Martin Luther King, Jr.
Early Childhood Center
3930 W. Fuqua
Houston, Texas 77045
713/797-7900

Parent Handbook
2022- 2023
Dear Family:

Welcome! The faculty and staff of Martin Luther King, Jr. (MLK) Early Childhood Center look forward to working with you and your child. As a parent and educator, I believe that public schools must provide for the whole child. The educational environment must be safe, nurturing, and deliver the highest quality of instruction. These qualities are the foundation for the educational program at MLK. There will be many opportunities for you to be involved at the school. Your continued support of our efforts, and the guidance you provide for your children at home, will ensure a successful school year. Thank you for trusting us with your children.

If you need any assistance, please feel free to contact me at 713-797-7900.

Sincerely,
Michelle Thomas, Principal

MLK Website: http://www.houstonisd.org/Page/62665

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 program and activities.
Office Hours: 7:30 a.m. to 4:00 p.m.

School Hours:
Monday – Friday
Breakfast: 7:20 a.m. -7:50 a.m.
School Day: 7:30 a.m. – 3:00 p.m.
Tardy: 7:50 a.m. Doors are locked and students must be accompanied by an adult to sign the student in at the front door.

Arrival
• Option 1: Carpool: The carpool lane will open at 7:20. Enter the carpool lane from West Fuqua. Do not come through the neighborhood. Parents will not be allowed to come through the side doors of the multipurpose room. Students will enter the building through the multipurpose room and an MLK staff member will assist them to class.
• Option 2: Walkup: The front entrance of MLK, Jr. ECC (on W. Fuqua) will open at 7:20. Parents will walk their child to the front door. Students will enter the building through the front door and an MLK staff member will assist them to class. It is recommended if using walkup, to park in the west parking lot and walk to the front entrance.
• Option 3: Daycare bus riders: The west entrance of MLK, Jr. ECC will open at 7:20. The west entrance is for BUS/VAN/ DAYCARE DROP-OFF ONLY. If you park in the west parking lot (as a walkup parent), we need your cooperation to keep our students safe. Please pull in at a safe speed because parents and children will be walking to our front entrance.

Dismissal
• Option 1: Carpool: Parents will enter the carpool lane from W. Fuqua. Do not come through the neighborhood. Please have your MLK car tag visible on the rearview mirror as you turn into the carpool lane on Bathurst. Students will not be released to a car if the car tag is not visible. You will be asked to go to the front entrance with your ID for verification of pickup.
• Option 2: Walkup: Parents will walk up to the front entrance of MLK with the MLK car tag in hand. On your arrival to the front, show your car tag to the MLK staff member. Your child will come to the front entrance and leave the building. If you do not have your MLK car tag, you will be asked for your ID for verification of pickup. Parents or guardians who do not have a car tag will be required to wait until all parents who have car tags have been helped.
• Children under 18 years of age are not allowed to pick up students.
• Option 3: Daycare bus riders: Students who ride daycare buses or vans, will be escorted by an MLK staff member to the west entrance. When their bus arrives, they will be escorted to their bus.

Mandatory Student Dress Code – worn everyday
Girls:
• Khaki skirts, shorts, pants, jumpers and skorts (elastic waists preferred)
• Royal blue, gold or black long/short sleeve polo knit shirt
• Closed toe shoes only – no sandals or crocs

Boys:
• Khaki shorts, pants (elastic waists preferred)
• Royal blue, gold or black long/short sleeve polo knit shirt
• Close toe shoes only – no sandals or crocs

Please refrain from sending students to school with the following:
• Boys – earrings (safety hazard and may cause unnecessary conflict with other students)
• Girls – large or dangling earrings (safety hazard)
• Sandals, crocs (safety hazard)

Integrity of the School Day
• School starts at 7:20 am. Please make sure your child arrives on time daily.
• No Cell Phone Zone - The carpool lane is a no cell phone zone. Please refrain from talking on the phone while in the carpool lane to ensure safety for the students and staff.
• Loud Music - Please refrain from playing loud music during arrival and dismissal. We are unable to hear students or parents.
• Role Models - Appropriate attire is required at all times when visiting the campus. Tank tops, short shorts, halters, pajamas, revealing material, and clothing/accessories containing profanity are not appropriate school attire. Please be a role model for our students.

Attendance - Our goal is 100% attendance.
• Students with perfect attendance will be eligible for special incentives.
• A student may have 3 unexcused absences during the school year.
• Excessive absences (of 4 or more) will result in an administrative conference which can leave your enrollment space accessible to another deserving student.
• Excessive absences will result in an attendance contract.
• Attendance is taken daily at 9:30 a.m. If a student is not in school by 9:30 am, he/she will be counted absent.

