

LEARNING. GROWING.
DOING OUR BEST.

WORKING TOGETHER FOR
EXCELLENCE.



DESTINATION: EXCELLENCE



PLEASANTVILLE ELEMENTARY

PARENT & STUDENT HANDBOOK

PARENT-STUDENT HANDBOOK

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Superintendent of Schools

Dr. Luz Martinez

Division Superintendent, Central Division

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Executive Director, Furr Feeder Pattern

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Principal, Pleasantville Elementary

It is the policy of the Houston Independent School District not to discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression.

Important Notice:

This publication can and will be amended, as needed, to accomplish the vision and mission of Pleasantville Elementary School. It is meant to supplement, not supplant, any state law, national law, board policy, district guideline or code of student conduct.

Campus Information

School Hours: 7:30 a.m. – 3:00 p.m.

Phone: (713) 671-3840 | **Fax:** (713) 671-3844 | **Facebook:** @PleasantvilleES

School Mascot: Tiger

School Colors: Green and Gold

Mandatory Uniforms: Polo-Style Tops: Grey, White, Green, Gold, or Yellow
Bottoms: Navy Blue or Khaki

DAILY SCHEDULE

7:00 am	Campus Opens – Breakfast service begins No students should arrive on campus before 7:00 am.
7:30 am	Class begins
7:50 am	Students are late
8:15 am	Breakfast service ends
9:30 am	Official Daily Attendance Time
2:00 pm	Student Early Pick-Up Cut Off
3:00 pm	Dismissal

Lunch Schedule

PreK – Williams	10:10 - 10:40
PreK – Castaneda	10:20 – 10:50
Kinder	11:00 – 11:30
1 st /2 nd – Santacruz & Goodwin	11:15 – 11:45
2 nd - Allen	11:30 – 12:00
3 rd Grade	11:45 - 12:15
4 th Grade	12:00 – 12:30
5 th Grade	12:10 – 12:40

***Students may not receive food deliveries via Door Dash, Uber Eats, Postmates, etc.**

Parents may schedule to eat lunch with their children starting the first Monday in October. Please schedule at least 24 hours in advance. Students may not be held past their designated lunch period.

2023-2024 Academic Calendar

Houston Independent School District

July 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					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

Key		Holidays	
	Holidays	September 4	Labor Day
	Teacher Preparation Days (no students)	September 25	Fall Holiday
	Teacher Development Days (no students)	November 20-24	Thanksgiving Holiday
		December 25-January 5	Winter Break
		January 15	Martin Luther King, Jr. Day
		March 11-15	Spring Break
		March 25	Chavez Huerta Day
		March 29, April 10	Spring Holidays
		May 27	Memorial Day
		June 19	Juneteenth
School Day Start and End Times			
7:30-3:00	Elementary		
8:30-4:00	K-8 and Middle School		
8:30-4:10	High School		
Significant Dates		Grading Cycles	Report Card Date
August 14, 2023	Teachers report to work	August 28-September 29	October 6
August 28, 2023	First day of school	October 1-November 10	November 17
December 22, 2023	Last day of first semester	November 13-December 22	January 12
January 9, 2024	First day of second semester	January 9-February 27	March 8
June 5, 2024	Last day of school for students	February 28-April 19	April 26
June 6, 2024	Last day for teachers	April 22-June 5	June 5 (ES, K-8, MS) June 14 (HS)

updated 02/09/23

TABLE of CONTENTS

HISD Non-Discrimination	7
Main Office Hours.....	7
Lost and Found.....	7
Student Dress Code	7
Arrival and Dismissal/Transportation.....	7
• School Hours.....	7
• Car Riders.....	7
• Walkers.....	7
• Bus Riders.....	8
• Early Release of Students.....	8
Attendance.....	8
• Absence Excuse Documents.....	8
• Attendance Promotion Requirements.....	9
• Tardies.....	9
Curriculum/ Instruction/ Assessment.....	9
• Study Skills.....	9
• Electronic Learning Device Expectations.....	9
• Textbooks.....	9
• Gifted and Talented.....	9
• Homework Policy & Procedure.....	10
• Portfolios.....	10
• Recess & Physical Education.....	10
• Field Trips.....	11
• Explanation of Assessments	11
Student Discipline.....	12
• Suspensions.....	13
• Code of Student Conduct.....	13
• Discipline Management Plan.....	13
• Conduct Grading.....	13
• Ineligibility Due to Conduct.....	13
• Cafeteria Rules & Expectations.....	13
• School Bus Behavior.....	14
• Bullying.....	14
• Cell Phone Policy.....	15
• Corporal Punishment.....	15
Title I.....	15

- Parent & Family Engagement.....15
- Conferences with Teacher or Principal.....16
- Resolving Concerns.....16
- Shared Decision-Making Committee (SDMC)..... 16
- HISD Parent Connect Portal.....16
- Class Dojo Campus Communication17
- Change of Address/Phone Number.....17

Campus Safety and Security.....17

- Visitors.....17
- Volunteers.....17
- Fire Alarms.....17

Nutrition Services.....17

- Parties.....18

Sales of Items Prohibited.....19

Health and Medical Services.....19

- Communicable Diseases.....19
- Immunization Requirements for School Admittance.....19
- Medication Policy.....21

Supplemental Information

- Promotion Standards.....21
- Title I Parent Compact.....22
- Parent & Family Engagement Policy.....24

ACKNOWLEDGEMENT OF NONDISCRIMINATION

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

MAIN OFFICE HOURS

The main office hours are 7:30 am to 4:30 pm daily.

