

**Bastian Elementary**

**2022-2023**

# **Student & Parent Handbook**



## Welcome

Welcome to the 2022-2023 school year at Bastian Elementary School. We are excited to have you returning or joining our Bastian Family, and we look forward to some extraordinary work this year! This manual will help to outline campus policies and expectations for the school year, as well as answer some frequently asked questions. If you need further assistance after reading through this handbook, please feel free to call one of our friendly front office staff members for answers.

## Expectations

It is the expectation of Bastian Elementary and the Houston Independent School District, that all students follow the Student Code of Conduct. This handbook can be found on the [www.houstonisd.org](http://www.houstonisd.org) website and/or copies are available at the school for reference. Students are to be respectful to staff and adhere to campus policies at all times.

It is an expectation of the Faculty and Staff members of Bastian Elementary to be respectful towards students, parents and colleagues at all times. Staff members are responsible for the safety and supervision of students during the full course of the instructional day. Staff members are required to maintain active communication with parents of students on a regular basis for positive and challenging reports.

It is an expectation of parents and family members to be respectful to students and staff at all times. Parents are to maintain active communication with teachers and staff to ensure a successful path for their student(s).

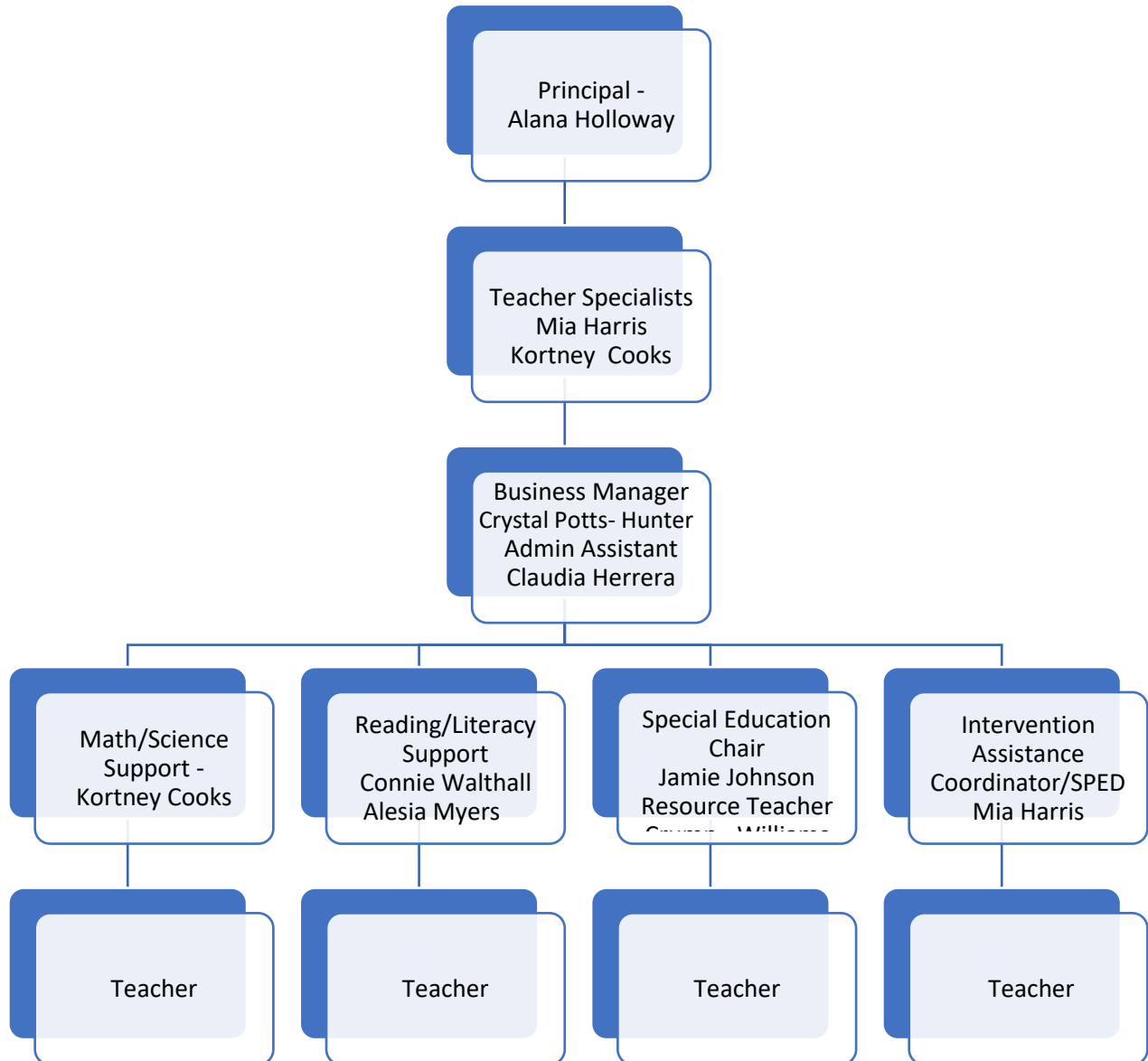
## Contact Information

The first line of communication is always the teacher for your child. Teachers may be contacted during their planning time, or a message may be left at the front office for them to return your call. Teachers are not to call parents during the instructional day outside of their planning time, unless in the event of an emergency.

