and office telephone numbers if anything changes during the year. Remember, please text **"YES" to 68453 to sign up for HISD text messaging.**

## **Dismissal Safety Guidelines**

### **RULES FOR PARENT WALK-UPS and WALKERS**

Please wait in the designated area on the library patio

Avoid chatting with teachers so they can focus on monitoring students at dismissal.

Students should walk at all times using the sidewalk.

Cross streets with the crossing guard.

Do not talk to strangers - do not accept rides with strangers.

Always follow a planned, direct route to your destination.

### **RULES FOR BIKE RIDERS**

All bicycles riders must wear protective head gear.

Walk your bike across major intersections with the crossing guard.

Bicycles must be walked on campus.

Bicycles must be parked and locked each day in a bike rack.

Only one person may ride a bicycle.

Always follow a planned, direct route to your destination.

### **RULES FOR DRIVERS**

Please be patient and observant—young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.

Do not use your cell phone while driving in and around Herod Elementary.

Only allow your child to exit or enter on the curb-side of the vehicle.

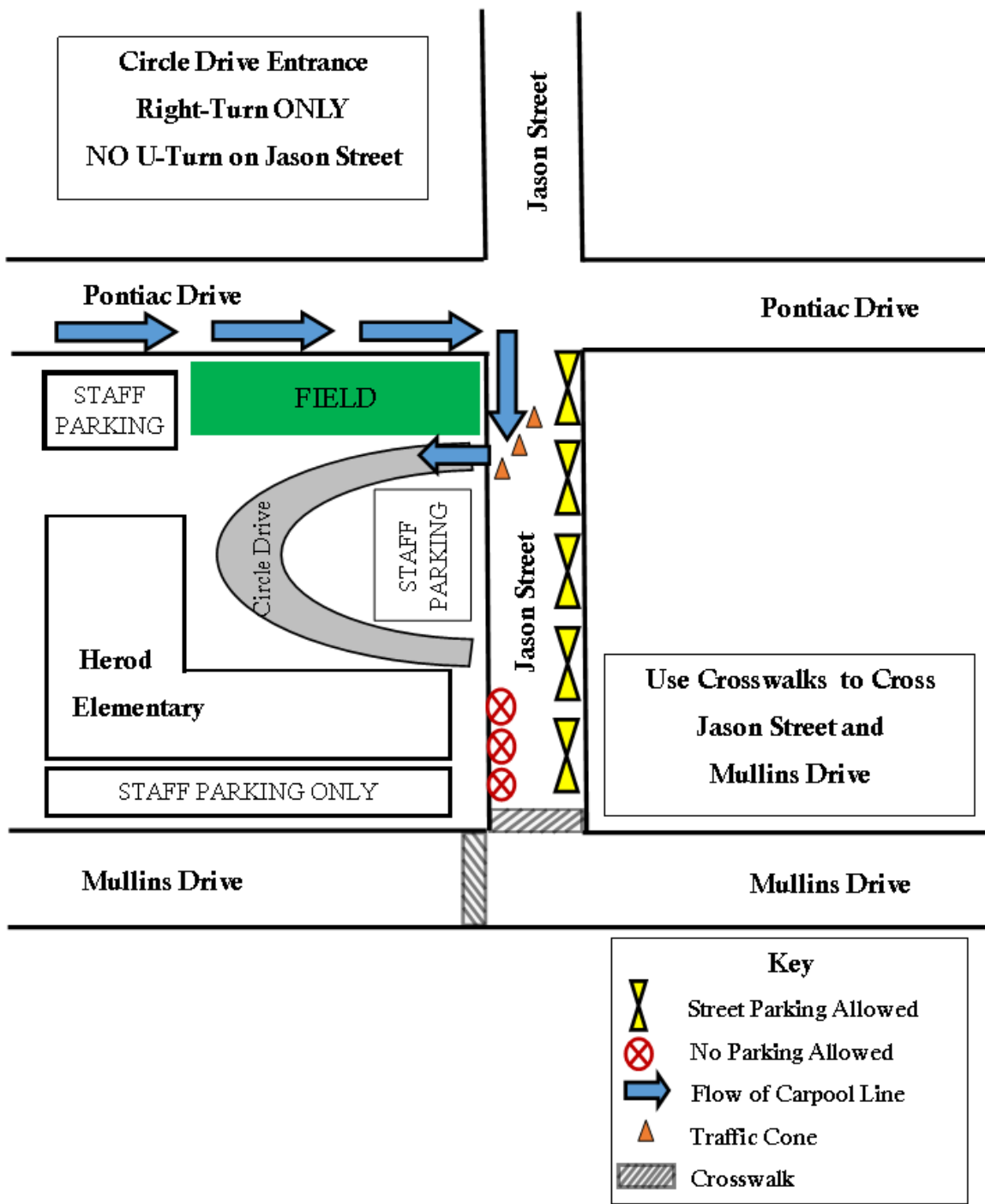
Observe speed limit signs.