LOST AND FOUND

All clothing found on the campus will be placed in the lost and found area. Money, jewelry, or any other articles of value are to be submitted to the clerk in the main office for retrieval.

DRESS CODE FOR STUDENTS

UNIFORMS ARE MANDATORY AT PLEASANTVILLE.

Polo-style Shirts: Grey, white, gold, yellow, or green (no decals or excessive writing)

Bottoms: Navy blue or khaki pants, knee-length shorts, skirts, skorts, or jumpers as appropriate.

Hoods of jackets, coats, or sweaters may not be worn at any time on campus.

Any other colors will be considered inappropriate. Shoes or tennis shoes must always be worn. **Students may not wear sandals, slides, crocs, or flip-flops for safety purposes.**

If a student is not wearing an official uniform, they will remain in the office until a parent is notified to bring the appropriate attire. If we can't reach a parent or guardian, we will attempt to locate an appropriate uniform for students.

ARRIVAL AND DISMISSAL/TRANSPORTATION

SCHOOL HOURS: 7:30 am-3:00 pm

Students may not enter the building before 7:00 am and should not arrive prior to that time as no supervision will be provided.

CAR RIDERS – Circle Drive Main Entrance

Parents should use the circular driveway with visitor parking in front of the school on Gellhorn Street to pick up students in cars. **Walk-up parents will not be served at the front entrance.** Parking is allowed only in designated parking spaces. Parking is not permitted in the driveway as its purpose is for moving traffic (drop off and pick up only). Gather all backpacks, jackets, and personal items before reaching the school entry to make drop-off a quick and smooth process.

WALKERS – Gellhorn St. Gate

Walkers should not arrive at the main entrance for school before 7:00 am. Students and parents are urged to use caution when walking to school. Students should cross the street only with the crossing guards. Walking students will be dismissed from the Gellhorn St. gate directly across from the Houston Public Library. Students must be in Second Grade or higher to be independent

walkers. Pre-K through First Grade students must be accompanied by an adult to be a walker. **Walk-up parents will not be served at the front entrance.**

BUS RIDERS

Bus transportation is provided for special education students and Clinton Park students who are zoned to Pleasantville Elementary. Riding a bus is a permissible privilege as long as rules and regulations are followed. Listed below are the bus rules that all Pleasantville students must follow:

- Keep your hands to yourself.
- Respect the bus driver.
- Do not hang any part of the body out of the bus window.
- Do not throw anything out of the bus window.
- Talk quietly when the bus is in motion.
- Do not eat or drink on the bus.
- Stay in seats, facing forward, and do not stand up in the aisle or on seats.
- Wear a seat belt when the bus is equipped with them.

EARLY RELEASE OF STUDENTS

Students may not be picked up early after 2:00 pm.

Parents must provide the school with information regarding persons authorized to pick up their children from school. Students will not be released to anyone without a form approving pick-up. A guardian must sign a student out any time they are picked up before dismissal.

ATTENDANCE

To meet attendance standards, a student must attend school 90% of enrolled class days. **If a student enrolls on the first day of school, they may not be absent more than 15 days (excused or unexcused).** A student is absent if they are not present at 9:30 am. Exceptions: if a student is on an official school project, they are not absent.

ABSENCE EXCUSE DOCUMENTS

A dated written excuse must be given to the teacher or main office by the parent. This excuse is due on the day the student returns to school. Absence documentation will not be accepted more than 3 days after return from an absence. The three-day period shall begin with the day the student returns to school. If your child is ill for more than one day, please notify the school regarding the approximate date your child will return. A doctor's note is required if a student is absent three or more consecutive days due to illness. If the teacher does not receive a note from the parent within three days after the student returns, the absence is counted as unexcused. **Students will be given 5 school days to make up any missed assignments due to absence.** Excuses for absences are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with the permission of the principal, or "any other causes acceptable to teacher, principal, or superintendent."

ATTENDANCE PROMOTION REQUIREMENT

Any student who has 10% or more days absent (excused or unexcused) will have to attend Summer School to meet the promotion requirement due to excessive days absent.

TARDIES

Students must arrive at school on time daily. Students who are tardy, coming after 7:50 am, must report to the main office for an admit slip and will have tardies tracked. Parents will be contacted if late arrival continues to be an issue; a parent conference with the principal or designee will be required.

CURRICULUM, INSTRUCTION, & ASSESSMENT

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and necessary materials.
2. Listen well and take part in class.
3. Ask questions if you don't understand.
4. Do your best daily.
5. Plan your day and include time for homework.
6. Set High Goals and strive to achieve them.

ELECTRONIC LEARNING DEVICE EXPECTATIONS

Laptops, Chromebook, and iPads are an integral part of the learning experience on campus. As such, students are expected to take proper care of the learning devices in their possession.

1. Devices should be carried with two hands at all times.
2. Students should only walk when carrying a device.
3. Devices should never be thrown or handled roughly
4. Workspaces should be free of food, liquids, or other potentially hazardous items
5. Devices should be plugged in for charging returned
6. Issues, damages, and/or malfunctions should be reported to the teacher immediately
7. Headphones should be worn when using the device
8. Students should only visits sites or online resources specifically assigned by the teacher.

TEXTBOOKS

Students are responsible for textbooks assigned to them which usually remain at school. Textbooks are consumable and will not be replaced if lost. Digital versions are available on the HUB through CLEVER for each student.