### Planning Times:

Grade	Time
Pre-K & Kindergarten	7:45am – 8:35am
1 <sup>st</sup> Grade	8:45am – 9:35am
2 <sup>nd</sup> Grade	9:45am – 10:35am
3 <sup>rd</sup> Grade	12:40 - 1:30pm
4 <sup>th</sup> Grade	11:05 - 11:55am
5 <sup>th</sup> Grade	1:50pm – 2:40pm

For teacher conferences, parents may request a meeting via the forms in the front office or via email. The campus protocol map for assistance is listed on the following page.



**\*All front office communication is cleared through Ms. Hunter (Business Manager) or Ms. Herrera (Administrative Assistant) before reaching an Administrator.**

**\*\*Requests to meet with an Administrator are to be completed on the forms in the front office and scheduled through Ms. Hunter.**

**\*\*\*Requests for Special Education referral, 504 referrals, or Counseling Support are to be completed on the forms in the front office and scheduled through Ms. Harris.**

## Campus Policies and Protocols

- **Morning Arrival**
  - Students may begin arriving at campus and enter the building as early as 7:25 am for supervision in the designated areas. Parents are responsible for the supervision and safe arrival of students prior to entry into the building. Arrival locations for car riders /walkers/bus-riders are in the front of the school or in the rear circular driveway of the school (via Sunflower street).
  - Students eat breakfast in the classroom during the morning routines. Breakfast is served from 7:30am – 8:00am. Students are considered tardy after 7:35am and breakfast is no longer served after 8:00a.m.
- **Attendance**
  - Students are expected to be present at school every day. If an appointment is scheduled for a student, it is the parent's responsibility to communicate the information to the school. It is encouraged that appointments are made early in the morning or in the afternoon. Parents are to call the school to inform staff that the student will be present following the appointment. Federal and District Policy mandates that students are present a minimum of 90% of the instructional calendar year. Parents will be referred for Truancy if a student does not meet the minimum requirements of attendance.
- **Afternoon Dismissal**
  - Students may be picked up in the afternoon from the front office prior to 2:15 pm for any afternoon appointments off-campus. Students may only be picked up between the time of 2:15 pm-2:45 pm in the front office in the case of an emergency. Students are not allowed to utilize the school phone during dismissal time. The front office is the designated dismissal location for students with bus transportation for Special Education services only. Daycare and van riders are dismissed from the doors near the cafeteria once their ride arrives. **All car riders are to be picked up in the circular driveway, near the Sunflower location. Parents are to remain in their cars at all times, and provide the name of their child(ren) at the gate for pickup in the car lane. Students who are Bellfort walkers will be released through the church parking lot, near the front of the school. No students should be picked up in vehicles at this location (all car pick-ups will be directed to the circle driveway). Sunflower walkers will be dismissed at the back of the school, near Sunflower, before car pick-up begins.**
- **Backpacks and Cellphones**
  - Backpacks are to be utilized for the purpose of transporting learning materials from campus to the home environment. All materials that are present within

the backpack are to be for school use only. Toys or any other items that are deemed non-school related are not permissible. Improper usage of backpacks may lead to students' privilege being revoked.

- Students are only permitted to use cell phones before or after-school. Cell phones may not be utilized inside the building. Cell phones that are confiscated will be subjected to the \$15 return fee, as mandated by the Houston ISD policy. Cell phones are not permitted for any usage on testing days.
- **Grades and Behavior**
  - Parents may access their child(ren)'s grades and behavior through the Parent Connect system located at [www.houstonisd.org](http://www.houstonisd.org). It is a campus expectation that there is an open line of communication between parents and staff throughout the course of the school year. We recommend a minimum of one parent conference each semester to discuss progress and concerns. The afternoon period for the early dismissal days may be utilized for parent conferences, as well as scheduled meetings during planning periods or before/after school. Students must maintain an average of 70 for each subject for passing standards. Parents and students are responsible for ensuring that make-up work due to absences gets completed in a timely manner and returned to the classroom teacher.
  - All students are expected to follow the Houston ISD Code of Conduct (available on campus and online). Parents are responsible for supporting their child and teacher with following school rules. It is a campus expectation and policy that parents are consistently involved with the process of instructional advancement and student empowerment. The campus will use Class Dojo in order to give updates on daily scholar behavior whether positive or an area of growth.
  - Parents are required to keep a minimum of two active phone numbers and email address on file, along with an emergency contact that is accessible at all times. This is a requirement to ensure that a contact can be reached for important events or in the unlikely event of an emergency.
  - It is our campus expectation to protect the instructional time of all students, as that is the purpose of our school. If misbehavior for a student reaches a level III or higher, a parent recommendation for a day of student assistance may be requested in lieu of the student's time away from school (suspension). Repeated violations to the student code of conduct or attendance policy will resort to a mandatory contract for resolution.
- **Visitation Policy**
  - All visitors of the campus must clear the VIPS system for safety compliance to the campus. The campus visitation policy is open through September 13<sup>th</sup> for VIPS-cleared parents to attend classroom visits (15-minute maximum) via appointment only. Classroom visits must be scheduled and approved prior to arrival. While attending, visitors are to maintain focus on their purpose and

are not to violate any policies (including questioning of other students & staff and/or recordings of any manner). The Houston Independent School District has established restrictions to the sharing of food (homemade or store-bought) on campuses to protect the many food allergies that students may have (including cupcakes, cake, etc.). The only food that is allowable for our campus is delivered pizza and approval must be obtained prior to the day of delivery by an administrator.