Only one person is in charge of our major intersections -- our crossing guards. Please pay close attention to the directions they give you when approaching our intersections.

## **Parking**

We have very limited parent/visitor parking at Herod. The three parking lots on school grounds are designated for faculty and staff only. Street parking is available on Jason St. Please pay close attention to the parking zone signage throughout the neighborhood. When parking, please be respectful of our neighbors. Do not block driveways, park in front of garbage cans on collection day, park too close to crosswalks or otherwise inconvenience residents. There is no parking in the fire lane inside the circle drive.

Parking Map



## **Lost and Found**

The Lost and Found is located inside the cafeteria against the windows. Help us return lost items by labeling everything with your child's first and last name. Do not send students to school with toys, electronics, or other valuable items that may be lost. At the end of each semester, unclaimed items are donated to charity.

## **Field Trips**

We believe that field trips play an important role learning and want all students to participate every time. The cost of a field trip should never prevent a student from attending a school-sponsored event. If assistance is needed, please contact your child's homeroom teacher or the school counselor, Mr. Castle at [bcastle@houstonisd.org](mailto:bcastle@houstonisd.org).

Field trips will be arranged by the grade level or student group as an extension of the school's curriculum and instruction. Permission forms will be sent home in the Herod Folder a few weeks before a scheduled field trip. An original, written permission slip must be on file—phone/email permission will not be accepted. No students will be permitted to go on a trip without written permission on the appropriate form

Students are required to wear their grade level "field trip t-shirt" on field trip days. Parent chaperones are often needed for field trips. If you would like to serve as a chaperone, contact your child's teacher. Please note that in order to chaperone you must be pre-approved under the HISD Volunteers in Public Schools (VIPS) program. This process takes several weeks, so please see the front office as soon as possible to get the registration process started.

## **School Supplies**

Supplies ordered through the PTO will be delivered to your child's classroom before the start of school. A copy of supply lists is available in the front office and on the PTO website at [www.herodpto.org](http://www.herodpto.org). Students bringing in supplies should give them to their homeroom teacher during the first week of school.

# **Breakfast, Lunch, And Snacks**

## **Breakfast**

Breakfast is served to all students between 7:30 a.m. and 7:45 a.m. in their classroom and is free of charge to all students. Breakfast and lunch menus are published monthly and sent home via the Tuesday folder and can be accessed through the HISD website. HISD Cafeteria Guidelines must be followed (listed below).

## **Lunch**

To purchase a school lunch, a student may pay with cash daily or parents can pre-pay in the cafeteria during lunch hours or before school, or pay with a credit card online at [www.parentonline.net](http://www.parentonline.net). The HISD lunch menu is distributed monthly in the Tuesday Folder and is on the HISD website here: <http://www.houstonisd.org/Page/68611>.

### **Lunch Times**

GL/Class	Lunch Time
Pre-Kindergarten	10:10-10:40
Kindergarten	10:30-11:00
1 <sup>st</sup> Grade	10:45-11:15
2 <sup>nd</sup> Grade	12:40-1:10
3 <sup>rd</sup> Grade	12:15-12:45
4 <sup>th</sup> Grade	11:35-12:05
5 <sup>th</sup> Grade (Dwyer, Diaz, Jones)	11:10-11:40
5 <sup>th</sup> Grade (Baltazar)	12:10-12:40
5 <sup>th</sup> Grade (Bytheway)	11:40-12:10

### **Early Dismissal Lunch Schedule**

GL/Class	Lunch Time
Pre-Kindergarten	9:45-10:15
Kindergarten	9:55-10:25
1 <sup>st</sup> Grade	10:20-10:50
2 <sup>nd</sup> Grade	10:35-11:05
3 <sup>rd</sup> Grade	10:45-11:15
4 <sup>th</sup> Grade	11:25-11:55
5 <sup>th</sup> Grade	11:45-12:15

Lunchroom volunteers are on duty to assist students, but it is best if students are able to independently open all the items in their packed lunches. Microwaves are not available for student use. Additionally, students are not allowed to bring soft drinks/soda or items packaged in glass containers. If you are interested in volunteering in our lunchroom, please email Mr. Paulus at [tpaulus@houstonisd.org](mailto:tpaulus@houstonisd.org).