GIFTED & TALENTED (GT) PROGRAM

Pleasantville's GT Program serves students who have been identified as potentially gifted or talented in intellectual ability, creativity, or leadership. The G/T Program offers a differentiated, accelerated and enriched curriculum. Students typically study interdisciplinary units that

emphasize higher-level thinking skills, problem-solving, and creativity. Testing for the G/T program takes place annually. For more information, contact the G/T Coordinator at (713) 671-3840.

HOMEWORK POLICY & PROCEDURE

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning. Parents can help their children by providing a quiet, comfortable place for the student to work, seeing that assignments are complete, and reading to their child 20 minutes each day.

Pleasantville School homework policy is as follows:

1. A standardized school folder will be sent home daily. Contact your child's teacher if your child does not bring the folder with homework on Monday-Thursday.
2. No homework will be given on Fridays or Weekends unless a long-term assignment has been given.
3. Parents will be made aware of long-term assignments. The teacher will send explanations and due dates in writing.
4. No written homework will be given on extended holidays.
5. Parents will be notified if missing homework assignments become habitual.
6. Teachers will provide opportunities for students to conduct research activities with materials at school if required.
7. Upon returning from an absence, a student will be given 5 school days to complete missed homework. This will be in addition to any regular nightly homework.

PORTFOLIOS

Student portfolios, which contain work samples, photographs, etc., will be maintained for each student. This portfolio of work samples will help determine your child's strengths and weaknesses to plan appropriate classwork. Parents are encouraged to schedule conferences to review their child's portfolio and share their observations with the teacher throughout the school year.

RECESS & PHYSICAL EDUCATION

Senate Bill 530 and Texas Education Code 28.02 state that a school district shall require students enrolled in kindergarten or a grade level below sixth grade to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year as part of the district's physical education curriculum or through structured activity during a school campus's daily recess. If for any grade level below sixth, that this requirement is impractical due to scheduling concerns or other factors, students in that grade level may participate in moderate or vigorous physical activity for at least 135 minutes during each school week.

Both recess and physical education will be part of the daily program and scheduled as separate activities. Recess will not replace the structured physical activity provided through physical education.

FIELD TRIPS

Field lessons within our city and to nearby points of interest will be scheduled by classroom teachers throughout the school year. These trips are designed to supplement different classroom curriculum aspects and introduce students to community resources. Parents will receive notice of Field lessons in advance of the scheduled trip date and will be asked to sign a permission form. Sometimes a fee may be requested to help defray the cost of transportation or facility use. **Parents are encouraged to attend Field Trips with their children if space is available; however, you must have an official HISD background check updated every school year.**

Parents will be notified at least three days in advance if a student's misbehavior prohibits their participation in a field trip, or if it is mandatory for a parent to accompany his/her child due to chronic misbehavior as determined by the classroom teacher.

Due to liability issues, only students enrolled in our school will be able to ride HISD buses. Students must be at least four years of age and/or enrolled in school to ride HISD buses. Please do not ask for exceptions to this policy.

EXPLANATION OF ASSESSMENTS

High-Frequency Word Evaluation Overview

As part of current promotion requirements, first and second grade students must successfully read aloud words from the High-Frequency Word Evaluation (HFWE). Parents play an important role in helping their children become good readers; they are encouraged to read to their children and to have their children read to them daily. Parents can also use flashcards and have students recognize high-frequency words in books and the environment.

The State of Texas Assessments of Academic Readiness (STAAR)

The state assessment is based on the Texas Essential Knowledge and Skills (TEKS), the standards designed to prepare students to succeed in college and careers and to compete globally.

The STAAR assessments test content students studied that year. STAAR Mathematics and Reading Language Arts assessments are administered in grades 3–5. The science assessment for grade five will address grades 3 through 5 TEKS.

House Bill (HB) 3261, enacted by the 87th Texas Legislature in 2021, requires state assessments to be administered online by the 2022–2023 school year. Online administration allows students to receive accommodations like those they get in the classroom, provides faster test results, improves test operations, and allows new non-multiple-choice questions. This transition will require nearly all students to be assessed online, except for students taking the STAAR Alternate 2 assessment and students requiring accommodations that cannot be provided online.

IOWA & CogAT - The IOWA is a norm-referenced achievement battery test. It measures students' reading, language arts, mathematics, science, and social science achievement. The IOWA assesses skills based on the second half of a given school year and the first half of the next school year. The Cog AT is a computer-based cognitive abilities assessment. **These tests will only be used to assess students for Gifted and Talented potential.**

Texas English Language Proficiency Assessment System (TELPAS)

TEA designed the Texas English Language Proficiency Assessment System (TELPAS) to assess the progress that limited English proficient (LEP) students, also referred to as English learners (ELs), make in learning the English language. Students in grades K-12 that have been identified as an EL are required to take TELPAS. This includes ELs whose parents have declined bilingual or English as a Second Language (ESL) program services. In grades K-1, TELPAS includes holistically-rated listening, speaking, reading, and writing assessments based on ongoing classroom observations and student interactions. In grades 2-12, TELPAS includes online reading, listening, and speaking tests as well as holistically-rated student writing collections. The TELPAS reading test and listening and speaking test are designed especially for students who do not speak English as their first language. They will stop participating in TELPAS when their language proficiency assessment committee (LPAC) determines that they are proficient in the English language and have met exit criteria. This applies to all ELs, even those who are not in a bilingual or ESL program. Once a student has met the state's exit criteria, they will no longer be identified as an EL and will not have to participate in TELPAS.