Absences
• A dated written note/excuse must be sent to the teacher the day the student returns after an absence.
• The following lists of circumstances are the only recognized excuses for school absence: personal illness, family illness, death in the family, religious holiday, and inclement weather.
• A referral will be made to the Attendance Officer after a student has accumulated three unexcused absences.

Tardies
• School starts promptly at 7:20 am.
• Students arriving after 7:50 am are considered late.
• **Excessive tardies will require a conference with administration.**

**Students Leaving Early**

- Dismissal is a critical time of the day; all staff are busy following safety procedures. **We are unable to remove students from class after 2:00 pm.** Parents will be asked to wait until student dismissal begins at 2:30 and the child will be released (with proper ID) to the person picking up.
- Excessive early pick-up by parents **will require a conference with administration.**
- **Written permission** by the parent/guardian on the enrollment card is needed to have a student released to someone other than the person designated on the enrollment card.
- A student may be released during school hours only to the parent, guardian or person(s) designated on the enrollment card.
- **Everyone is required to present identification to the school office.**
- Students will not be allowed to walk home alone.
- When possible, please schedule all medical and dental appointments after school hours. **Please send a note to your child’s teacher the morning of the appointment.**

**Medication Policy**

- Prescription medication can be administered at school only when the district-provided **Request for Medication Administration Form is on file,** has been completed in its entirety, and signed by both parent/guardian and a physician or advanced practitioner.
- Medication that does not have a prescription label on it will **NOT** be administered for any reason. Medication labels must show student’s full name, administration instructions, and expiration date. Medication will not be given if expired or name is incorrect. If there is any change in medication plan on file and label, a new plan and label must be signed by physician.
- Medications must be brought to school by a parent and cannot be self-administered. The nurse cannot administer medication from a child’s backpack.
- If an early morning dose is needed, please give it at home.
- Only personnel designated by the principal may administer prescribed medication to a student during the school day.
- District policy will be strictly enforced regarding all medications.
- Parents are required to complete a health information form. For additional information, contact the school nurse or school principal.

**Common Illnesses**

- Students with fever, vomiting, diarrhea, or inexplicable rashes should not come to school. Per district policy, students may return to school when they have been symptom free for 24 hours or a doctor’s permit stating that they are no longer infectious. If a student returns to school and is still symptomatic, they will be promptly sent back home.
• Students who are seen in the school clinic with a temperature 100.⁰F and above, must be picked up. They are not permitted to return within 24 hours of the time they left. If they are sent home after 11 am, they must remain home for one full school day.
• If a student has been diagnosed with strep throat, pink eye, flu, or ear infections, please let the teacher or nurse know as it may not be documented on their return to school slip from the doctor. These common illnesses are extremely contagious and in order to prevent spreading them, it is imperative that we are aware of every case.
• All sores are to be covered at all times at school unless otherwise directed by a doctor.
• Hair nits and lice are also communicable, and all students must be COMPLETELY free of both before the student can be permitted back in the classroom. If a student is found to have lice, a letter will be sent home to each of his or her classmates, so all parents are informed. Upon return to school, the parent must bring the student to the clinic to check together for clearance. The teacher will require a nurse’s permit to return to class. The student will only be given this permit when his hair is COMPLETELY free of both nits and lice.
• District policy will be strictly enforced regarding all common illnesses.

Asthma and Allergy Policy

• If a student has asthma or severe allergies, emergency medication must be available at the school. Students cannot carry the medication in their backpack, but it will be readily available.
• If your child requires a special diet due to allergy or intolerance, a special diet form must be completed and signed by a physician. If we do not have one on file, your child will be served a regular meal with no substitutes.

Immunization Policy

• Immunizations must be up to date before enrolling. Your child may be eligible to enroll provisionally if the required immunization process has begun. (For details about necessary inoculations and clinic locations, visit the Health and Medical Services Web site or call Health Services at 713-349-7423.)
• The school nurse will contact you regarding immunizations. Students will be required to obtain the required immunizations within a designated time period.
• If an immunization becomes delinquent, the nurse will contact you. Per district policy, if you are sent a non-compliance form you will be given seven days to bring your child up-to-date or the child will be automatically withdrawn.

Breakfast and Lunch

• Breakfast and lunch are free for all students.
• Do not send sodas, candy, donuts, fast food meals or non-nutritious snacks to school.
• Nutritional Guidelines do not permit outside vendor’s food on campus for lunch (McDonald’s, Popeye’s, Shipley’s, Burger King, Jack in the Box, etc.).
• More information, including menus are forms, is available on the Food Services Website: http://www.houstonisd.org/Page/31592
Nutritious Snacks
Students will have a 10 min. snack time during the day. Parents are encouraged to send a small snack for students in a zip lock baggie. Do not send snacks in a student’s lunch kit. Teachers will let you know the snack time for their class.

