

HARVARD ELEMENTARY SCHOOL

STUDENT AND PARENT HANDBOOK

2021-2022



This booklet is intended to serve as a guide to our school. It should be used in conjunction with the Code of Student Conduct and the policies of the Board of Education and the Texas Education Agency.



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.

HARVARD ELEMENTARY SCHOOL
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HOUSTON, TEXAS 77007



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MISSION STATEMENT

The mission of Harvard Elementary, in partnership with our community, is to empower each student with global awareness, knowledge, skills, and values necessary to make a better world.

MOTTO

Think You Can...
Work Hard... Get
Smart!

SCHOOL COLORS

Royal Blue and Yellow

MASCOT

Eagle in Flight

PROGRAMS

A Magnet School for Science,
Technology, Engineering and
Mathematics (STEM)
International Baccalaureate
Primary Years Programme (IB/PYP)

Information in this handbook may be changed with or without notice based upon policy changes from the Harvard Elementary School's Shared Decision-Making Committee; the Houston Independent School District's Board of Trustees; the Texas Education Agency, the Texas Legislature or the Congress of the United States.

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HISTORY OF HARVARD ELEMENTARY SCHOOL



On September 18, 1898, Harvard Street School opened its doors to the children of the south end section of the Heights. The *City Directory* for that year lists the school as “Houston Heights School No. 2 – Harvard, 8th Avenue.”

The school was built on two lots at Harvard and 8th, and its name derived from its location, although later the word **Street** was dropped from its title.

In 1902, rooms were added to the building. This enlarged, three-room frame building was still serving students in 1911 when a book about the Heights printed a picture of the first brick unit next to the old building.

The main structure, now called Harvard Elementary School, was built in 1923 with additions added in 1979 and 1988.

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DAILY SCHEDULE

- 7:20 a.m. Campus Opens/Students Enter Classroom
- 7:30 a.m. Breakfast in the Classroom/Instruction Begins
- 7:35 a.m. Students are Tardy/Morning Announcements
- 9:30 a.m. Official Attendance is Taken

- 3:00 p.m. Dismissal



SAFETY

Safety above all else is a core value for the Houston Independent School District. The Harvard ES policy and procedures for walkers, car-riders, bicycle riders and drivers are of primary importance in maintaining an accident free environment for everyone. We feel that the safety of children cannot be overemphasized. We urge you to caution your child about safety to and from school, talking to strangers, and going directly home unless previous plans have been arranged. We also expect all community members to support and adhere to the Harvard Arrival and Dismissal Procedures.

ARRIVAL and DISMISSAL PROCEDURES

The information below is listed for you to determine the best arrival and dismissal plan for your child. Please be sure to communicate your dismissal plan to the classroom teacher.

The Dismissal Process is the busiest time with foot traffic inside the building. Therefore, there is NO ENTRY into the school office beginning at 2:30 p.m. and ending at 3:00 p.m for safety reasons.

** If your child has an appointment during school hours, please make arrangements to pick up your child before 2:30 p.m.

ARRIVAL PROCEDURES

The Goodbye zone is the location where parents/guardians say good-bye to students. All students are expected to walk independently into their classroom.

- School doors/gates open at 7:20 a.m.
- School doors/gates close at 7:35 a.m.

- Pre-K and Kindergarten students enter the building at the Kindergarten entrance. Signage is located in front of the Kindergarten gate.
- 1st and 2nd grade students enter the building at the South Wing Gate on 8th Street. (Harvard Pavilion)
- 3rd, 4th and 5th grade students enter the building at the Main Entrance on Harvard Street.

Walkers (Pets must be on a leash and may not pass any gate.)

- Pre-K and Kindergarten students enter the building at the kindergarten entrance. The location is the second gate past the Main Entrance.

- 1st and 2nd grade students enter the building at the South Wing Gate on 8th Street. (Harvard Pavilion)
- 3rd, 4th and 5th grade students enter the building at the Main Entrance on Harvard Street.

Car Riders

- PreK and Kindergarten car-rider drop off location is the second gate past the Main Entrance on Harvard Street.
- 1st and 2nd grade car-rider drop off location is at the South Wing Gate located on 8th Street. (Harvard Pavilion)
- 3rd, 4th and 5th grade car-rider drop off location is at the Main Entrance located on Harvard Street.

DISMISSAL PROCEDURES

****Dismissal tags will be issued with specific number for every student.***

Walkers (Pets must be on a leash and may not pass any gate.)

- PreK and Kindergarten students are assigned as WALKERS. Parents/Guardians form one line headed north on Harvard Street at the Kindergarten Gate.
- 1st and 2nd grade walkers are dismissed from the South Wing Gate located on 8th Street. (Harvard Pavilion)
- 3rd, 4th, and 5th grade walkers are dismissed from Harvard Park. Parents form one line headed west on 9th Street.
- Rainy day dismissal for 3rd, 4th, and 5th grade walkers *changes* from Harvard Park to the school cafeteria.
- 5th grade students may walk home independently. A signed consent form is REQUIRED and must be on file in the main office.