### **Visiting During Lunch**

Parents are always welcome to visit their child during his/her lunch period. When visiting for lunch, all parents must sign in at the Front Office and receive a visitor's badge. For safety and privacy reasons, we ask that adults eating lunch with their children adhere to the following guidelines:

Use the designated seating only.

Parents may only eat with their child(ren). No other students may be pulled from other tables.

Parents must adhere to the scheduled lunch times and exit the building after the lunch period has concluded. Walking your child back to class is not permitted.

Photography and student use of electronics are prohibited.

### **Dropping Off Lunch**

Parents are able to drop off lunch for students using the Lunch Cart outside of room 110 near the front desk. Parents will take a tag and complete information (Child's name, grade, and teacher) and leave it on the Lunch Cart. The cart will be brought to the cafeteria every half hour beginning at 10:10. Students without a lunch will check the delivered lunches table upon entering the cafeteria. The front desk will not call the teacher or interrupt instructional time to announce a lunch has been delivered.



## **Snacks**

Depending on the time of the class's lunch period, your child's teacher may ask that you pack a light snack for your child to be eaten mid-morning or mid-afternoon. Your child's teacher will let you know about snacks at the beginning of the school year.

## **HISD Cafeteria Guidelines**

Food cannot be shared (siblings may not eat off each other's plates).

Outside food can only be brought for *your* child.

Food may not be taken out of the cafeteria.

Under no circumstances are parents and/or guardians allowed to eat off a child's plate.

## **Attendance Policy**

Students are expected to arrive on time and attend school every day. Parents are responsible for ensuring consistent attendance in school and modeling the importance of punctuality. Excessive absences and/or chronic tardies can impact your child's academic progress. Please request a conference with our school counselor for support in establishing morning routines with your child or to address other attendance issues. We are here to help get your kids to school.

## **Excused Absences**

Acceptable excuses for absences are listed below and require a parent and/or doctor's note.

Personal Illness

Dental or doctor appointments or health services provided to Medicaid-eligible students

Death in the family (immediate family only) – Must provide documentation

Quarantine (as determined by a medical official)

Weather or road conditions making travel dangerous (as determined by city officials)

Emergencies or unusual circumstances recognized by the principal or person designated

Observance of religious holy days (must provide documentation)

Suspensions (no parent note required)

The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. A written excuse must be received by the school within three days after the absence. All absences are unexcused until an acceptable excuse note has been submitted to the office. Excuse notes may be written, or emailed to Daphne Richard, the Herod Registrar, at [drichar3@houstonisd.org](mailto:drichar3@houstonisd.org).

## **Returning to School after an Illness**

Students with fever, vomiting or rashes are not allowed to come to school until they are well or a doctor's permit states they are no longer infectious. Students must be fever free for a full 24 hours (without medication) in order to return to school. Lice are considered communicable and all students must be completely lice-free before the student returns to school.

## **Returning to School after a Medical Appointment**

If your child comes to school after a medical or dental appointment that caused them to miss the 9:00 a.m. ADA attendance time, bring a "Return to School" slip from the medical professional, and leave it at the front desk. Upon receipt of the documentation, the office will update the attendance record for the day.

## **Unexcused Absences**

A student is considered to have an unexcused absence if the parent/guardian does not present a written excuse within three days for one of the reasons stated above or is away from school participating in an activity *not approved* by the district as excusable. As a school, we will work to notify parents/guardians of all unexcused absences immediately so that they may be resolved.

For more information on the impact missing school has, visit HISD's "Attendance Matters" webpage at: <http://www.houstonisd.org/attendance>.

## **Tardiness**

We begin learning each morning as soon as the bell rings at 7:30 a.m. Building routines that encourage organization and self-starting are an important part of the work your child does at school. Arriving on time allows that to happen. Your child should be in their seat when the tardy bell rings at 7:30 a.m., after that, students will be marked tardy. When children are late for school, they are missing valuable instruction and preparation time. School officials understand that occasionally traffic and inclement weather may cause a student to be late. Having more than 5 tardies in a nine-week cycle will impact the "Perfect Attendance Award" eligibility. Consistent tardiness can also impact Vanguard and Dual Language transfers for the following school year. As a school, we commit to meeting with families and coming up with a plan if tardiness becomes *habitual*.

## **Release of Students Before Regular Dismissal**

If a student needs to leave school during the day, certain procedures must be followed.

Students may only be dismissed from school during regular hours to the parent(s)/contact(s) listed on the enrollment card OR someone with a written authorization from the parent. When picking up a student early, please check in at the front desk to sign the student out. Parents are encouraged to send the classroom teacher a note or email the day before if the student is to leave before the regular time.