PERIODIC FORMATIVE ASSESSMENTS (NWEA MAP, TX-KEA, & CIRCLE)

Beginning of Year (BOY), Middle of Year (MOY), End of Year (EOY)

All students will be given formative assessments at the beginning of school. These tests will cover the major areas, and their results will enable teachers to address your child's specific needs in a timely manner. Students will take Middle of the Year formative assessments to enable teachers and parents to measure academic growth and plan for ongoing instruction. End of Year assessments will be given to measure students' growth compared to the Beginning of Year Assessment.

STUDENT DISCIPLINE

The teaching staff is charged with maintaining appropriate discipline of students in the individual classrooms with assistance from the principal or her designee as needed. Students will be dealt with reasonably, fairly, and patiently, but persistent misconduct will not be tolerated. **Parents will be advised when students begin to get into consistent incidents, which might lead to In-School Suspension (ISS) or Out-of-School suspension in grades 3-5, regardless of regular education, special education, or 504 status.**

The power of school officials (teachers and principal), acting according to school rules, applies to

student behavior on and off campus when relevant to any lawful school's lawful mission, process, or function. The school may prohibit action which impairs, interferes with, or obstructs the educational process or operation of the school.

The teacher is responsible for pupils' care, discipline, and instruction in his/her charge and as assigned by the principal. The teacher shall enforce all rules governing the conduct of pupils. The teacher is responsible for the conduct of his /her class except in cases where the responsibility has been delegated to others, such as during core enrichment classes, lunch, etc. All teachers and staff members are responsible for student conduct in the building and on campus whenever the student's teacher is not present.

SUSPENSIONS

Suspensions (in-school or out-of-school) are given by the principal or her designee for severe or chronic offenses. (Ex: Fighting, pulling the fire alarm, profanity, bullying, assault, stealing, vandalism, non-compliance, and chronic misbehavior).

CODE OF STUDENT CONDUCT

Parents and students may download the *Code of Student Conduct: Your Rights and Responsibilities* or request a hard copy from the school: This book details the expectations for student behavior and the consequences for misbehavior. When you have discussed this with your child, you and your child must sign the **ACKNOWLEDGEMENT FORM** sent home and return it to school. This form will be placed in each student's cumulative folder.

DISCIPLINE MANAGEMENT PLAN

Teachers have the authority and responsibility to maintain discipline in the classroom. Consequences for discipline will be handled according to the Houston Independent School District Code of Student Conduct. Each teacher will share the campus discipline management plan with parents.

CONDUCT GRADING

A student's conduct grade is based on the ancillary/non-ancillary teacher's evaluation of the student's overall behavior during each of the grading cycles. The following grading scale is used when recording a student's conduct grade:

- E - Excellent
- S - Satisfactory
- P - Poor
- U - Unsatisfactory

INELIGIBILITY DUE TO CONDUCT

Students will not be permitted to attend extra-curricular activities (field trips, assemblies, etc.) if their conduct is poor (P) or unsatisfactory (U). **Parents may opt to attend a Field Trip with their**

child and assume responsibility for their behavior in lieu of non-participation. You must make this request to the teacher and have cleared the background check through VIPS.

CAFETERIA RULES & EXPECTATIONS

1. Students may pass through the serving line only once each day.
2. Remain seated.
3. Eat only your lunch. No exchanging of food.
4. Leave your area clean.
5. Raise your hand for assistance.
6. Talk softly to people closest to you.
7. Keep hands, feet, and lunch boxes to yourself.
8. 10. Staff will not be allowed to microwave food for students.
9. 11. Students must consume their lunch on campus. It is against federal policy to leave the campus with any food items provided by the Federal Lunch Program

The same general rules for behavior in the classroom apply in the cafeteria. Classes will sit together at their assigned table(s). Students are to remain quiet in line and keep their hands to themselves. Students can talk quietly and may leave their table only when excused by a cafeteria monitor.

SCHOOL BUS BEHAVIOR

The bus driver is responsible for student safety on the bus and will not tolerate any misbehavior. Students who misbehave are to be reported to the teacher specialist or principal who will discipline students according to the following policies:

- **First Offense** - Student is given adequate warning. Parent is informed in writing that the child is not following bus rules and regulations.
- **Second Offense** – Student receives a second warning; parent is notified via telephone and in writing.
- **Third Offense** – One day suspension from riding the bus. Parent will receive written documentation and a phone call for notification.
- **Fourth Offense** – Suspension from riding the bus for a length to be determined by the principal, up to and including permanent removal from bus transportation. Parent will receive written documentation and a phone call for notification

BULLYING

Engaging in gestures, electronic communication, or a written, verbal, or physical act that is reasonably perceived to have the effect of: 1) harming a student physically or emotionally or placing a student in reasonable fear of personal harm, or malicious property damage, 2) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of the school. Bullying may also be referred to as

harassment, teasing, or intimidation. A student who believes that they are being bullied or teased should report the incident to the principal or classroom teacher for immediate investigation.

CELL PHONE POLICY

Though cell phones are a common tool for communication, they have become a significant distraction to the learning environment, especially with our upper-grade students. **Please do not allow your child to carry a cell phone unless absolutely necessary.**

Students are allowed to carry cell phones to school; however, **phones must be turned off and stored out of sight during school hours** unless the teacher uses them as a part of the resources needed for a lesson or technology day.

Phones may not be used to take pictures, play games, utilize social media, or text/call (*including parents or guardians*) during school hours, including recess. If a student violates the cell phone policy, they will have the following consequences:

- **First Infraction**-Students will have their cell confiscated and returned at the end of the day.
- **Second Infraction**-Students will have their cell phone confiscated for parent pick up at the end of the day
- **Third Infraction**- Students will have their cell phone confiscated for parent pick up at the end of the day with a \$10 fee

Your support is appreciated in making certain that students adhere to this policy while at school or attending school-sponsored events. Finally, parents may want to monitor the sites children are visiting and social media apps they may be using.