Car Riders

- 1st and 2nd grade car riders are dismissed from the South Wing Gate located on 8th Street. The line begins on the corner of 8th Street and Cortlandt Street.
- 3rd, 4th and 5th grade car riders are dismissed from the Main Entrance located on Harvard Street. The line begins on the corner of 8th Street and Harvard Street. The line does not begin to move until all buses depart.

Siblings

- The eldest sibling will join the youngest sibling to be

dismissed together from one location. Pick up is determined by the youngest child's dismissal location.

Student Safety Reminders:

Rules for drivers and pedestrians are in place to keep children safe.

- Harvard Street is NOT a one way street. All cars must remain in the line.
- No parking in front of the school during **7-9 AM and 2-4 PM.**
- If you park across the street, you must use the crosswalk. Please **DO NOT** park and walk your child in between cars or allow your child to do so.
- Please **DO NOT** jump the traffic line by going around cars.
- Please have students ready to exit the car.
- Please know we partner with HISD police for actions considered unsafe.

PARKING DURING ARRIVAL AND DISMISSAL TIMES

The parking lots next door to Harvard ES located at First Church Heights are available for use by Harvard Families during arrival and dismissal times.

Please respect the RESERVED parking spaces for the church office staff at all times. ***Parking is at your own risk. The church and school are not responsible for theft or damage that may occur in the parking lots.**

ECO SCHOOL

Harvard Elementary participates in the National Wildlife Federation (NFW) Eco- Schools USA program. This program is a nationwide program that engages PreK-12 school students, faculty, administrators and community volunteers in a comprehensive, environment-based program to improve student environmental literacy and skills.



COMMUNICATION PLATFORMS

Harvard ES utilizes various modes of communication for keeping families informed of school and district information.

- ***HARVARD SCHOOL WEBSITE***
- ***DISTRICT-WIDE SCHOOL MESSENGER***
- ***E-MAIL***
- ***HOME COMMUNICATION FOLDER***
- ***HARVARD INSTAGRAM AND TWITTER***
- ***HARVARD PTA FACEBOOK***

MEDIA RELEASE FORMS

Throughout the school year, students may be highlighted in efforts to promote HISD activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

The media release form must be signed and returned in order to give permission to participate in any of the above examples.

GOALS AND EXPECTATIONS FOR STUDENTS AND PARENTS/GUARDIANS

ACHIEVEMENT

Each student will:

- Demonstrate proficiency in all academic subjects.
- Demonstrate proficiency in oral and written communication.
- Demonstrate an understanding, basic knowledge, and skills in the subject areas of art, health and physical education.
- Develop the knowledge and skills necessary for success in a technological society.
- Develop skills necessary for life-long learning.
-

CITIZENSHIP

Each student will:

- Demonstrate regular attendance including arriving on-time each day.
- Exhibit positive social behavior and refrain from acts of misconduct as described in the *Code of Student Conduct*.
- Develop short and long-range college/career educational plans.
- Develop proficiency in practical and technical skills required for college/ career opportunities.
- Demonstrate civic responsibility for functioning in a global society including participation in community service projects.
- Demonstrate responsibility for completion of homework and class work.

PARENTAL RESPONSIBILITIES

Each parent or guardian will:

- Stay informed regarding school communication.
- Notify the school of cell phone numbers and address changes.
- Be sure their child comes to school each day and on time.
- Support their child in completing assignments and projects.
- Support the school in maintaining rules and regulations for appropriate student behavior according to District standards.
- Encourage their child to explore career/college options and develop a plan for success.
- Attend school sponsored events to show their support for the school and its organizations.

INTERNATIONAL BACCALAUREATE

IB Learner Profile: Official Definitions from the IBO

The aim of all IB programmes is to develop internationally minded people (students, teachers, staff members, parents and community members) who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

IB learners strive to be:

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the worlds in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

CAMPUS SAFETY AND SECURITY

The Harvard Elementary School campus is in compliance with safety, security, and emergency preparedness. The HISD Risk Management Department regularly conducts fire and safety inspections. All staff, students, teachers, parents and visitors must remain observant and immediately report any person, vehicle or situation that is out of the ordinary.

The school conducts monthly fire drills, inclement weather, semi-annual disaster and intruder drills to maintain our awareness of emergency situations that may arise. In addition, perimeter doors are locked beginning at 7:35 a.m. and entry is restricted to individuals with keys or electronic entry cards.

All visitors are required to push the front door button to announce their reason for entry into the building. They will be asked to complete a form citing the reason for their visit along with a valid identification card before being allowed into the building and issued a visitor badge.

