

# L.L. Pugh Elementary School



## **FAMILY HANDBOOK 2022-2023**

**L.L. Pugh ELEMENTARY SCHOOL  
1147 Kress St., Houston, TX, 77020  
Phone: (713)-671-3820  
Fax: 713-671-3825**

This handbook is designed to familiarize parents and students with the policies, procedures, programs, and personnel at L.L. Pugh Elementary School. Please take time to read through the handbook and discuss it at home. If you have questions that are not answered in this booklet, feel free to call the school office at 713-671-3820 for further information.

## **Contact Information and School Hours**

Principal	Claudia E. Montoya-Barba, M.Ed	Claudia.montoya@houstonisd.org
Teacher Specialist	Alicia O'Neal M.Ed	Alicia.gray@houstonisd.org
Teacher Specialist	Alma Guerra M.Ed	Alma.guerra@houstonisd.org
Counselor	Lauren Salazar	Lauren.salazar@houstonisd.org
Principal Secretary	Mary Benavidez	mbenavid@houstonisd.org
PEIMS/Attendance Clerk	Heidi Hernandez	Heidi.hernandez@houstonisd.org
Clerk	Ashley Infante	Ashley.infante@houstonisd.org
Clerk	Alma Rubalcava	Arubalca@houstonisd.org
Receptionist	Paola Martinez	Paolo.martinez@houstonisd.org
Nurse	Holly Henderson	Holly.henderson@houstonisd.org
Plant Operator	Deanna Saldaña	Deanna.saldana@houstonisd.org
Cafeteria Manager	Coralia Pacay	Cpacay@houstonisd.org

### **Websites to Remember**

Houston ISD	<a href="http://www.houstonisd.org">www.houstonisd.org</a>
L.L.Pugh Elementary School	<a href="http://www.houstonisd.org/pughes">www.houstonisd.org/pughes</a>
Pugh Twitter	@PughRamsHISD
VIPS	<a href="http://www.houstonisd.org/vipslogin">www.houstonisd.org/vipslogin</a>

### **Office Hours:**

7:30 a.m. to 4:00 p.m.

### **School Hours:**

7:30 a.m. to 3:00 p.m.

Tardy Bell 7:40

Intervention Block 7:40-8:00

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.



# L.L. PUGH ELEMENTARY SCHOOL

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## CAMPUS VALUES

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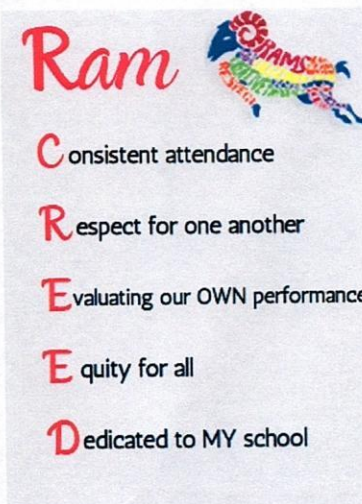
Our priorities at L.L. Pugh Elementary school are to provide a high-quality education to your child in a safe and supportive environment. These priorities will be echoed throughout our policies and procedures in this handbook.

### MISSION STATEMENT

The mission of Pugh Elementary School is to build a strong, equitable academic culture so that students are empowered to become competitive global graduates. At Pugh Elementary we aim to prepare students to be biliterate and respect all cultures.

### VISION

At Pugh Elementary we create leaders who can be successful citizens by providing students with equitable opportunities to learn and grow. Through multicultural experiences students can become critical thinkers who preserve in a global society.



## ATTENDANCE POLICY

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Pugh's teachers and staff are focused on your child's education. To achieve the goals, we share with you for your child, we need your support to have your child here **every single day**. Every minute of instructional time that students miss is a lost opportunity for learning. Students with excessive absences, such as 3 absences within ten days, will automatically be referred to the principal or Attendance Committee of the school to determine whether summer school is required, or whether the student should be referred to truancy. Ten absences for the entire school year will result in automatic placement of summer school.

School hours are 7:30 A.M. – 3:00 P.M. each day. If a student is dropped off after 7:40, the parents MUST come inside to sign the student in. It is vital that students arrive at school on time. Our teachers hit the ground running at the beginning of the day, and when students are late, they miss essential learning. Arriving late to school can throw a student's whole day off, and they miss out on morning activities that help them feel like a part of the Pugh family.