CORPORAL PUNISHMENT

The Houston Independent School District has banned corporal punishment. At Pleasantville Elementary School, teachers and staff members are not permitted to use corporal punishment, including exercises.

TITLE I

Our school has been designated as a Title I campus. **All parents are asked to review the Title I Compact in the supplemental section of this handbook.** Parent Advisory Meetings (PAC meetings) are held each month. Please direct your inquiries to Ms. Baity, the Title I Coordinator.

PARENT & FAMILY ENGAGEMENT

If students are to be successful, their parents or guardians must be actively involved in their education. Pleasantville Elementary School developed this policy to describe how we involve parents in the total education of our students.

The School Title I Parent Compact is a part of this policy which defines how parents help their children achieve in school and to ensure that parents with limited English proficiency or

disabilities can participate in their children's education. This policy was developed with the assistance and approval of parents of children participating in the Title I program and the Principal, Title I Coordinator, LPAC Administrator, Parent Advisory Council President, Teachers, and Community Members. **Please see detailed information on our Parental Involvement Policy in this handbook's supplemental section.**

CONFERENCES WITH TEACHERS OR PRINCIPAL

Parents are encouraged to schedule times for conferences with the principal and/or individual teachers. Please call the school office, at (713) 671-3840, to schedule an appointment. If you have a pressing concern or emergency, don't hesitate to visit the principal, with or without an appointment. If the principal is unavailable, her designees, Ms. Baity or Ms. McGregor will meet with you.

RESOLVING CONCERNS

HISD and Pleasantville Elementary are grateful for the support we receive from the parents of our students. All HISD employees share with parents the goal of achieving what is best for students. Nevertheless, sometimes parents and school personnel may not agree on an issue. To arrive at a quick, satisfactory solution, it is very important to adhere to the procedures and reporting structures that HISD has in place.

The key to settling any problem is clear and honest communication. **If you do not understand or do not agree with an action or a policy that affects your child, the first person to turn to is your child's teacher.** Make an appointment to meet with the teacher and an administrator to discuss the matter.

SHARED DECISION-MAKING COMMITTEE (SDMC)

The Shared Decision-Making Committee meets on a quarterly basis. Selection of SDMC members (parents, community members, teachers, and other school-based staff) is held according to HISD guidelines. If you are interested in serving on this committee, please contact the school principal.

HISD CONNECT PARENT PORTAL

PSC Online Portal allows registered users (i.e., parents and students) to log in to access a variety of student information such as:

- Daily Attendance
- Assignments and Grades
- Progress Reports
- Curriculum Resources
- Parent and Student Resources

If you have difficulty registering, contact the school or the HISD Help Desk at (713) 892-7378. Help Desk hours of operation are 7:00 am– 5:00 pm, Monday through Friday.

CLASS DOJO ONLINE APP

Class Dojo keeps teachers, families, and kids connected. Messages make it easy to communicate with teachers, families and staff anytime, anywhere—and are automatically translated into more than 35 languages. With Stories, teachers can securely share photos, videos and updates on a private feed so parents can see the classroom magic for themselves. The Events calendar is easy to use and keeps everyone in the loop with automatic reminders. **THIS IS THE CAMPUS-WIDE PREFERRED COMMUNICATION METHOD.**

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important that every student maintain an up-to-date address and telephone number on file in the main office. Notify the school immediately if you have a change of address or telephone number during the school year. A red flag is received if your number is not listed correctly in the system. We will make every effort possible to maintain correct contact information, including home visits.

CAMPUS SAFETY & SECURITY

Student safety on campus and at school-related events is a district core value. The cooperation of students is essential to ensure school safety. Students should follow rules in the classroom, in the cafeteria, on the bus, and as listed in the Houston ISD Code of Student Conduct Booklet.

The following procedures are in effect daily:

1. All students must report to the cafeteria area if they arrive at school prior to 7:25 am. Please be advised that no adult supervision exists for students who arrive before 7:00 am.
2. All visitors, including parents, must report to the office to sign-in before visiting classrooms or school personnel. Visitors must wear a name badge and report to the office to sign-out before leaving the building. There are no visitors including parents allowed on campus during testing weeks.
3. Parents must provide the school with information regarding persons authorized to pick up their children from school. Persons picking up students must be prepared to show identification. Requests to pick up a child before the end of the school day must be made in writing unless it is a case of emergency. Teachers will not release students to anyone without a badge granting approval for early release.
4. Students must always carry a hall pass and travel in pairs.
5. Code Red procedures will go into effect during emergencies.
6. Members of the school security team will monitor the building and grounds.
7. HISD POLICE will be called in emergency situations.

8. Classroom doors will be locked at all times when students are present.

VISITORS

All visitors, including parents, must report to the main office, sign in, **present a state-issued ID** and wear a visitor's badge while on the school campus. There are no exceptions to this safety rule.

VOLUNTEERS

Volunteers provide an essential service to our school. They are needed to assist in the preparation of materials and are especially needed for extra-curricular activities. Please contact the school if you can share some time to help make our campus a better place for students to learn and grow. **All school volunteers must agree to have HISD conduct a background check each year before volunteering on campus or attending Field Trips.** Please reach out for support with VIPS clearance.