A closed-circuit television system (CCTV) with cameras located throughout the facility records all activities inside and outside of the building. The CCTV system is operational 24 hours per day and is monitored by the school and the Houston Independent School District Police Department.

An emergency telephone call out/email system is in place and may be used to notify parents of situations either before school starts or during the school day. **It is each parent's responsibility to keep all telephone numbers and addresses updated.**

A PLAN FOR EVERY CHILD FOR EVERY DAY

Children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home each afternoon and with whom. A message can be relayed to a child through the school office if an **emergency** necessitates a change in plans. Children will not be called to the telephone for any reason. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone, except in an emergency, parents should do all they can to help their child remember everything needed each day – homework, library books, lunch or lunch money, books, signed notes, water bottles, etc.

DISMISSAL FOR INCLEMENT WEATHER and OTHER EMERGENCIES

In the event that weather conditions become inclement or other emergencies exist and there is a possibility that school may be closed, HISD and the principal will activate the emergency telephone call/email system. This system will notify parents via the telephone and email, if on file, of the emergency conditions and the action that will be taken.

SHELTER IN PLACE

In the case that the school is asked to ***shelter in place*** by emergency personnel, parents will not be permitted to enter the building to pick up children until an all clear has been announced by fire or police personnel.

ATTENDANCE MATTERS

Student attendance is taken daily at 9:30 a.m. Students must be at school in order to be counted present. A student must be in attendance at least two instructional hours in order to be counted present for one-half day and at least four hours to be considered present for one full day. **TEC 42.006**

It is the responsibility of the parent/legal guardian to monitor student attendance and request a conference with a school official to discuss absences. Parents/Legal Guardian are subject to prosecution under **TEC 25.093 (b)** for failure to require their child to attend school.

Once enrolled in a Texas public school, all students beginning at age 4 (PreK) are subject to the compulsory school attendance laws.

Absences

Your child's attendance at school is very important. However, if absences are necessary, please keep in close contact with your child's homeroom teacher and Harvard School Registrar. Students are required to provide a note from a parent or guardian for each absence within three days of the absence or consecutive absences. This note is to include student's name and grade, reason for absence, telephone number of parent or guardian, and signature of parent or guardian. **If the student does not bring a note for being absent, the absence is considered unexcused.**

*Students with more than 4 tardies or more than 4 early pick-ups will not earn Perfect Attendance for the marking period.

EXCUSED ABSENCES (TEC 25.085)

Parents may write a handwritten excuse for the following reasons:

- Personal illness
- Dental or doctor appointments (note required from physician)
- Illness or death in the family
- Weather or road conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or person designated
- School sponsored or school sanctioned activities away from the campus
- Participation in school activities recognized by the principal or person designated.

HANDWRITTEN EXCUSE NOTE POLICY

Parents are limited to writing 5 handwritten notes per semester (Fall/Spring). After 5 absences per semester of handwritten notes, absences will be unexcused unless accompanied by a doctor's note or documented extenuating circumstance.

UNEXCUSED ABSENCES

A student is considered to have an unexcused absence if he/she does not present a written excuse within three (3) days of return. Absences unrelated to the factors stated above or those taken for family trips or the like are deemed unexcused.

Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to an administrative conference or investigation by an attendance officer. **Unexcused absences may not be made up.**

STUDENTS ARRIVING AFTER SCHOOL BEGINS

Students arriving after 7:35 a.m. are to report to the main office. This includes students that are tardy or returning with a parent after an off-campus appointment. Students will be given a tardy pass for admittance into class. Parents may not walk their child to class.

TARDY POLICY

School begins promptly at 7:30 a.m. each day. **Students are considered tardy at 7:35 a.m.** Chronic tardiness will result in an administrative conference to develop a plan of action before making a referral to the HISD Truancy Officer.

Every Minute Counts:

Why is every minute important? First instruction, with the classroom teacher, is the MOST valuable instruction that a student can receive. It cannot be replicated. It cannot be made up.

What happens in 15 minutes? Simply put... a lot. In 15 minutes, a classroom teacher and students do the following:

- Receive instruction on a new concept in reading, math, language arts, science and social studies
- Conduct a Science experiment
- Small group instruction
- Reteaching a concept
- Skill practice
- Discussion group
- Project work
- Informal assessment of skills through conferring
-

The work that is made up in the few minutes a child might have during the instructional day is not the same as the first instruction. While the teachers do their very best to replicate the first instruction, it is a condensed version of the teaching and does not provide for the same level of support as when it was taught the very first time. First instruction is the best intervention that any student can receive. Illnesses and emergencies happen. These are important reasons for a student to miss school. We respectfully request that absences, late arrival and early leave due to extracurricular activities, family vacations or convenience are kept to a minimum because **Every Minute Counts!**

PERFECT ATTENDANCE INCENTIVES/REQUIREMENTS

Various attendance incentives may be offered to students during the school year. These include, but are not limited to, free dress, certificates, ribbons, stickers, and pencils. Students will be awarded a trophy at the end of the year, if perfect attendance was maintained all year, during grade level Awards Day programs.