Early release of students is allowed only for a reason such as a medical appointment. Early release of students for non-emergency or medical reasons is highly discouraged. After 2:20 p.m., students will not be released early.

## **Student Behavior**

At Herod, our goal is to partner with parents and guardians in teaching students to make good behavior choices, show self-discipline, and accept responsibility for their actions. Parents and school staff will work together to teach and reinforce appropriate, positive, and productive behaviors in our students. We believe that all students have the ability to meet our behavior expectations. We understand that kids make mistakes, and are here to help them learn to do better next time.

## **HISD Student Code of Conduct**

The Code of Student Conduct outlines HISD District policy regarding expectations for student behavior and the consequences for misbehavior. Students are expected to adhere to the Code of Student Conduct at all times when participating in school activities, both during and after regular school hours. It is the parent's responsibility to review the Code of Student Conduct with his/her child. The Code of Student Conduct can be found at:

<http://www.houstonisd.org/codeofconduct>. Paper copies are available at the front desk or by request to your child's homeroom teacher. A Code of Conduct Acknowledgement form will be sent home in the first day packet.

When a student behaves inappropriately at Herod, they will receive a warning reminding them of the appropriate behavior and of possible next steps if the behavior continues. Next steps look different at each grade level depending on the child's age and maturity. Teacher level consequences can include a call home, writing an apology note, creating a plan to prevent future incidents, or loss of class privileges. At Herod, teachers make every effort to handle behavior issues at the classroom level; however, severe incidents can result in an Office Referral and will be addressed at the administrative level.

## **Herod Elementary School Guidelines for Success**

Each and every day we expect everyone at Herod to follow these guidelines for success:

**Have a Positive Attitude**

**Expect Success**

**Respectful, Responsible, and Ready to Learn**

**Open-minded**

**Do Your Best**

## **CHAMPS- Defining Success at Herod Elementary**

At Herod we have high academic and behavioral expectations. We strive to provide a learning environment that allows your child to develop the knowledge, skills, and character that will allow them to succeed now and in the future. Working together, we can make sure every Herod student excels.

Herod has adopted the CHAMPS model to set clear, concise expectations for our students. The overall goal of the CHAMPS classroom management system is to develop an instructional structure in which students are responsible, motivated, and highly engaged in the specific task at hand. CHAMPS is the acronym for Conversation, Help, Activity, Movement, Participation, and Success. CHAMPS is a defined set of classroom management strategies that are designed to provide our students with a clear outline of expectations for each instructional minute. CHAMPS also provides clear expectations with non-instructional time including lunch, recess, and hallways. Our goal is to teach students directly how to be successful in specific class and school-wide situations. We use the CHAMPS questions to plan, teach, and reinforce a productive learning environment.

Conversation	Can students talk to each other?
Help	How do students get their questions answered? How do they get your attention?
Activity	What is the task or objective? What is the end product?
Movement	Can students move about?
Participation	What does the expected student behavior look and sound like? How do students show they are fully participating?
Success	If students follow CHAMPS expectations, they will be

For more information regarding CHAMPS, please visit

[http://www.safeandcivilschools.com/services/classroom\\_management.php](http://www.safeandcivilschools.com/services/classroom_management.php)

## Technology at School

Students may bring cell phones to school as long as they are stored in their backpack and turned off. The device must not be worn on the student's body. Smartwatches are not allowed. Cell phones may only be used before or after school and outside of the school building with permission from a staff member. This policy applies to students before and after school as well as students participating in Extended Day or Enrichment.

Students in violation of this policy may have their phone taken to be held by the school's Administrative Assistant, Jackie Vanegas. For the first violation, the parent may pick up the phone at the end of the day. For subsequent violations, parents will be required to reclaim the phone from school administration with payment of a \$15.00 fee according to HISD Board Policy. The school assumes no responsibility for the loss of cell phones or other valuables.

### eReaders and Electronic Devices

eReaders such as a Kindle, are allowed, but students bring them at their own risk. Additionally, these devices may only be used for reading. Any device that distracts from the learning environment will be confiscated, turned in to the office and can be picked up by the parent. Devices with cameras or video recorders are prohibited, unless specific permission has been granted by school administration for use on a school project. In general, it is recommended that students leave their technology, such as Bluetooth watches, iPads, tablets, laptops, and cameras at home.