## DAILY SCHEDULE

7:30 A.M.	First bell
7:40 A.M.	Tardy bell (MUST come in to sign student in)
7:40-8:00	Intervention Block
3:00 P.M.	Dismissal

**According to state law, if a student is absent from school without an excuse for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the parents or legal guardians are subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Courts.** Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student's tenth unexcused absence within a six-month period during the same school year.

Attendance is checked each day at 9:30 A.M. Students arriving after 9:30 A.M. will be counted absent. Students who become ill at school and are sent home will be counted as an excused absence if they leave before 9:30 A.M. If the child is taken out of school before 9:30 A.M. and brings a doctor's excuse the same day, the absence will change to a "medical excuse" and the students will be counted present. If the child does not return that same day, they will be counted absent. Students with medical appointments are not counted absent if they return to school with a statement from the medical practitioner.

## EXCUSE NOTES

Please send a note **every** time a child returns to school after an absence, with this information:

1. Date
2. Child's first and last name
3. Date of the absence(s)
4. Reason for the absence
5. Parent/Guardian signature
6. Current phone number

Per Board Policy, student absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel hazardous (NOT just rainy or cold)
- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal

Students should bring an excuse in writing within three school days of the absence. **All notes should be turned in directly to the office.**

## LEAVING BEFORE THE END OF THE SCHOOL DAY

Students who need to leave school for an appointment must be checked out through the office. Students will not be allowed to leave with adults who have not been authorized, in



writing, by legal guardians. The person picking up student must present a form of identification for security purposes.

We encourage parents to schedule all appointments after school; if that is not possible, parents must pick up students before 2:00 P.M. Students will **NOT** be released to parents **after 2:00 P.M.** This plan is in place for the safety of all students: teachers and staff have all hands-on deck preparing for dismissal, and teachers are not able to alter a student's plan for getting home. A parent conference will be scheduled for any student who is repeatedly picked up early.

## TARDIES

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School begins at 7:30 A.M. each day. We have a full schedule, and it is important that students are at school on time in order to take full advantage of their day. Your child misses essential learning with each tardy.

Oversleeping, alarm clock trouble, or transportation issues are considered unexcused tardiness. Plans should be made to ensure that students arrive on time each day.

**Remember, students who arrive after 7:40 must be signed in at the office by a parent or legal guardian.** Repeated late arrival may result in loss of privileges, detention, parent conference, or a truancy notice.

## DRESS CODE POLICY

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At Pugh Elementary School, we are preparing your children for middle school, high school, college, and beyond. Part of nurturing a culture of achievement is dressing the part: proudly wearing a uniform that identifies students as Pugh Rams. To provide the best possible learning environment, students will adhere to the official Pugh uniform policy, which will be more flexible this year.

### Pre-Kindergarten – 5<sup>th</sup> Grade Uniform

- **Shirts:** ANY color, solid collared polo - shirts must be tucked in always.
- **Pants:** Jeans, Navy & khaki pants; navy & khaki skirts, jumpers, or skorts for girls.
- **Belts:** Black or brown belt must be worn always to avoid sagging pants.
- **Shoes:** Closed toe shoes only – shoes with heels will NOT be permitted.

### BACKPACKS

Every student must bring a clear or mesh backpack to school. Students are discouraged from bringing items of value, as they will not have their backpacks with them always. Valuable possessions or cash can easily be lost at school. Students are also discouraged from bringing purses, as there is no need for makeup, perfume, or many of the items typically carried in purses.



## JACKETS

Students may wear solid-colored zip up jackets or sweaters. No inappropriate images or text, and no distracting colors or prints. Hoodies should not be pulled over a student's head while inside the building. **Students will be asked to remove a hoodie if this becomes an issue.**

## ADDITIONAL UNIFORM GUIDELINES

- On days that the students attend P.E., girls wearing skirts should wear shorts underneath.
- **Students should not wear jewelry, including necklaces, chains, bracelets, rings, or earrings larger than studs. Boys are NOT allowed to wear any type of earrings. Students who wear jewelry that is determined to be distracting by administrators will be asked to put it in their backpacks or leave it in the office.** Students may wear watches to keep track of time.
- All haircuts must be school appropriate. No un-natural hair color, such as red, pink, blue, green. Students should be focused on learning, not appearance, and parents will be contacted if a student's hairstyle is problematic.
- No caps, hats, or bandanas are allowed inside the building.
- Below are examples of items students should NOT bring to school. They don't have time for them, they will be learning!
  - Cosmetics: makeup, nail polish, or other beauty products
  - Perfume, cologne, or body spray
  - Purses
  - Leggings (unless worn under skirts or skorts)
  - Pants that sag (students must wear belts)
  - Clothing that is too baggy or too tight
  - Athletic shorts, sweatpants, or jeans, unless a note is sent home indicating otherwise
  - Any clothing item inappropriate, offensive, or contrary to the values of the school
  - Any aerosol items, like spray deodorant or Axe
  - Hats, unless a note is sent home indicating otherwise

If you have questions or have difficulty finding appropriate items for your child, please do not hesitate to call the school office for further information.