FIRE ALARMS

For the safety of all students, Pleasantville Elementary has a school-wide fire alarm system that sends an immediate message to the Houston Fire Department and the Houston Police Department in case of an emergency.

Pulling any alarm located in the building transmits the emergency signal. All alarms were installed to be handicapped accessible; therefore, children can reach them. **Any student activating the fire alarm system will be assessed a fine by the Houston Fire Department.**

NUTRITION SERVICES

HISD is committed to providing nutritious, well-balanced breakfasts, lunches, and snacks to help students to perform better in all areas of their lives, including academic achievements. Each of the approximately 230,000 meals served daily by Food Services meets or exceeds the U. S. Department of Agriculture's daily dietary requirements as outlined under the National School Breakfast and Lunch Programs.

Pleasantville offers **both free breakfast and lunch to all students**. The only requirement is that each parent completes and returns a survey application. These surveys will be sent home on the first day of school. We must have a signed survey for each student. **Again, both breakfast and lunch for all students is free.** Adults pay \$2.00 for breakfast and \$3.00 for lunch.

BIRTHDAYS

Student birthdays may be celebrated with store-bought cupcakes or cookies, single-serve juices, and goodie bags. These items may be dropped off at the main office and will be delivered to classes after 2 pm.

SALES OF ITEMS PROHIBITED

Students are not allowed to sell candy, etc. to their classmates or teachers during the instructional day. Parents and unauthorized vendors are not to sell items at school or anywhere on the grounds. Likewise, staff members are not to sell candy, pencils, etc., to students during the instructional day. This policy does not apply to the sale of items by the Parent Organization or school fund-raisers.

HEALTH AND MEDICAL SERVICES

COMMUNICABLE DISEASES

To protect students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Among the more common of diseases is the following: Chickenpox, Hepatitis, Influenza, Mumps, and COVID-19.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ADMITTANCE - FAQs

Q. *What is Provisional Enrollment?*

A. Provisional enrollment is a component of the rules adopted by the Texas Department of State Health Services (DSHS) for the minimum immunization requirements for school entry. Provisional enrollment allows a student meeting certain specific criterion to be admitted to school on a temporary basis for up to 30 days. During this 30-day period, the parent is responsible for ensuring that the student receives the necessary vaccine(s) as fast as is medically feasible, and/or providing a complete and current immunization record to the school. Texas schools are also responsible for ensuring that immunization records are sent to requesting Texas schools within the 30-day period.

Q. *Can DSHS adopt rules that would prohibit a student from being admitted into a school?*

A. Yes. Admission to a school is not allowed until records are produced showing (1) that the child has been immunized in accordance with the rules; (2) the child has an exemption from immunization requirements on file with the school in accordance with the rules; or (3) that the child is entitled to provisional enrollment.

Q. *What specific circumstances must a child fall under to qualify for provisional enrollment?*

A. Provisional enrollment allows a student to enroll in school under the following situations:

1. **Transfer Students** - Students transferring from one Texas public or private school to another.
2. **Homeless Students** - Students who are defined as homeless according to the federal McKinney-Vento Act, 42 U.S.C. §11434a.
3. **Students In-Progress** - Students who have received at least one dose of each specified age-appropriate vaccine required by the DSHS rules. To remain enrolled, students must complete the required subsequent doses of each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose(s) is (are) administered.

Q. *Can a child without an immunization record be enrolled provisionally if they are not homeless, are not transferring from a Texas school or are not progressing towards obtaining immunizations as fast as is medically feasible?*

A. No. The child must obtain the first doses of the required vaccines and then they can be admitted provisionally as long as they are progressing towards receiving the remaining required vaccines as fast as is medically feasible.

Q. *What if a child does not have all his or her shots up to date prior to starting school?*

A. The student will be required to receive the necessary vaccinations in order to enroll or start school. If the student has started the series and is on schedule, he or she can enroll provisionally until it is medically feasible to receive the next vaccine dose.

Q. *What if the student is more than a year delinquent for a vaccine? Can this student be allowed to attend school provisionally at the beginning of a new school year?*

A. No. If more than the maximum amount of time to receive the next dose has expired, the student cannot attend school until he/she received the required dose.

Q. *What do parents or guardians need to show as proof that their child has started the vaccine series needed?*

A. Acceptable documentation of immunizations is any record of immunizations validated by a physician or his/her designee, or public health personnel. The record must show the month, day, and year when each immunization was received.

Q. *Where can parents take their children to get the required immunizations?*

A. Parents should contact their children's physician. Alternatively, they can contact their local health department or the nearest DSHS Health Service Regional Office for information.

For more information about immunization requirements go to: www.ImmunizeTexas.com or contact the Immunization Branch at (512) 458-7284 or (800) 252-9152.

MEDICATION POLICY

ONLY THE SCHOOL NURSE OR HER DESIGNEE MAY ADMINISTER MEDICATION! Do not allow your child to bring medicine to school. To give medication at school, you must have an official HISD Consent Form completed by a physician. You may obtain this form from our school nurse.

SUPPLEMENTAL INFORMATION

PROMOTION STANDARDS

The Houston Independent School District (HISD) standards for promotion are based on academic achievement earned through a passing grade of 70% or above, demonstrated achievement on the HISD High-Frequency Word Evaluation in grades 1-2 and on the State of Texas Assessment of Academic Readiness (STAAR) in grade 5. Students at all grade levels must also have sufficient attendance to be promoted to the next grade level. In order to have sufficient attendance for promotion, a student's total number of excused and unexcused absences cannot exceed 10% of class meetings.