## Visiting & Volunteering at Herod

There are so many ways to get involved at Herod! We will notify you of opportunities in the newsletter, on our website. We use Sign Up Genius to gather volunteers and donations for both school-wide and classroom events, you can create an account at [www.signupgenius.com](http://www.signupgenius.com). Whatever your time constraints, whatever your particular talents, we know you have something to offer! Remember, even if you only have a little time every once in a while, your time is important and appreciated. We are always looking for volunteers, please contact Mr. Castle, [bcastle@houstonisd.org](mailto:bcastle@houstonisd.org), or check out our website to learn about current opportunities to help.

Updated June 2018

## **Front Desk Check-In Procedures**

All visitors to the school are required to enter through the door at the circle drive and report to the Front Office for a visitor's badge. This requirement applies even to parents who are on school grounds during the school day to attend a meeting, to volunteer, or to visit their child in the cafeteria at lunch. To obtain your visitor's badge, you must bring formal identification (driver's license, state issued ID or passport) to the Reception Office. Any visitor in the building without a badge will be asked to return to the Front Office and may be asked to speak with an administrator.

## **Jet Pass**

In effort to facilitate your experience on campus while preserving the safety of the school community, we have developed a way to expedite the sign-in process for parents. Parents may purchase a Jet Pass, which will enable parents to enter the building without having to wait for a temporary visitor's badge. The cost of the badge is \$5.00 and, the pass is valid for one adult only. Jet Pass applications will be sent home in the first weeks of school and will be available at the Front Desk and on our website.

## **Additional Security Measures**

All entrances to the building will remain locked during the school day. Access to the building during the school day is through the main entrance at the circle drive entrance off of Jason Street. To enter the building, push the buzzer to the right of the door and the receptionist will open the door remotely. Parents and students are to enter and exit only through the main entrance. Please do not ask students to let you in the building as we are trying to teach them to act in a safe manner. Security cameras are located inside and outside the school building, both to serve as a deterrent and to allow the Front Office to monitor and review video footage captured by these cameras. Per district policy, we ask that parents stay in the lobby during arrivals and dismissal.

## **Volunteers In Public Schools (VIPS) Membership**

To volunteer at Herod, you must be registered through the HISD Volunteers in Public Schools (VIPS) program, which runs an annual criminal background check. Because of this, parents must register online every year. Here's how:

Visit the VIPS website at <http://www.houstonisd.org/Page/126421> to register for the first time or renew your VIPS status.

Bring proof of identification into the main office at Herod.

Rosa Pallares, our VIPS coordinator will contact you when you are approved. NOTE:

Processing can take up to six weeks to complete.

Each year you must update ALL information in the VIPS system and re-submit a copy of your identification.

## **Herod Parent Teacher Organization**

### **Membership Information**

The PTO at Herod has a level of membership that's right for you. Check out their website at [www.herodpto.org](http://www.herodpto.org) to see how to sign up and see available volunteer opportunities. The PTO also operates a school store which sells school spirit items, school supplies, and other fun items. School store hours will be posted on the store door near the front desk and online at the PTO website.

## **Classroom Observations**

Parents wishing to observe their child in the classroom must secure permission from the principal at least 48 hours in advance. To avoid distraction or disruption of the learning environment, observations will be limited to a maximum of 20 minutes and will be accompanied by an administrator.

## **Health At School**

### **What If My Child Is Sick?**

Our school clinic is staffed by a fulltime school nurse who is able to administer first aid in cases of emergency. If your child becomes ill or is involved in an accident, the school will contact the parent/guardian, relative, or emergency contact immediately. Students cannot attend school with a fever or while contagious and must be fever-free for 24 hours, without medication, before returning to school. If your child had lice, he/she must be examined by the school nurse before returning to class.

### **Immunizations**

Children must be current on all immunizations and have proof of all vaccinations to be enrolled in Houston ISD. A complete list of required immunizations can be found here: <http://www.houstonisd.org/Page/122193>.

### **Medication**

If a student needs to take medication during school hours, parents must bring the medication along with an HISD-issued medication consent form completed by the student's doctor. This form is available in the nurse's office. All medications must be in a prescription bottle, with a prescription label in the student's name. Medications given at school may only be maintained by the school nurse and only for the treatment of long-term or chronic conditions. Short-term medications and over-the-counter medications will not be dispensed by the school nurse. Students may never be in possession of any prescription or over-the-counter medications.

## **Herod Communications**

### **How Do I Find out What is Happening and When?**

The school's primary way of communicating with parents is through a weekly newsletter. A paper copy is sent home each week in the Tuesday Folder and is also emailed out through our automated communication system, School Messenger. The email address for contact one on the enrollment card will be used to send weekly newsletters.