- Birthday visits are allowable but must not include edible products (delivered pizza is the only edible product that is permitted) or food of any kind for sharing. Birthday celebrations may occur during scheduled afternoons (at the end of the day), must not exceed a 15-minute period of the instructional day, and communication with the classroom teacher must be presented in a timely manner.
  - Visitors will not be allowed on the campus, unless they are present for the purpose of volunteering to the instructional process. We do welcome and encourage volunteer support. This policy is in place to ensure the maximization of instructional time for all staff and students. For any inquiry or questions, please see Ms. Hunter.
  - All visitors are expected to adhere to the campus policies of conduct, attire, communication and compliance with administrative directives. Conduct is inclusive of appropriate language, location in designated area, attendance at mandatory scheduled parent meetings. Attire is inclusive of appropriate clothing that is non-detrimental to the learning environment (no t-shirts with explicit language, nudity, drug or alcohol paraphernalia; coverings to prevent viewing of swimsuits or under-garments). Failure to adhere to campus policies or repeated violations may lead to restrictions from future visitation.
  - Parking is available in the appropriate spots in the parking lot or in the church parking lot. Visitors are prohibited from parking in fire lanes, bus drop-off areas, reserved spots for staff (signs), and unauthorized spaces blocking other vehicles. Violations of parking procedures may lead to towing and/or fines.
- **Parent Empowerment**
    - Our goal is to ensure that we empower our parents with active communication and involvement on the campus. It is highly recommended that all parents get involved and join the PTO. Family Engagement Nights (Literacy Night, Health & Wellness Fair, Muffins with Moms, etc.) are scheduled at a minimum of twice each month to keep the community involved as frequently as possible. Volunteers for Fall Festival, Cultural Events and other festivities are highly encouraged as well.
    - Effective communication is a critical component to each child's success. Parents are to provide clear and honest information (medical information, proof of

residency, behavioral experiences, special services) during the enrollment period for all elements that should be brought to the awareness of the staff. It is also an expectation that parents update information for any adjustments made during the school year.

- Parent Concern forms are located in the front office for any issues that need to be brought to the attention of administration. We will work to communicate within 24 hours of receiving the concern to make sure that the issue is addressed.
- **School Uniforms**
  - All students are expected to be in the appropriate attire for school daily. Students may wear gold (yellow) or dark blue (navy or royal) polo shirts, khaki or navy bottoms (pants or shorts). Students may wear jeans (no holes or cutoff) and a school shirt (Bastian or college representation) on Fridays. Resources are available at the campus through our Student Support Services (CIS and Wraparound) to assist families that are in dire need of uniforms.
  - Multiple infractions of the campus dress code policy will result in parent notification and possible referral to parent support classes.

## Student Support Services

We offer a variety of support services here at Bastian Elementary School:

- **Special Education Services**
  - SLC (Structured Learning Center) Autism
  - PALS
  - Resource
  - Ms. J. Johnson, Ms. V. Olayinka, or Ms. M. Harris for all questions
- **Intervention Assistance (IAT) and 504 Services**
  - Intervention Support
  - Academic, Behavioral, or Counseling Support
  - Students must complete the IAT process prior to Special Education Referral\*
  - See Ms. M. Harris for all questions
- **Dyslexia Services**
  - Dyslexic Support for identified students
  - Literacy Interventions
  - See Ms. Walthall for all questions
- **Speech Services**
  - Speech Therapy
  - See Mrs. Bibya for all questions
- **Communities in Schools**
  - Community Outreach
  - Counseling Support
  - Resource Support (Supplies, Uniforms, Daily care items, etc.)
  - See Ms. Nava for all questions
- **Wraparound Services**
  - Community Outreach and Services
  - See [REDACTED] for all questions
- **Circle of Hope**
  - Counseling services for student and family
- **Admore Support Services**
  - Mental Health Support
  - Behavioral Counseling
  - Medical Clinician Services

**\*Please contact the school for any questions at (713) 732-5830.**



# Student Information and Parent Handbook Acknowledgement Form

Student Name \_\_\_\_\_

Grade Level \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Number \_\_\_\_\_

**My signature below acknowledges that I have received a copy of the Student-Parent Handbook and agree to comply with the campus expectations and policies. My signature also acknowledges my responsibility to the support of the school and my commitment to my child's educational process at Bastian Elementary.**

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_