**The school has the discretion to determine what is and what is not appropriate school wear and will communicate with parents and guardians when problems arise.**



## ACADEMICS

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### DUAL LANGUAGE PROGRAM

The Dual Language bilingual program in Houston ISD is a well-researched approach for promoting biliteracy, bilingualism, and cross-culturalism for students. The underlying goal is to prepare students for the future with abilities to listen speak, read, and write in two languages, as well as develop an appreciation for different cultures. The Dual Language bilingual program provides children with the opportunity to learn two languages while maintaining high academic standards. Our campus is gradually phasing in one grade per year, this year we will have the Dual Language Program in grades PreK-5<sup>th</sup>.

The goals for students in the program are:

- \*Development of fluency and literacy in English and Spanish (Bilingualism).
- \*Demonstration of mastery in all academic areas in English and Spanish (Biliteracy).
- \*Promotion and development of cross-cultural sensitivity.

As mentioned in the Parent Commitment Form, according to Dual Language research, this is a long-term participation of 5 to 7 years so that benefits of the program are fully realized. Participation in the program from Kinder to 5<sup>th</sup> grade also ensures that your child receives high school credit. Students may enter the program in Kindergarten and no later than 1<sup>st</sup> grade.

### GRADES

Students will receive report cards at the end of each grading period, on the following dates:

October 8, 2022

November 18, 2022

January 9, 2023

March 3, 2023

April 20, 2023

May 31, 2023

In addition, students will receive progress reports halfway through each grading period, informing parents of progress so far.

**Ask your child for the report card and call us if they say they did not receive one!**

The academic grades will reflect the class work, projects, and tests completed for that period. The parents are required to sign their child's report card and return to school.

All K–5<sup>th</sup> grade teachers record students' grades in the online gradebook system called HISD Connect/PowerSchool. **Parents have access to their child's grades by registering in the parent section of the HISD portal at [www.houstonisd.org](http://www.houstonisd.org).**



## **HOMEWORK**

Homework is an extension of what has been taught in class. Students may have homework every night, Monday through Thursday.

PreK will have number and letter recognition homework

K-2nd will have High Frequency cards sent home to be practiced daily

K-5th will have reading logs

1st-5th will have math facts to practice (1st-2nd add/sub 3rd-5th multiplication/division)

Students may be assigned long-term activities such as outside reading or projects. These assignments help students learn to budget their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time and space each day to complete homework assignments. Check to see that homework is done. Help your child organize his/her materials for a successful day. Check his/her backpack daily for messages or work sent by the teacher.

## **HONOR ROLL**

Pugh Elementary strives to recognize the hard work and academic achievements of our students, and our Honor Roll is one of these recognitions. Students who have met the criteria for Honor Roll will receive a certificate. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Six Weeks will be handed out in classroom)

The following are the criteria for receiving the designation of Honor Roll:

Six weeks grading period:	All A's
	A/B Honor Roll
	Perfect Attendance
	Most Improved
	Citizenship Award
	Art
	P.E.
	STEAM

**\*\* Students must receive a satisfactory grade in conduct (E or S).**

## **GRADE PROMOTION POLICY**

Pugh adheres to HISD and State promotion policies. Pugh considers each student's academic performance on an individual basis to determine if the student is ready for work at the next level. The following may affect a student's promotion to the next grade:

- Attendance
- Classroom grades
- High Frequency Word Evaluation (1<sup>st</sup> – 60/150 correct to pass) (2nd- 80/200 correct to pass)



## COMMUNICATION FOLDER

Each student will have a Communication Folder that will go home daily. Please check folder for any important communication such as a Conduct Sheet and homework. After each District Assessment, the teacher will send home a note with your child's grade or progress.

## READING LEVELS

Students will be tested a minimum of three times to determine their reading level; Beginning of the Year, Middle of the Year, and End of the Year. To help all our students reach their grade level goal we must work as a team. For your convenience, reading levels are listed below.

\*Students in Dual Language program will take this chart into consideration for their native language. Reading levels for second language will be slightly modified.