### **Tuesday Folders**

Every Tuesday classroom teachers and the office staff will send home a majority of all written communications along with student work which includes conduct, graded assignments and/or tests in the Tuesday Communication Folder. Parents are asked to review the information in the folder and return it to school the following day.

## **School Messenger**

We highly recommend that all parents take advantage of HISD's automated communication system in order to be notified about meetings, events, and other school and district news. Visit [www.HoustonISD.org/SchoolMessenger](http://www.HoustonISD.org/SchoolMessenger) to select how you want to be communicated with and keep your contact information updated. This system is helpful when we need communicate urgent information (for example, severe weather) or a last-minute change in plans (for example, a change to the Rainy Day Dismissal procedure), be sure to sign up!

## **Troubleshooting Automated Communication**

Parents not receiving communication via email, phone, or text, should take the following troubleshooting steps:

Log on to Parent Student Connect and verify all contact information is correct

**Text "YES" to 68453 to make sure you're opted-in for HISD text messaging**

Check to make sure the school phone number, 713-778-3315, and district office phone number, 713-556-8800, aren't blocked on your cell phone.

Come up to the school and meet with one of our front office staff to help you in person:

## **The Marquee**

Important reminders are posted on the school's digital marquee which is located on Jason Street. Birthday announcement spots are sold via the PTO.

## **Shared Decision Making Committee**

The Shared Decision Making Committee (SDMC) is an advisory group composed of classroom teachers (4), professional staff members (2), non-professional staff member (1), parents (2), community members (2), a business partner (1), and the principal. School based members are selected by vote. Parents, community members and the business partner are selected by the principal, however, meetings are open to all parents and community members.

The SDMC provides input and suggestions on a wide variety of issues affecting the school during monthly meetings. Please contact the school Administrative Assistant, Mrs. Vanegas, at [jvanegas@houstonisd.org](mailto:jvanegas@houstonisd.org) if you are interested in learning more about how to get involved in SDMC or to add an item to the agenda.

## **How Should I Communicate With My Child's Teacher and Other Staff?**

It is important for Herod families to know that the staff welcomes hearing your thoughts.

Please contact us when you have questions or concerns. Don't wait for a small miscommunication or issue become a large one. We like to think of Herod as a family and engaging with each other defines who we are and communicating openly is essential to a positive school-home partnership. We commit to returning all phone calls, emails, and requests for conferences within 48 hours (2 business days).

If you would like to talk to your child's teacher:

Write or email your teacher to schedule a face-to-face or phone meeting. You can email the teacher directly, call the school to leave a message, or leave a note with the Front Desk to deliver to the teacher's box. It's important to begin the conversation.

Make an appointment with your child's teacher and wait for teacher confirmation. Conference

times are by grade level. Please don't approach the teacher in the classroom or try to get his or her attention before or after school—this interferes with his or her primary responsibility toward all the children.

Whatever the purpose of your meeting, feel free to tell the teacher your concerns. For example, if your child doesn't seem to get along with other students or if they are bored with school work, the teacher is the best place to begin the conversation.

## **Herod Community and Culture**

### **Dress Code**

We believe that a consistent dress code policy will help minimize distractions to learning and promote a positive school culture. All clothing must be solid colored, properly fitted, and without ornamentation (including words, pictures, logos, etc.) other than the official Herod logo.

Guidelines for Tops (including sweatshirts, hoodies, sweaters, and cardigans):

Must be solid colored red, white, or navy blue

Must have short or long sleeves (no tank tops)

Tops may have the Herod logo or be plain

Guidelines for Bottoms:

Bottoms must be navy, khaki or denim

Pants and shorts must not be too tight or too loose

For girls:

Skirts, jumpers, shorts, and skorts must be knee-length

Leggings can only be worn under a skirt

### **Special Circumstances and Events:**

Fridays are Spirit Shirt days when students may choose to wear approved Herod club or organizational shirts.

The first Friday of every month will be College Shirt Day where students can wear their college t-shirts.

On field trips students must wear their Field Trip shirts unless otherwise specified.

On Free Dress Days, students are to maintain dress code standards except they:

May wear any color

May have ornamentation which is not disruptive or offensive.

Students who attend school out of dress code will receive a clean Herod shirt to wear for the day and their parents will be notified. If you are in need of uniform clothes donations, see the school counselor, Mr. Castle. Herod administration reserves the right to determine if a student's dress is a disruption to the learning environment.