Requirements for the trophy include:

- Absences to receiving a trophy will begin on the second day of school.
- Only students enrolled at Harvard Elementary School during both the *fall and spring* semesters are eligible to participate for the trophy award.
- A student is disqualified for the trophy award if they are absent (excused or unexcused).
- A student is disqualified for the trophy award if they have chronic tardies. (no more than 10 tardies).
- Fifth-grade students enrolled at Harvard Elementary School since their kindergarten year and who have perfect attendance for all six years will receive a special recognition trophy.

EARLY RELEASE

Any student who will leave school early must be picked up no later than 2:30 p.m.

****Early release of students is strongly discouraged.***

Students are not permitted to leave school after they arrive unless certain procedures are followed. Only the parent who has signed the enrollment form or someone with a written or approved authorization from the parent will be allowed to take a child from school during regular school hours. Go to the school office to sign out the child who will then be called to the office. Office personnel will ask for a valid driver's license to verify your identity. A phone call may be made to the parent or guardian who signed the enrollment form to verify if an individual is eligible to remove the student from the campus. The school is not permitted to release students unless this procedure has been followed.

As an extra safety precaution, any changes to a student's afternoon dismissal plan must be communicated directly to the Harvard Elementary office. An email to your child's teacher is encouraged, but will not suffice as the only means of communicating a dismissal change. The office will require that a parent communicating a dismissal change over the phone must provide the driver's license

number that is written on the student's enrollment form on file with the school.

****To inform your child of a change in his/her dismissal plans, please notify the office by 2:00 p.m., and the message will be relayed to your child's teacher prior to dismissal.***

SCHOOL TOURS AND AUDITIONS

Students going on school tours or taking place in auditions as part of the School Choice Program or to visit private schools will be counted absent (excused) if they are not present at Harvard Elementary School when attendance is taken at 9:30 a.m. HISD Magnet Schools have scheduled tours for the afternoon to ensure that students are present for attendance. Parents are encouraged to seek afternoon auditions if their child is applying to a Fine Arts Magnet School. This is the policy of the HISD School Choice Office. Information pertaining to Magnet Tours can be found on the HISD School Choice Web site: <https://www.houstonisd.org/Page/133703>

DRESS CODE

Students are required to adhere to dress code policy. Teachers will enforce the dress code and the principal has the final authority for dress code decisions, including consequences for dress code violations.

SHIRTS

- Any solid color polo style shirt either short or long sleeves with or without the IB logo.(Optional)
- Harvard t-shirts. (Optional)
- Shirts with the name of a college or university.(Optional)
- Boy and Girl Scout uniforms may be worn daily.

PANTS, SKIRTS, SHORTS, SWEATERS and SWEATSHIRTS

- Khaki (tan) or navy blue solid colored pants, skirts or shorts (no rips or tears).
- Pants, shirts and shorts must fit properly at the waist; a belt is *preferred* to hold up pants.
- Pants must be straight-leg style with cuffs or straight hemmed at the top of the shoe level.
- Skirts or jumpers may not be more than 3 inches above the knee with no splits or slits.

- Leggings may be worn underneath skirts.
- Shorts must be worn at the knee or no more than 3 inches above the knee.
- Any oversized, undersized, torn, cut at the seam or frayed pants are not permitted. All clothing must fit appropriately.
- Profane language on any clothing item is not permitted.
- The use of a hoodie to cover the top of the head is not permitted.

SHOES

- Closed-toe shoes are worn at all times.
- For safety reasons, platform shoes, spiked heels, combat boots, steel toed boots, shoes with wheels, house shoes, sandals, open-toed shoes, thongs, or water socks are not permitted.

ADDITIONAL DRESS CODE REGULATIONS

- Clothing items, including jewelry, which distracts from the educational process, are not allowed.
 - Hair should not be hanging in a student's face. Any hairstyles, colors, designs, or adornments that are deemed a distraction to the learning environment are prohibited.
 - Headwear (hats, caps) are only permitted on Fridays.
 - Offensive (violent, drug related, obscenities, i.e.) clothing, haircuts or headwear will be addressed immediately.
-

PARENT-TEACHER COMMUNICATION

Email is the preferred method of communication with your child's teacher. Please keep these messages brief and allow up to 48 business hours for a response. Always address concerns with the teacher first before contacting an administrator. School-messenger, Harvard website, will be used to inform parents of information pertaining to the school or your child's classroom. Information will include, but is not limited to important dates, events, individual classroom announcements, IB and Classroom newsletters.

REQUESTING A PARENT-TEACHER CONFERENCE

Parents may request a parent-teacher conference to discuss a variety of issues. Teachers are available before school, during their planning period, except Wednesday, and after school. Parents are encouraged to make an appointment with his/her child's teacher.