Grade	DRA2 / EDL2 Assessment	Reading Level
Kinder	A-1	PreA -A
	2	B
	3-4	C
1st	6	D
	8	E
	10	F
	12	G
	14	H
	*16	I
2nd	18	J
	20	K
	24	L
	*28	M
	30	N
3rd	30	N
	34	O
	38	P
4th	40	Q
		R
		S
5th	50	S
		T
		U-V



## **FIELD TRIPS**

Field trips are scheduled during the school year to support classroom activities. While on field trip, students are expected to be with a teacher and on their best behavior at all. Teachers can ask for a maximum of 3 chaperones, which **MUST** be cleared through VIPS. The teacher is responsible for all students even if chaperones are present. Therefore, parents are **NOT** to separate from the group, with their child at any time.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Medical Emergency Treatment form must be on file with the nurse for any student with medical needs.

HISD Code of Student Conduct still applies for field trips, as field trips are still part of the instructional day. A high standard of conduct is expected of students who participate in field trip activities. If students misbehave on field trips, consequences will be assigned per District policy.

Some field trips are considered extracurricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school. Students must have a passing average (70%) in all major subject areas and have exceptional conduct in order to be eligible to participate in extracurricular activities.

## **FIELD TRIP CHAPERONES**

Parents must complete a Volunteers in Public Schools (VIPS) application and be approved prior to chaperoning a field trip. The form can be picked up in the office or can be completed online on the HISD website. Please note that the VIPS application process can take up to three weeks for processing, after the completed form and documentation are returned to the office.

If a parent is invited to chaperone a field trip, the parent may not bring any non-school aged or school-aged siblings. Supervision is critical, and the chaperone must be solely concerned with watching the students on the field trip. Parent chaperones must ride on the school bus with students.



## PARENT PARTICIPATION

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### VOLUNTEERING

**All volunteers in any capacity must be approved through Volunteers in Public Schools (VIPS).**

All visitors to the building must sign in and wear a badge each time they visit Pugh Elementary, including district employees. Volunteers should also log hours of service in the office. A picture ID is required each time you visit the school.

These are just a couple of ways parents can participate:

**Carpool Crew:** Arrive at school at 7:00 A.M. to greet students as they arrive in the carpool line and help them start the day with a smile.

**Literacy Leaders:** Sign up through ReadHoustonRead to come to school at a designated time to read a book with a 1st grade student who would benefit from reading time. See Mrs. Pérez, TheReadHouston Coordinator.

### CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children achieve academic success and remain motivated at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child's teacher.

If an issue arises throughout the school year regarding academics or behavior, the teacher should be your first point of contact. If the issue is not resolved, please contact the Teacher Specialist.

To arrange for a conference:

1. Join Class DoJo! Download the app on your smart phone to get daily updates.
2. Make an appointment– use Class Dojo, write a note to the teacher, or email the teacher to arrange an appointment time.
3. Stay “tuned in” to your child so you know when to request a conference.
4. Review all test papers, Progress Reports, and communications from the teacher that signal trouble areas.

\*Please **do not** drop in for just a minute at the beginning, middle or end of the day. These are crucial times when the teacher and students need each other's full attention. Teachers **will not** be called out of class for a conference. Instructional time belongs to the students, but teachers may meet during planning time or outside school hours.



## Pugh Elementary Teacher Conference Schedule 2022-2023

Grade	Ancillary Time
<b>PK</b>	<b>8:45-9:40</b>
<b>K</b>	<b>8:45-9:40</b>
<b>1<sup>st</sup></b>	<b>7:45-8:40</b>
<b>2<sup>nd</sup></b>	<b>9:45-10:40</b>
<b>3<sup>rd</sup></b>	<b>12:05-1:00</b>
<b>4<sup>th</sup></b>	<b>1:05-2:00</b>
<b>5<sup>th</sup></b>	<b>2:05-3:00</b>

- \* Please be mindful that teachers have other scheduled meetings during this time.**
- \* Please confirm appointment time with the teacher before the meeting is set to take place.**

### CONFERENCES WITH PRINCIPAL:

The principal has an open-door policy. However, during the instructional day, time is of the essence. Please schedule an appointment with Mrs. Benavidez. Let her know what the meeting is regarding.

### CLASSROOM OBSERVATIONS

Pugh parents are always welcome at school. If a parent or legal guardian wishes to observe in a classroom, prior approval from the Principal or Principal's designee is required. Also, parents must be approved through Volunteers in Public Schools (VIPS). Parents who are not VIPS-approved will be escorted by a Principal's designee to observe a classroom.