### **Student Recognition**

Herod is happy to celebrate the success of our students in a variety of areas including academic performance, respectful conduct, improvement, and outstanding performance in



school programs. Here are some ways that we recognize students at Herod:

- Principal's Honor Roll (all A's in a grading period)
- A/B Honor Roll (all A's and 1 or 2 B's in a grade period)
- Perfect Attendance (no excused or unexcused absences including 5 or fewer tardies in a grading period)
- "Everyday Hero" Breakfast celebrating students nominated by a staff member for demonstrating the quarterly hero character trait
- Monthly Accelerated Reader Prize Drawings

### **Birthday Celebrations**

If you would like to distribute treats on your child's birthday, always check with your child's teacher first for a list of acceptable foods and any food allergies that children in the class may have. HISD Board Policy states that parents are allowed to bring pre-packaged individual snacks to celebrate their child's birthday to be distributed during recess or at the end of the day by the student under the supervision of the classroom teacher. Parents are not allowed to attend birthday celebrations during the school day.

Invitations to your child's birthday party should not be distributed at school unless the entire class is invited. In this case, invitations can be given to your child's teacher to pass out via the Tuesday Folder.

## **Academics at Herod**

In addition to being a traditional neighborhood school offering Special Education and English as a Second Language (ESL) services, Herod is a Vanguard Magnet School and a Two-Way Bilingual (Dual Language) School. We also serve students with Autism in two self-contained classes.

Parents interested in learning more about qualifying for additional academic services or entry into one of Herod's specialized programs should contact the Magnet/Dual Language Coordinator, Mr. Paulus at [tpaulus@houstonisd.org](mailto:tpaulus@houstonisd.org).

### **Grades and Conduct**

The main purpose of grades is to inform the student and parent about progress toward meeting grade level standards. Teachers will assess student learning in a variety of ways throughout the day and over the course of a grading cycle. Classroom work, projects, quizzes, tests, learning checks, teacher observation, and participation will all factor into a student's overall average. Certain assignments will count more toward a student's overall average. For example, projects completed over a period of a time or a test of skills taught over a few weeks will be weighted more heavily than a single daily assignment in the gradebook. We are committed to working with parents and students to support each child in reaching his/her potential at Herod, and student mastery is our number one academic goal. Gradebooks will be updated by teachers on a weekly basis and can be accessed online by parents and students at [www.houstonisd.org/PSC](http://www.houstonisd.org/PSC).

**Criteria for academic subjects:**

A = 90-100 Excellent work quality; subject mastery  
 B = 80-89 Good work quality; consistent effort  
 C = 75-79 Satisfactory work; average achievement  
 D = 70-74 Work quality below expectations  
 F = 0-69 Failing subject mastery

**Criteria for citizenship/conduct:**

E = Excellent behavior; total self-discipline  
 S = Satisfactory behavior; cooperates readily  
 P = Poor quality behavior; below average  
 U = Unsatisfactory quality of behavior

Each student will have a conduct sheet that will go home in the Tuesday folder each week. Teachers will use the formula below to determine the overall conduct grade for each 9 week cycle. If your child has more than one content teacher, the teachers will collaborate to determine the overall conduct grade for the grading cycle.

Formula, per 9 weeks, for conduct grades: 100 minus # of comments = Conduct grade on report card  
 95-100 = E, 85-94 = S, 75-84 = P, 74 and below = U  
 i.e., student had 16 comments in the nine-week period, 100-16=84 so P would be on the report card.  
 P's and U's require parent conferences.

**Report Cards and Progress Reports**

Half-way through the grading period, a progress report with grades from all classes will be sent home with your child. If you do not receive a report card, talk to your child, and if you cannot find it, you can log into ParentStudentConnect to print out the latest copy. We ask that parents/guardians sign and return progress reports to their homeroom teacher.

Progress Reports Go Home		Report Cards Go Home	
Cycle 1	September 27, 2018	Cycle 1	November 2, 2018
Cycle 2	November 27, 2018	Cycle 2	January 11, 2019
Cycle 3	February 7, 2019	Cycle 3	March 22, 2019
Cycle 4	April 23, 2019	Cycle 4	May 31, 2019

**Accessing Grades Online Using Parent Student Connect**

HISD utilizes an online system, Parent Student Connect (PSC) that allows registered parents and students access to information about class assignments, grades, and attendance records. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class. Note that PSC is commonly referred to as "Gradespeed" which is the name of the gradebook program. To get started, visit [www.houstonisd.org/PSC](http://www.houstonisd.org/PSC).

Parents will need the following information to complete registration:

Student date of birth

Student ID number (HISD)

Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD.

Parents will need to register each child separately.