**A parent request for a classroom observation during the instructional day is at the discretion of the principal.*

REQUESTING COPIES OF STUDENT RECORDS

Copies of student records may be requested from the main office. Requests can be made via email to Harvard School Registrar. The request for records must be in writing. The records will be prepared, and you will be contacted to pick up the documents in the main office. The school registrar will verify your relationship with the child and check your identification before releasing any information. The turnaround time for record requests is 2 business days after request is made.

STUDENTS WHO BECOME ILL AT SCHOOL

VISITATIONS TO THE NURSE

The school nurse will contact parents to pick up all students who have temperature elevations or who have vomited. Students are permitted back in class when symptoms have cleared.

If parents cannot be contacted, a relative or emergency contact person listed on the enrollment form will be called and asked to pick up the child. Parents are expected to keep their contact information current.

Teachers will refer children who appear ill or complain of sickness to the school nurse. It is the nurse's professional decision to contact parents. The nurse is not expected, nor will she, contact parents every time their child is sent to the clinic. It is the parent's responsibility to keep the nurse informed of all medical conditions related to their child's health.

REPORTING COMMUNICABLE DISEASES AND ILLNESSES

Parents are required to report all communicable diseases such as strep throat, chicken pox, influenza, Covid-19 to the school nurse within 24 hours of a diagnosis by a physician. This information is then reported to the City of Houston Health Department for monitoring.

VOLUNTEERS

Teachers are encouraged to establish a volunteer program in their

classroom. The frequency for volunteering directly in the classroom and the types of activities the volunteer will complete is at the discretion of each teacher and be in compliance with the HISD security and safety protocol. Some volunteer activities can be completed at home if you are unable to come to the school during the instructional day.

All volunteers must follow Volunteers in Public Schools (VIPS) procedures. Forms are available in the school office. Allow 3-6 weeks for the approval process.

Any parent/guardian or community member who volunteers time must be VIPS approved prior to the scheduled time.

FIELD TRIPS

Field trips will be arranged by the teacher as enrichment of the school curriculum and be in compliance with the HISD safety and security protocol. For any field trip, parent approval forms will be sent home by the teacher to be signed and returned. No student will be permitted to go on a trip without written permission on the appropriate form. This signed permission slip must be returned to the teacher no later than two days prior to the scheduled trip. Telephone, faxed or emailed confirmations will not be accepted. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary.

CHAPERONES FOR FIELD TRIPS

Assisting teachers with field trips is an integral part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all of our students. All adults must ride school buses and pay admission fees. **Parents may not drive personal vehicles on field trips.** Parents may not “show up” at a field trip location to avoid Harvard procedures. Appropriate attire that matches the activity should be worn. Siblings are not permitted on field trips.

All chaperones must follow Volunteers in Public Schools (VIPS) procedures prior to any field trip according to Houston Independent School.

District policies. Please allow 3-6 weeks for the VIP approval process. Parents are responsible for updating their status yearly. There is no rollover from year-to-year. Teacher sponsors of the field trip or the principal reserve the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

HOMWORK

PURPOSE OF HOMEWORK

- To reinforce previously learned academic standards.

TEACHER RESPONSIBILITY

- Assign work that meets the school's homework policy time guidelines and is grade level appropriate.
- Give clear, concise directions.
- Reinforce previous (not new) learning related to the objectives being taught.
- Vary assignments and avoid busy work.
- Check and evaluate homework in keeping with a system that is clearly explained to the class.
- Provide an opportunity for student and parent feedback.
- Be empathetic of exceptional situations when homework cannot be completed.

STUDENT RESPONSIBILITY

- Record, take home and return all assignments.
- Make up missed or incomplete work within the allotted time frame.
- Be accurate and neat.
- Ask for explanations or clarification if you need it.
- Complete assignments in an appropriate place and within the allotted time frame.
- Proofread your own work and check for errors.
- Do your best.
- Discuss problems or concerns about homework with your teacher.

PARENT RESPONSIBILITY

- Provide an appropriate time and place for homework.
- Model a positive attitude.
- Indicate an interest about assignments and assist, when requested by your child, but do not complete the work for the child.
- Communicate and cooperate with your classroom teacher if your child is having difficulties or working longer than the time prescribed.
- Request assignments for children when short/long term absences are involved.
- Know when to stop a child when he or she is struggling and exhausted

TIMELINES FOR HOMEWORK

In general, homework assignments will be completed for the following days; however, long-range assignments and/or special projects will provide students with an opportunity to develop and refine research skills and the ability to work independently.