One parent/legal guardian can observe a class at a time to limit the distraction to the educational process. Parents or guardians may not record neither video nor audio of the class observation session. During the observation, you may **not** chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time. Observations should last no longer than **20 minutes** and will not be permitted on assessment days.

**\*VISITORS WILL NOT BE ALLOWED UNTIL IT IS DEEMED SAFE IN ACCORDANCE WITH CDC GUIDELINES**



## VISITING THE CAFETERIA -EATING LUNCH WITH STUDENTS

For health & safety concerns we will NOT allow visitors during lunch at this time. When this changes, we will communicate the assigned grade level days. Thank you for your cooperation and support.

Below, you will find the lunch schedule you may continue to drop off lunch for your children.

Pre-K:	10:10-10:40
Kindergarten:	10:15-10:45
1 <sup>st</sup> Grade:	10:50-11:20
2 <sup>nd</sup> Grade:	10:55-11:25
3 <sup>rd</sup> Grade:	11:30-12:00
4 <sup>th</sup> Grade:	11:35-12:05
5 <sup>th</sup> Grade and Mrs. Munks:	12:10-12:40

## STUDENT TRANSPORTATION & DISMISSAL

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Pugh students use a variety of methods of transportation to come to and leave from school, and it is essential that you put a consistent plan in place for your child. Establish a routine that your child understands and can follow. If you must alter the pattern due to an appointment or other plans, be sure your child knows the changes before leaving home in the morning, **submit in writing** and **call** (713-671-3820) the main office. Our teachers will be aware of how your child typically gets home in the afternoon, and they are advised not to release the child without prior written approval.

Any changes in the usual routine must be discussed with your child and **submitted in writing to the school on the morning of the change. The school must be notified even if the person picking up your child is on the emergency contact list. Phone calls will NOT be accepted after 2 p.m. with respect to the safety of your child.**

### BUSES

The Houston Independent School District provides buses for students who live **over two miles** from the school to which they are zoned. Students must live in the eligible zone to ride the bus. Each bus rider should catch the bus and be delivered to the bus stop closest to home. Students may not ride the bus to a babysitter's house or to visit friends, and they may not invite other non-eligible students to ride on the bus. To ensure your children's safety, students may not ride on another bus route without a prior approved change in route.

It is important that we work closely with our children to teach the importance of good bus conduct. The rules and procedures are reprinted here for reference. Please read and discuss them with your child.

#### BUS RULES AND PROCEDURES

1. **Bus riders should** be at their assigned stop five minutes before the bus is scheduled to arrive. (Parents/Guardians should supervise students until they have loaded bus. For



safety reasons, no child should be left unsupervised at a bus stop).

2. Students should respect the property of others.
3. Students should board and exit the bus in a quiet and orderly manner (no pushing, shoving, shouting, or other disruptions).
4. Students must stay seated until the bus driver dismisses them.
5. When buses arrive to school in the morning, students sit in their homeroom lines.
6. If a bus is late in the afternoon, students will remain in the dismissal area where supervision is provided until the bus arrives.
7. Students are to treat drivers with respect and courtesy.
8. No fighting, horseplay, throwing of items, or obscene language will be allowed on buses, at the bus stops, or walking to and from the bus stop.
9. Students **must** stay seated when the bus is in motion.
10. Students must not shout out the windows or throw objects.

When a violation of these rules is reported, school administrators will issue a consequence in accordance with HISD Board Policy and the Code of Student Conduct. **Misbehavior on the bus or at the bus stop may result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus.** Parents will be responsible for transporting their children to school and home should they be suspended or excluded from riding the bus.

Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus, and traveling to and from the bus stop. Misbehavior and rowdiness jeopardize the safety of all riders and cannot be tolerated.

Parents are encouraged to become familiar with HISD Board Policies and Consequences governing bus transportation expectations.

Note that all provisions of the HISD Code of Student Conduct apply to scholars when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action.

#### **BUS ELIGIBILITY**

Parents and guardians can obtain a list of bus routes and locations from our main office and determine the most appropriate bus for their children. All routes and eligible zones are established by the HISD Routing and Scheduling Department. Drivers must run the route and pick up at the locations determined by Routing and Scheduling—please do not ask drivers to make changes in the route.

Eligible students must ride the bus route that comes nearest to their residence, and they must ride the same route in the morning and in the afternoon.

#### **BUS LANE**

The bus lane is a “NO PARKING” and “NO DROP OFF” zone for passenger cars.

#### **CAR RIDERS**

Pugh has a dismissal system that places student safety first!