If you have difficulty registering, please contact Daphne Richard, [drichar3@houstonisd.org](mailto:drichar3@houstonisd.org), for help registering.

## Homework

Homework is an opportunity for students to practice and apply skills they learned during the school day. We ask that you support your student by helping to create a time and space for them to complete school assignments. All students should read an average of 20-30 minutes per day in addition to completing other assignments.

We encourage you to talk to your child about what they are reading and review their written assignments with them. Parents can offer assistance for homework when it is needed, however, if homework becomes a significant struggle at home, please contact your child's teacher to discuss possible solutions.

Below are approximate guidelines for the amount of time students should expect to spend on homework each night.

Grade Level	Approximate Daily Average (all subjects)
K	10 - 20 minutes + 20 minutes reading**
1	15 – 20 minutes + 20 minutes reading**
2	20 – 30 minutes + 20 minutes reading**
3	30 – 40 minutes + 30 minutes reading**
4	40 – 50 minutes + 30 minutes reading**
5	50 – 60 minutes + 30 minutes reading**

\*\*Reading is recognized as a universal skill that relates to all subjects. This time period includes parents reading to their child(ren), reading library books, or other pleasure reading. Although daily reading, like daily exercise, is best, students can read in longer “chunks” on fewer days as long as the average is 20-30 minutes per day.

## State and District Standardized Assessments

At Herod, we monitor student progress toward mastering grade level objectives in many ways including daily learning checks, class work, observations by the teacher, report cards, and conferences with parents. District standardized assessments are given in all grade levels at the beginning, middle, and end of the year in reading, writing, and math. The results of these assessments help us to learn students' strengths and areas of growth and to personalize their learning to meet their individual needs. Additionally, public school students in Texas participate in the State of Texas Assessment of Academic Readiness (STAAR) test in grades 3-5. Please see the table below for STAAR testing dates.

Grade Level	Subject	Test Date
Grade 3	Math	Monday, May 13, 2019
	Reading	Tuesday, May 14, 2019
Grade 4	Writing	Tuesday, April 9, 2019
	Math	Monday, May 13, 2019
	Reading	Tuesday, May 14, 2019
Grade 5	Math	Tuesday, April 9, 2019
	Reading	Wednesday, April 10, 2019
	Science	Wednesday, May 15, 2019

\*\*\*Note that we have a “closed campus” during STAAR testing weeks; no visitors will be allowed on campus during school hours.\*\*\*

## **Specialist Classes**

In addition to core academic classes, students will attend specialist classes, science lab, and library on a rotating schedule. The Specialist classes that all students attend are: art, music, theatre, physical education and technology. If a special class falls on a half- day or holiday, that class will be moved to the next full school day on the schedule. On days when students attend P.E., tennis shoes with socks should be worn.

## **Jet Day**

Starting this year, we have changed our Specialist rotation schedule to include a new rotation day called "Jet Day." On Jet Days, students will engage in activities such as: character education lessons, grade level projects, Science Lab, research, small group instruction, and mini-projects developed by the Specialist teachers. Lunch and recess times will not change on Jet Days.

## **The Library at Herod**

All students will visit the library about once per week. At that time, students can check out books equal to their grade level. For example, a 3rd grade student can check out 3 books. Note that Pre-K and Kindergarten students are able to check out 1 book at a time.

## **Student Transfers**

We love that we have students from all over the city transfer to Herod to be a part of our Vanguard Magnet or Dual Language program. As outlined in the entrance agreement, student transfers are approved on a one-year basis. Students must follow all school and district policies, including policies related to attendance and grade/conduct requirements, as set forth in the Vanguard or Dual Language entrance agreement. For students who struggle to meet attendance, academic, or behavior requirements, we will come together as a school-home team to establish a plan and a timeline for evaluating improvement.

## **Extended Day and Enrichment Programs**

To accommodate the needs of working parents, Herod offers two fee-for-service after school options, Extended Day and Enrichment. The Extended Day program offers hours from 2:50 – 5:30 p.m. Students participate in study hall and free play.

The Enrichment Program provides students a variety of class offerings to choose from.

Enrichment classes change each semester. Forms will also be posted on the Herod website.

## **Extended Day & Enrichment on Early Dismissal Days**

There are five dates on which school will be dismissed at 11:30 a.m. These dates are:

Thursday, September 21, 2018

Friday, October 19, 2018

Friday, November 9, 2018

Friday, January 18, 2019

Friday, February 15, 2019

The Extended Day and Enrichment program is not offered on early dismissal days. Notice of an upcoming early dismissal day will be advertised on the marquee, on the school website, and through a note home in the Tuesday Folder.