Grades 1 and 2

Grades 3 and 4

Grade 5

A Course Grades: State requirement of an overall yearly average of 70 or above and a local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies.

B High-Frequency Word Test: Passing Score

STAAR: Passing score ("Approaches standard") in reading and math on English or Spanish STAAR

C Sufficient attendance: Total absences must not exceed 10% of days enrolled in school (15 days maximum if enrolled from the 1st day of school).

Title I School-Parent Compact 2022-2023

STUDENT PLEDGE

I will strive to:

- Attend school daily unless ill
- Complete classroom/homework assignments
- Be at school on time
- Respect others and their property
- Follow School and class rules

PARENT PLEDGE

I will strive to:

- Make sure my child is at school every day unless he/she is ill
- Get my child to school on time each morning
- Have at least two Parent/Teacher conferences this school year
- Support the Code of Student Conduct
- Read at least 20 minutes each evening with my child
- Provide current information regarding address, phone, etc.

TEACHER PLEDGE

I will strive to:

- Provide various learning experiences that will address student academic needs, strengths, and learning styles.
- Utilize the HISD curriculum
- Respect the cultural backgrounds of all students, parents, and community members
- Continue to participate in staff development activities to enhance my professional growth.

SCHOOL PLEDGE

I will strive to:

- Provide a safe, positive learning environment.
- Provide enrichment activities that will help students improve skills in the areas of oral and written communication, conflict, resolution, and interpersonal relationships.
- Provide parents with knowledge of academic standards
- Provide materials or training for parents on academic objectives

Title I Compacto de Escuela y Padres 2022-2023

Juramento del estudiante

Me esforzaré en:

- Asistir todos los días a la escuela.
- Completar los trabajos en la escuela y hacer las asignaciones.
- Llegar a tiempo a clases
- Respetar a los demás y su propiedad
- Seguir las reglas de la escuela y el aula.

Juramento del padre/madre

Me esforzaré en:

- Asegurarme que mi hijo/hija asista a la escuela todos los días.
- Llevar a mi hijo a la escuela a tiempo.
- Tener conferencias con el maestro durante el año escolar.
- Apoyar el Código de Conducta del Estudiante.
- Leer al menos 20 minutos cada tarde con mi hijo/hija.
- Proveer la información actual en cuanto a la dirección, el teléfono, etc.

Juramento del maestro/maestro

Me esforzaré en:

- Proveer una variedad de experiencias educativas que ayudaran con las necesidades académicas del estudiante, sus fortalezas, y métodos de aprendizaje.
- Utilizaré estrategias del Clear y los Cinco Estándares de Pedagogía Efectiva.
- Respetaré la diversidad cultural de todos los estudiantes, padres y miembros de la comunidad.
- Continuaré participando en actividades como parte de mi crecimiento profesional

Juramento de la escuela

Me esforzaré en:

- Proveer un ambiente más seguro y positivo. .
- Proveer actividades de enriquecimiento que ayudaran a los estudiantes a mejorar sus habilidades y conocimiento práctico; en áreas de comunicación oral y escrita, conflicto, resolución, y relaciones Interpersonales.
- Proveer a los padres los métodos para entender los conocimientos del estándar académico.
- Proveer a los padres entrenamiento para el entendimiento de objetivos académico.

PARENT and FAMILY ENGAGEMENT POLICY

Policy Involvement

Each year, usually in September, parents of all children who participate in the Title I or other federal programs are invited to a series of meetings. Meetings are held on several different days and times, and parents have a choice of which to attend. At the meetings we discuss Title I Policy, its requirements, and the rights and benefits to parents of children involved. We encourage parents of Title I students to attend these meetings and allow them to bring their child/children to the meetings. Parents can be involved in the planning, review, and improvement of Title I programs, including contributing to this parental involvement policy, and are invited to attend Parent Advisory Council (PAC) meetings, PTO meetings, and participate as members of the SDMC (Shared Decision-Making Committee).

Program Involvement

PAC meetings are held four times throughout the year, we give parents information about our Title I programs, including (science, reading, math, computer lab, extended day tutorials etc.) In these meetings we will also discuss the HISD curriculum, our expectations for students, and how we measure student performance. We explain how each individual child and our school as a whole are doing on state tests such as the STAAR, CIRCLE, KEA and High-Frequency Words. We encourage parents to attend parent/ teacher conferences to discuss their child's progress.

School-Parent Compact

The School-Parent Compact was developed jointly with parents of participating Title I students and explains how parents, school staff, and the student will all share responsibility for each student's academic success. Parent-teacher conferences are held annually, during which time the compact is discussed as to how it relates to their child's academics. In addition, progress reports are sent home once every nine weeks period and parents are given an opportunity to volunteer, participate and become involved in their child's learning. Our compact is a part of the Parent-Student Handbook.

Building Capacity for Involvement

It is part of Pleasantville Elementary School's role to teach parents how to help their children increase academic rigor. One way this is done is by assisting parents of children being served in understanding the TEKS, STAAR, and the district's and school's assessments, how to monitor a child's progress, and work with the teachers to improve achievement of their children, keeping abreast of scientific research and the HISD curriculum. Parents are given information about testing and curriculum via the school handbook and the classroom teacher.

Parent Training and Involvement

Family Nights are held to show parents how they can work at home to help their children, and how to be involved in decision-making about the education of their children. Materials and trainings are provided, such as (Family Literacy Tapes, Family Night activities in core subject areas, training for parents through the HISD PAC, PTO, Special Education Office, information regarding assistance available from outside agencies, etc.)