All car riders are given a car sign with students’ names and grade level assignments. Car signs should be placed on the car’s front windshield at the bottom right corner for easy visibility by school personnel.



Students are dismissed directly to board their cars when the cars are in the carpool lane. Parent/Guardians should not park in the teacher parking lot and wait for their children to walk across the car lane—this is extremely dangerous. Drivers may not move cones that are placed to direct traffic, because this creates additional traffic and slows the process. Please follow any signs that are posted, and please be courteous to staff and to other drivers—we are all part of the Pugh family.

For the safety of all children and adults at dismissal, please adhere to the following guidelines:

- Cell phones may not be used in the carpool lane and school zones. Do not park in the bus zone.
- Remain in your car **always** when using the carpool lane.
- Do not ask your child to cross in the middle of the street. Students must be picked up in the carpool lane.
- Do not park your car to wait in the school building for your child. All students must be picked up by car in the carpool lane.
- Anyone picking up a student from Pugh must be 18 years old or older. Please have ID ready for verification purposes.

According to HISD policy, students who walk or carpool should not arrive at school before 7:00 A.M, as no one is on duty to supervise them and ensure their safety. Similarly, parents/guardians must pick up students at 2:55 unless students are participating in an after-school program. Teachers and staff are not available to supervise them. After 3:20 you must come inside to sign out your child.

Please be sure that your child knows how to get home each day. Any changes in the usual routine must be discussed with your child and **submitted to the school in writing the morning of the change. It is essential to us that we have your written consent for any changes in transportation.**

## **WALKERS**

Students who walk to and from school should obey the following rules:

- Cross streets only at corners where crossing guards are located.
- Follow the route planned by parents.
- Meet friends or siblings outside the building, not at the classroom.
- Go straight to your own home.
- Have a plan for rainy days (parents should inform teachers and office staff of the rainy-day plan and keep emergency numbers current).
- Anyone picking up a student from Pugh must be 18 years old or older. Please have ID ready for verification purposes.
- Students who are walking home alone must have a written consent on file.



## **PARKING**

Follow all no parking signs and guidelines around Pugh Elementary.

Do not park your car and leave it unattended in this zone. Cars may line up in this zone at dismissal time as long as the driver stays in the car. The faculty and staff parking lot is reserved for Pugh Elementary faculty and staff only. Do not park in this area during dismissal to wait for your child.

Follow all driving laws when you drive in Pugh's parking and drop-off areas. Do not speed or drive recklessly, and do not raise your voice or become aggressive with other drivers who may frustrate you. Smoking in cars is not allowed on HISD campuses. Do not leave children unattended in cars for any amount of time.

## **EMERGENCY PROCEDURES**

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It is imperative that all information on each child's enrollment card be complete and kept current. If phone numbers (home, work, emergency, or doctor) change, please notify the school office immediately. In the event of an emergency, we must be able to reach a parent/guardian. Directory information is considered part of the public record. If parents do not wish to have such information released, they must submit such a request to the principal in writing.

Be sure that you have a plan for picking your child up during the day should he/she become ill at school.

**Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Every minute of learning counts.**

Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. This will not be done for messages that are not essential information. Your child's instructional time is too important.

Photo IDs will be checked for verification any time a student is picked up. Persons that are not on the enrollment form will not be permitted to pick up a child, for any reason.

## **WEATHER EMERGENCIES**

Have a plan for rainy or "bad" days. Be sure that your child is familiar with your plan and can follow it.

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local news stations. Please do not telephone the school, the Police Department, or local stations. This ties up needed communication lines. Whenever possible, the decision will be made before 6:30 A.M.



Occasionally it is necessary to dismiss school during the school day. In these cases, a school-wide callout will be made to inform parents; for this reason, it is very important that parents provide updated phone numbers any time they change. Please have a plan for your child to follow in case school is canceled due to an emergency. HISD buses will run in these instances and information is carried on all local radio and television stations. Please do not plan to call the school with last minute instructions. If school is closed during the day, parents should come as quickly as possible to pick up their children.

## MEDICAL INFORMATION

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For the safety and protection of all students, medication (either prescription or over the counter) may not be brought and kept by students to be taken during the school day. This includes cough drops, sunscreen, insect repellent, and inhalers. **Never send your child with medication on their person to take during the day.**

The school nurse or an administrator may dispense medication during the school day if the parent brings a bottle with a prescription and completes the appropriate paperwork. Even for over the counter medications, parents must have a prescription label; doctors will not hesitate to provide this for students who experience chronic pain or have other conditions. The label must clearly show the child's name, type of medication, and dosage. Please request the medical form from the main office or nurse if your child will need medication during the day.