Grade Level	Frequency of Assignments	Total Daily Average (all subjects)
PK/K	Daily (4 days a week) *	20 minutes
1	Daily (4 days a week) *	30 minutes
2	Daily (4 days a week) *	30 minutes
3	Daily (4 days a week) *	40 minutes
4	Daily (4 days a week) *	40 minutes
5	Daily (4 days a week) *	40 minutes

****Students are expected to read a minimum of 20 minutes every night, per Houston ISD policy. 20 minutes of reading is included in the 40 minutes total daily average.***

HISD CONNECT (POWERSCHOOL)

HISD CONNECT – ON-LINE GRADES, PROGRESS REPORTS AND REPORT CARDS

Parents may log on at www.houstonisd.org and register under ***HISD CONNECT*** to view their child's grades, receive progress notices and view report cards. You will need the following information to register-- a username and access code.

If you need assistance in registering your child, visit the main office. The office employees are unable to provide parents with the information needed to register over the phone, by email or by fax. All requests must be made in person.

NOTICE OF PROGRESS

REPORT TO PARENT FORMS

The ***Notice of Progress – Report to Parents*** will be sent to parents during the fourth week of the reporting period or as often as may be deemed necessary. The parent must sign and return the form to indicate to the teacher that the parent has seen the report.

REPORT CARDS

A report card is issued to the parent or guardian at the end of each grading period for grades PreK-5. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grades. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

PROMOTION STANDARDS

Promotion Standards are updated yearly. Log on to the school website for a current list of the standards for each grade.

www.houstonisd.org/promotionstandards

GRADING POLICY FOR GRADES 1-5

The following grading percentages will be used for determining the average report card grade for each core academic subject that is assigned a numerical grade each nine weeks.

<i>TYPE</i>	<i>PERCENTAGE</i>
Assessments	35%
Projects	35%
Classwork	30%
Homework	0%
Total	100%

- Students will be given a reasonable opportunity to redo a Test scoring 69% or less.
- The highest grade a student may receive for a retake is 70% no matter what the actual retake grade.

Definitions:

Assessments – 35%

Test – an assessment covering multiple learning objectives, given less frequently.

Quiz – a brief assessment covering a minimal number of learning objectives, given more frequently

Summative Project – a summative project is a transdisciplinary assessment that focuses on measuring student readiness through a project-based final product. Evaluation is based on a rubric.

Projects – 35%

Project – long-term group or independent assignments involving multiple steps and a final product for completion at school and/or at home. Evaluation is based

on a rubric.

Class Work – 30%

Classwork – anything completed in class that is not an assessment or project, can be group work, partner work, or independent work.

CRITERIA FOR GRADING ACADEMIC SUBJECTS

Grades 1-5

90-100	(A)	Excellent
80-89	(B)	Good
75-79	(C)	Satisfactory
70-74	(D)	Poor
50-69	(F)	Failing

PRE-KINDERGARTEN and KINDERGARTEN

Subjects are marked according to the scale listed on the report card.

GRADING RUBRIC FOR SPECIALTY CLASSES

The following rubric is used for grading specialty classes. An E, S, N or U will be assigned for the environmental science lab, math & engineering lab, library, physical education, and music.

	Excellent (E)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Student actively participates while demonstrating an understanding of the content that is being taught.	Nearly all of the time	Most of the time	Seldom	Rarely/Not at all

CRITERIA FOR GRADING CONDUCT

- E Excellent quality of behavior
- S Satisfactory quality of behavior
- P Poor quality of behavior
- U Unsatisfactory quality of behavior

RESTORATIVE DISCIPLINE

The Harvard Elementary staff implements restorative discipline practices. Restorative discipline is defined as a relational approach to building school climate and addressing student behavior. The approach fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

DISCIPLINE MANAGEMENT SYSTEM

In addition to the implementation of restorative discipline, the IB attitudes and attributes are explicitly taught throughout the curriculum to develop the IB learner.

Harvard Elementary is a public school and must adhere to The **Code of Student Conduct** which outlines consequences for chronic misbehavior. Parents are expected to review expectations for proper behavior at school on a regular basis with their child.

Teachers are expected to assume responsibility for the discipline of students in their individual classrooms. Students will be dealt with reasonably, fairly and with patience. Persistent misconduct will be addressed in accordance with HISD Student Code of Conduct.

Parents will be advised promptly when students begin to get into difficulty which might lead to reassignment, alternatives to suspension, suspension or expulsion. (State Law Section 37.000) The school may prohibit any action which impairs, interferes with or obstructs the educational process or function of the school.

ESSENTIAL ELEMENTS OF AN EFFECTIVE DISCIPLINE MANAGEMENT SYSTEM

- The teacher effectively and consistently implements discipline management procedures in alignment with the IB learner profile.
- The teacher consistently communicates high behavioral expectations with students, addresses non-compliance, and reinforces age appropriate behavior, as needed.
- The teacher redirects off-task behavior in a subtle and preventative manner.
- The teacher consistently follows-through with consequences that are logical, appropriate to the level of the student behavior, and effective at changing student behavior.
- Students demonstrate a clear understanding of behavioral expectations and rules through their actions.