Training is also given to teachers and other staff members. School staff members are taught the importance of involving parents as partners, utilizing programs for parents, and building ties between home and school.

Our school strives to coordinate parental involvement activities among the different programs available on our campus. Shared parental involvement activities are sponsored for Title I, Neighborhood Vanguard, Special Education and Title III ESL programs.

Community-based organizations and businesses are encouraged to sponsor activities involving parents, school and community. We solicit support from local businesses, specific social agencies, civic clubs, etc.

Accessibility

Participation and involvement of all parents is important. Information related to student achievement, school performance, school and parent programs, meetings and other opportunities for participation is sent home in the home language whenever possible. Some of the standard information sent home in Spanish includes (School-Parent Compact, report cards, school profiles, student test results, etc.).

We ensure the ability of parents with disabilities to participate by providing handicapped access to (all buildings, some specific buildings, classrooms and buildings where meetings are held, etc.).

Date Issued: August 27, 2020

Date Updated: June 2023

POLIZA DE COMPROMISO DE PADRES Y FAMILIA

Póliza de Involucramiento

Cada año, usualmente en septiembre, invitamos a los padres de todos los estudiantes que participan en el programa de Título I, Parte A, u otros programas federales a una serie de reuniones. Las reuniones son diferentes días y horas, y tienen elección de cuando asistir. En estas reuniones, discutimos la ley del Título I, Parte A, los requisitos, derechos y beneficios a los padres de los estudiantes involucrados. Animamos a los padres a asistir a las reuniones y si es necesario, traer a sus hijos. Les explicamos cómo los padres pueden formar parte de la planificación, revisión y mejoramiento del programa de Título I, Parte A, incluyendo su contribución a esta póliza de involucramiento de padres. Están invitados a asistir a las reuniones de PAC, PTO y como miembros del SDMC (El Comité de Decisiones Compartidas en la Escuela).

Involucramiento del Programa:

Hay cuatro reuniones del PAC. Damos a los padres información de nuestro programa de Título I, Parte A incluyendo ciencias, lectura y matemáticas, tecnología y tutorías (durante el día, después de clases, y los sábados). Les describimos y explicamos el currículo, las expectativas de los estudiantes y su progreso. Les explicamos cómo cada individuo y la escuela salen en los exámenes estatales como el STAAR y otros exámenes como el IOWA, TPRI/Tejas LEE, y Evaluaciones de Palabras de Alta Frecuencia. Tenemos conferencias de padres para discutir el progreso de su hijo/a.

Acuerdo entre Estudiante-Padres-Escuela:

El acuerdo entre Estudiante-Padres-Escuela fue desarrollado junto con los padres de los estudiantes participando en el programa de Título I, Parte A y explica como el estudiante, los padres, y el personal de la escuela comparten la responsabilidad para el éxito académico del estudiante. Tenemos conferencias una vez al año, en ese tiempo se discute el acuerdo y como se relaciona al estudio del niño/a. Adicionalmente, se envían notificaciones de progreso cada nueve semanas; los padres tienen oportunidad para ser voluntarios, participar, y estar envueltos en el aprendizaje de sus hijos. Nuestro acuerdo forma parte del Manual de Estudiantes-Padres.

Capacidad para Involucramiento:

Es parte del papel de la escuela Pleasantville enseñarles a los padres como ayudarles a sus hijos a aumentar el rigor académico. Una manera que se logra esto es explicándoles los objetivos, expectativas, y exámenes del distrito y escuela, como las leyes de la educación. Los padres reciben información de metas del distrito, el estado y la nación, requisitos del Título I, Parte A, contenido y normas de las destrezas y conocimientos (TEKS/STAAR) y el plan de mejoramiento.

Entrenamiento e Involucramiento de Padres:

Las presentaciones son diseñadas para informarles a los padres si su hijo/a está progresando, como los padres pueden trabajar con los maestros para ayudarles a sus hijos, y como estar involucrados en las decisiones que afectan la educación de sus hijos. Materiales y entrenamientos, tales como la Apertura Escolar, Noche Familiar de Literatura, Ciencias, y Matemáticas, e información sobre agencias de apoyo fuera de la escuela, se ofrecen para ayudarle a los padres brindar ayuda a sus hijos. Además, se ofrecen clases de alfabetización para

la primaria y secundaria (Instituto de México), Aprende a Leer (canal 8), clases para padres, clases de inglés y clases de computación o computadoras (Comunidades en las Escuelas).

Entrenamiento también se ofrece a los maestros y otro personal. Se les enseña la importancia de involucrar a los padres y como hacer las conexiones entre la escuela y el hogar.

Nuestra escuela se esfuerza en coordinar las actividades de involucramiento para que los padres puedan participar en todas.

Animamos la participación de los padres en las actividades desarrolladas entre la escuela y negocios patrocinadores. Los negocios y organizaciones de la comunidad son informados de las oportunidades para trabajar con los padres.

Acceso:

Participación e involucramiento de todos los padres es importante. Información relacionada con hazañas de los estudiantes, desempeño de la escuela, programas para los padres y la escuela, reuniones y otras oportunidades para participación es enviada a la casa en inglés y en español. Alguna información de costumbre incluye la Póliza de Involucramiento de Padres, el acuerdo entre Estudiante-Padres-Escuela, notificación de progreso, calificaciones, y notas o anuncios.

Aseguramos que los padres con discapacidades puedan participar, proporcionándoles acceso a los edificios donde hay reuniones o conferencias.

Fecha de Envío: Agosto 27, 2020

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