Because attendance is important for academic success, we ask that you contact the school or come to see the school nurse before keeping them at home. As a reminder, for attendance purposes, students who are sent home due to illness will be counted absent for the day if a parent or guardian picks them up before 9:30 A.M. Excessive absences create gaps in learning and can result in summer school.

Students must be free of fever and/or vomiting for 24 hours before they may return to school. Certain communicable diseases require special handling or restrictions in the school setting. The HISD policy regarding communicable disease control measures can be found online.

## STUDENT DISCIPLINE

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At Pugh, we follow HISD's Code of Student Conduct, which is available on HISD's website for review, or can be requested in our main office. In accordance with district guidelines and policies, we have implemented a school wide set of expectations and consequences for academics and behavior. Our core values of responsibility, trustworthiness, respect, fairness, caring, and citizenship drive our school rules.

The Pugh Discipline Management Plan is based on the recognition that behavior can be



modified, controlled, and improved through instruction. The Pugh staff enlists the participation and support of parents in upholding high standards for children's behavior. Our goal as we resolve every discipline issue is to reengage the student in learning and repair relationships that may have been affected. If you have a question or concern, please reach out to the administrative staff.

We will use an application called **Class DoJo**, which can be downloaded onto your smartphone. The teacher will give you a special access code for you to be added to your child's class. (A special code is needed per child because of different homerooms.) With this application a teacher will share the student's conduct and any important messages. There is a feature to send individual messages to teacher if needed. We highly encourage you to download and participate. If you cannot access the application Class DoJo, each student will have a **Communication Folder that will go home daily**. Please be sure to check the folder and sign the Conduct Sheet if you do not have access to Class DoJo.

## MEALS AND FOOD SERVICE

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### BREAKFAST

Breakfast is available to all students free of charge in the classroom from 7:30-7:45 A.M. Any breakfast not coming from the Pugh cafeteria will need to be consumed off campus. The school will send monthly lunch menus. The menu is also available online at [www.houstonisd.org](http://www.houstonisd.org)

### LUNCH

Students may bring lunch or receive a free lunch at school. Lunch is free for all students, regardless of income level. The menu is available online at [www.houstonisd.org](http://www.houstonisd.org)

### LUNCHROOM RULES

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service Personnel.
3. Students may bring thermos bottles and non-carbonated drinks in cans (**NO Coke, Dr. Pepper, or other sodas**).
4. Students may talk in quiet voices during lunch.
5. Students will stay seated during the lunch period unless they raise their hand and are granted permission.
6. Students will be responsible for leaving the tabletops clear and cleaning up their own mess.
7. For health concerns, lunch items may **not** be bought, sold, or **traded**, among students.

If students violate cafeteria rules disciplinary consequences may be implemented by teachers and administration.



## **BIRTHDAY CELEBRATIONS**

The Texas Department of Agriculture's Food and Nutrition Division has put the "cupcake" law back into effect. Parents may only bring **store bought** cupcakes, cake, brownies, or cookies. However, the treat may only be distributed and eaten during the last 10 minutes of the regular school day. Candy may not be handed out at any time.

Please do not plan to have a birthday party in the cafeteria or in the classroom. Party hats, favors, decorations, or balloons should be reserved for off-campus parties. Invitations to off-campus birthday parties are not to be distributed at school.

Do not have flowers, balloons, gift baskets, singing telegrams, or other items delivered to school for individual students. Such items will not be delivered to the classroom as they would cause a disruption to the instructional day. Your child is focused on learning!

## **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

We encourage students to eat a healthy lunch. Please refrain from bringing jumbo size chips or drinks.

## **CELL PHONES AND ELECTRONICS**

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Parents and guardians will determine whether it is appropriate for their children to carry cell phones at school. Parents may always send messages to students through our front office. Students who do bring cell phones must have them in their backpacks to use only to communicate with parents after school starting at 2:55 p.m. Cell phones should be turned **OFF** for the entire school day. Cell phones that are visible (turned on, in use, or heard) during the school day will be confiscated and turned in to the office. The student's parent will have to come to the office to retrieve the phone. Per HISD policy, to retrieve the phone there is a \$15.00 fee. Any unclaimed cell phone left over 30 days will be sent to district for destruction.