REWARDS FOR AGE APPROPRIATE BEHAVIOR

Teachers will use a variety of rewards to fit the individual differences of students in their classes. Rewards include, but are not limited to, individual incentive charts, certificates, stickers, pencils, etc..

CONSEQUENCES

Teachers will use school wide consequences to address off-task behavior. Consequences for chronic off-task behavior are outlined in the Code of Student Conduct.

WEEKLY CONDUCT GRADE

All students will receive a weekly conduct grade in their Home Communication Day folder. Parents are required to sign the conduct form and return it in the folder to the teacher. Weekly conduct grades make up the report card conduct grade for each 6 week period.

REPORT CARD CONDUCT GRADE

Exemplary: E

Student follows classroom and school Essential Agreements on a daily basis. The student demonstrates as being an exemplar in behavior for peers. All weekly conduct grades equal an **S or E** for the grading period.

Satisfactory: S

Student follows classroom and school Essential Agreements on a daily basis with a few reminders. Most weekly conduct grades equal an **S or E**. No more than one weekly conduct grades of **N** during the grading period.

Poor: P

Student does not follow classroom and school Essential Agreements on a daily basis and is frequently reminded about behavior. Two weekly conduct grades of **N** during the grading period.

Unsatisfactory: U:

Student does not follow classroom and school Essential Agreements on a daily basis and is consistently reminded about behavior. Three or more weekly conduct grades of **N** during the grading period. A student who is referred to an administrator due to inappropriate conduct receives an automatic 'U' regardless of the weekly conduct grades during the grading period.

BULLYING

Any student behavior that makes a peer feel physically or emotionally unsafe or compromises another person's comfort or desire to learn at Harvard Elementary is not acceptable. A full explanation of what constitutes bullying can be found in the HISD Code of Student Conduct. Reported instances of bullying will be communicated to parents of any affected students. Violators are subject to disciplinary actions as outlined under Level 3 of the Code of Student Conduct, however, positive interventions such as counseling, medication, and conflict resolution through restorative discipline are preferred.

RECESS TEC 28.002

Structured and unstructured physical activities have been shown to have positive implications in the development of the whole child. Active play supports areas of growth concerning academic achievement and physical health. Recess and physical education are included in the daily program. Classroom teachers may not use recess as a consequence for discipline management.

BIRTHDAY TREATS

Should a parent wish to celebrate a child's birthday, cupcakes or cookies (one per student) are permitted at school however, any food items must be individually wrapped and they may not be served in the cafeteria during the lunch period.

No other items are permitted such as candy, sheet cakes, juice, sodas, or fast food items. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day.

To maintain our instructional focus, teachers will allow a child to share cupcakes or cookies with classmates, at a time and location decided by the teacher after the students' lunch period. Students in pre-kindergarten and kindergarten will use the treat as their daily snack. Parents should send the food items to school with the student in the morning in a sturdy container. **Parents will not be allowed to interrupt instructional time to drop off items or to supervise this activity in the classroom.** No party type activities will take place including photographs, balloons, flowers, gifts or favors.

**To maintain a healthy and safe educational environment please be aware of any food allergy precautions that may exist in the classroom.*

FIRST CLASS BREAKFAST BREAKFAST IN THE CLASSROOM

In the fall of 2009, the Board of Education approved expanding the ***First Class Breakfast*** program to all elementary and middle school in the Houston Independent School District.

Q.	Is there a cost for breakfast?
A.	No, all students are eligible to eat free.
Q.	What time will breakfast be served?
A.	At approximately 7:30 a.m. carts will begin visiting classrooms or distributing items from carts located in central locations.
Q.	Are students required to eat breakfast?
A.	No, breakfast is optional for all students.
Q.	May students bring their own breakfast items from home to eat in the classroom?
A.	No, those items should be eaten at home before coming to school.
Q.	May parents go to the classroom or wait in the cafeteria while their child eats breakfast?
A.	No, parents should drop off their children and then begin their daily routine.
Q.	What will students be doing while breakfast is being served and consumed in the classroom?
A.	Beginning at 7:30 a.m. students will be involved in independent activities. These include a number of activities such as journal writing, review activities posted on the SMART Board, independent reading, daily math and language review. All students are engaged in independent academic activities.

SNACKS

Each grade level has a designated snack time during the day. Parents of students in **1st – 5th** are responsible for providing snack to their child if they wish for the child to engage in snack time. Students in **Kindergarten** will have snacks provided to them based on an individual class schedule. While students enjoy snack, they will also be engaging in an academic activity. Snacks are to encourage healthy eating habits.