**Please do not allow your children to bring toys, electronics, or other valuable items to school.** Items that cause a disruption to the learning process will be picked up and may be kept until the end of the school year. It is the parent's responsibility to retrieve any items from the office that have been picked up from a student. All items left in the possession of the school two weeks after the last day of school will be disposed of. The school will not be held responsible for valuable items lost on school property.



## SECURITY

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HISD police officers patrol the Pugh campus on nights and weekend, and they respond to emergencies on campus. We depend on our nearby residents to support us, especially on weekends and holidays. If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777 or the Houston Police Department. Pugh's security cameras are operational 24 hours a day.

## LOST AND FOUND

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Please do **not** allow your child to bring toys, electronics or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold or traded.

All removable articles of clothing as well as other belongings should be clearly and securely labeled with the child's first and last name to prevent loss. Lost and found articles are kept in the main office for one month. Any unclaimed items will be donated to charity.

## PESTICIDES

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As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's Integrated Pest Management (IPM) Coordinator at 713-867-0818.



**2022-2023 Academic Calendar**

Houston Independent School District

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023




S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Key		Holidays	
	Holidays	September 5, 2022	Labor Day
	Teacher Preparation Days (no students)	October 5, 2022	Fall Holiday
	Teacher Service Days (no students)	November 21-25, 2022	Thanksgiving Break
<b>School Day Start and End Times</b>		December 22-January 4, 2023	Winter Break for Teachers
		December 22-January 6, 2023	Winter Break for Students
		January 16, 2023	MLK Day
		March 13-17, 2023	Spring Break
		March 31, 2023	Chavez-Huerta Day
		April 7, 2023	Spring Holiday
		April 21, 2023	Spring Holiday
		May 29, 2023	Memorial Day
Significant Dates		Grading Periods	Report Card Dates
August 8, 2022	Teachers report to work	Aug. 22-Sept. 30	October 7, 2022
August 22, 2022	First day of school	Oct. 3- Nov. 4	November 11, 2022
December 21, 2022	Last day of first semester	Nov. 7-Dec. 21	January 13, 2023
January 9, 2023	First day of second semester	Jan. 9-Feb. 24	March 3, 2023
May 31, 2023	Last day of school for students	Feb. 27-Apr. 14	April 20, 2023
June 1, 2023	Last day for teachers	Apr. 17-May 31	May 31, 2023 (ES, K-8, MS)
Last Updated 02/15/22			June 7, 2023 (HS)



## 2022-2023 Family Handbook Acknowledgement

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L.L. Pugh Elementary School has published the Family Handbook, which contains the most current information about school policies and procedures. A copy of the 2022-2023 Family Handbook will be available at the front office and be sent home with every student. Please ensure that the handbook has been reviewed.

If you have any questions about the school policies and procedures, please contact the main office at (713) 671-3820 and they will direct your call to the appropriate administrator.

Please complete the following form, acknowledging that you have reviewed the 2022-2023 Family Handbook. Forms must be submitted within the first week of school, August 22-26.

I, \_\_\_\_\_ (*print name*) acknowledge that I have read the 2022-2023 Family Handbook, and that I fully understand the most current Pugh Elementary policies and guidelines. I also understand that failure to comply with these policies and guidelines may result in disciplinary action.

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Teacher Name

Grade

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Student Name & Signature

Date

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Parent/Guardian Signature

Date



## Pugh Elementary's Cell Phone Policy

Cell phones and/or any other devices should not be used to film other students or teachers. If students bring a cell phone to school, it must remain in backpack. Students are not allowed to use cell phone at any time during the school day. Below, you will find the Houston Independent School District Student Code of Conduct for cell phones and other electronic devices. If a faculty or staff member sees a student with a phone/electronic device, the phone will be confiscated and held until a \$15 fee is paid.

**Student Code of Conduct 2022-2023:** Use or operation of paging devices, laptops, cell phones, tablets, beepers, smart watches, or any other type of personal device with Wi-Fi or carrier-based internet connectivity on school campuses or at functions during school hours is **prohibited**. Such devices may be used at a time and place as determined by the individual campus in coordination with the campus Shared Decision-Making Committee (SDMC). In addition to disciplinary action, the unauthorized use or operation of paging devices will result in confiscation. A \$15 administrative fee payable to Pugh Elementary School will be charged if the device is claimed within the 30 days.

Thank you,

Claudia Montoya  
Principal

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Please turn in bottom half to teacher.

I \_\_\_\_\_ (parent) understand the  
rules that \_\_\_\_\_ (student) must follow  
pertaining to cell phones and electronic devices as a student at  
Pugh Elementary.

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Teacher / Grade

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Date