****To maintain a healthy and safe educational environment please be aware of any food allergy precautions that may exist in the classroom.***

USE OF CELLULAR PHONES AND ELECTRONIC COMMUNICATION SYSTEMS

- All cellular phones and electronic communication systems (Apple watches, Fitbits, etc.) must remain in the OFF or DO NOT DISTURB position (unable to receive signals and commands) while on the school campus or at school sponsored events off campus.
- All cellular phones and electronic communication systems (personal digital assistants, etc.) must remain in the student's backpack, purse or locker.
- HISD provides an individual Chromebook/laptop to every student. Students may not use personal technology device without the permission of the teacher or the adult providing student supervision.
- Technology is not permitted for use during recess.

In addition to disciplinary action as outlined in the ***Code of Student Conduct***, the unauthorized operation of these devices will result in confiscation and require an administrative conference, where the parent must retrieve the device. On the second offense, a \$15 fine, payable to Houston ISD, must be paid before the device is returned.

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time. Students will not be allowed to access cellular data during school hours. Our "guest" Wi-Fi server blocks content from inappropriate sites. At the teacher's discretion students may take photographs and videos for specific class projects.

Harvard Elementary School, Houston ISD, nor its staff or employees, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Parents will sign the *Code of Student Conduct Student and Parent Acknowledgement* form indicating that you have received this information including the *Appropriate Use Policy for Electronic Services for Students* and will return to the child's teacher each year.

TEXTBOOKS

All textbooks are owned by the State of Texas and must be paid for when lost or stolen. Another book cannot be issued until payment has been made for the lost book. If books are found after they are paid for, a refund will be given.

LUNCH MONEY and DEBT PAYMENTS

Please contact school office. Payments must be online using school-pay. ■

LUNCH DROP OFF

Any family member dropping off lunch for a student must sign in at the front door. They will be directed to leave the lunch on the designated lunch table

FORGOTTEN ITEMS

Interruptions are a disruption to the learning environment. We kindly ask parents to refrain from requesting a student be called out of class to pick up a forgotten item. Office staff will place item in teacher box.

CRIMINAL CODE INFORMATION

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure for the State of Texas, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders. The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the office for public inspection of all offender notices received during a school year. The notices are maintained until the end of the current school year. The notice may include any information deemed necessary to protect the public including name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

PARENT TEACHER ASSOCIATION (PTA)

Harvard Elementary School's Parent – Teacher Association has been in existence since 1910 when the Mother's Club of Harvard was formed. Harvard has been a member of the Texas PTA and National PTA organizations since 1945.

Working together, parents, teachers and school administrators have implemented many programs over the years for the benefit of our children. Membership is renewable each school year and is open to parents, relatives, school employees, community members and business leaders. The membership Campaign is conducted at the beginning of each school year, although membership can be obtained at any time.

Our members work to provide the school with meaningful educational programs and volunteerism. Show your school pride and become a member today.

PTA PURPOSE

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such

united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

PTA VALUES

- **Collaboration:** We will work in partnership with a wide array of individual and organizations to broaden and enhance our ability to serve and advocate for all children and families.
 - **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
 - **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
 - **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
 - **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.
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RESOLVING CONFLICT

The Houston Independent School District Parent and Community Assistance Office is responsible for providing parents and community members with assistance in addressing concerns, issues and conflict. Our parent liaisons are available to listen to concerns and help to resolve them through the proper district policies, procedures, and personnel. Our goal is to foster a strong partnership between the home and the school.

When you have a concern about a school policy or employee, follow the steps outlined here to resolve the issue in a productive and positive manner.

1. Contact the person you have a complaint about and discuss the issue.
2. If the problem persists, contact the principal.
3. If still unresolved, contact the Parent Community Assistance Office at (713) 556-7121 or at

ParentAssistance@houstonisd.org.

<https://www.houstonisd.org/ParentAssistance>

EAGLE'S NEST AFTER-SCHOOL PROGRAM

The Eagle's Nest After-School Program prides itself on providing quality enrichment programming options. The Eagle's Nest After-School Program is managed by the Children's Initiative After-School Program, CIASP. All correspondence, reports, inquiries from Harvard teachers, staff or parents will be directed to Eagle's Nest After-School Program Director.

Harvard Eagle's Nest Office Number:
713-556-2249 Office Hours: 1:30 PM –
6:00 PM
Location: Rm.141

Sylvia Ponce de León, Director	713-529-3507
Debora Marin, Eagle Nest Bookkeeper	713-556-2249
Miguel Gallegos, Eagle Nest Coordinator	713-556-2249

**STUDENT and PARENT HANDBOOK
SIGNATURE PAGE
2021-2022 Harvard Elementary**

Student and Parent Acknowledgment

The student and parent handbook has been written to help you and your son or daughter gain the greatest possible benefit from his or her school experience.

The school is in need of your help and cooperation. It is important that every student and parent understand the Handbook and be expected to follow the rules and regulations set forth in the Handbook. Please read and discuss the Handbook with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and the student acknowledge receipt of a copy of the Student and Parent Handbook and certify that they have read and discussed the terms.

Student Signature

Date

Parent or Guardian Signature

Date