- Due to student allergies, we ask that you do not send snacks containing nuts or peanuts.
- Nutritious snacks include:
  Fruit Snacks, Fresh Fruit, Fresh Vegetables, Animal Crackers, Graham Crackers, Pretzels, Goldfish Crackers, Breakfast Bars

Potty Policy
- Students should be potty trained by the time they enter prekindergarten.
- The school does not offer potty training.
- Students should practice appropriate toileting hygiene at home.
- Parents are to send a change of clothing in a large zip lock baggie to be placed in the child’s backpack (does not have to be uniform) everyday.
- Let the student know that accidents happen, and everything is going to be fine. We never want our students to feel that they have done something wrong when they have an accident.
- If the child does not have a change of clothing, the nurse or office staff will contact the parents to bring the child a change of clothes.

Rest Time
- Rest time is only 20-30 minutes.

Curriculum
- STEAM hands-on, multisensory activities
- Texas State Prekindergarten Guidelines
- SAVVAS
- Growing with Math and Everyday Counts
- CLI- Assessment – Three times a year
- Check your child’s folder daily to keep abreast on classroom activities and objectives.

MLK, Jr. ECC provides students with a foundation in:
- Effective oral language
- Early financial literacy concepts
- Problem solving
- Social Emotional Development
- STEAM Aligned Instruction

Classroom Observations
- Schedule with the front office or administration team.
• 10 minutes per visit
• Teachers are not able to conference with you during your visit.
• Siblings are not allowed during classroom observations.
• Observations are not permitted during district-wide assessment times.

**Discipline Student Conduct**

*The disciplining of a student is the responsibility of the parent.*

- Parents will receive a copy of HISD’s **Code of Student Conduct**, which describes disciplinary offenses and how the school district handles them.
- **Parents and students must sign and return the acknowledgement page.**
- Students with disruptive, aggressive and/or any behaviors that pose a safety problem to themselves, other students, or the teacher will be placed on a **behavior contract**.
- Parents are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school.
- Parents will be contacted about disruptive behavior.
- The teacher, administration, and parents will meet to discuss the behavior contract and modifications.

**School Rules**

1. Students will be expected to respond in a positive manner to the directions of all staff members and parent volunteers.
2. Students should respect the personal right and property of their classmates and others. Students are encouraged to help maintain a neat and orderly school environment.
3. Profanity or vulgar expressions of any kind are absolutely unacceptable.
4. Students are expected to refrain from rough or aggressive play; which may result in injury to themselves or others.
5. Fighting, provoking a fight or intimidation/bullying is prohibited.
6. Students should walk in a quiet and orderly manner.
7. Students **should not** bring personal items (toys, jewelry, etc.) to school.

**School-wide Behavior Management: Project CLASS/Social Skills**

Students begin each day reviewing social skills.

1. Follow Instructions
2. Pay Attention
3. Get Teacher's Attention
4. Ask Permission
5. Accept "No"
6. Accept Feedback
Consequences
1. Stop and Think Time
2. Daily Conduct Notice or Anecdotal Notes
3. Phone Call by teacher
4. Parent Conference with teacher
5. Student may be placed in another classroom for INS (in school suspension)
6. Parents must arrive within a 45 minute time block to assist with the severe behavior(s). Severe Behaviors include but are not limited to hitting, biting, temper tantrums, screaming, inappropriate language, running around the classroom and the building.
8. Administrative Conference

Student Progress Notes
• Prekindergarten progress notes will be sent to parents during the year.
• Report cards are sent home every 6 weeks for prekindergarten students

Parent-Teacher Conferences
• Appointments may be made during a teacher's non-instructional/conference time. Contact the teacher or call the office for an appointment.
• Teachers may be contacted by either class dojo, note, or phone call (during their conference time).

Homework Policy

Our policy for MLK ECC focuses on activities that are interactive, fun and relevant to the real world. All students will receive a Take-Home Folder. Teachers may use their creative expertise regarding homework. Homework may consist of the following activities:

• Interactive Calendar of Activities
• Parent/student projects related to the instructional themes
• Weekly/monthly public library visit for specific books
• Homework is not graded (teachers check for completion)
• Take-Home Folder will contain homework, conduct notes, and school notifications.

MLK Website: http://www.houstonisd.org/Page/62665

Parent Involvement/Volunteer Guidelines
• All parent volunteers must be registered as volunteers using the VIPS online. You are encouraged to get involved in school activities.
• Parents are expected to dress appropriately during all school interactions (including arrival and dismissal).
• Teachers will assign specific tasks for volunteers.
• Volunteers do not discipline students.
• Volunteers must understand confidentiality and not discuss another students’ progress.
• Volunteers should address the classroom teacher or administration if there are any concerns.

Resolving Problems
• Contact your child’s teacher, first.
• If that does not resolve the problem, contact campus administration.
• You may also leave a note with the front office. Please let us know your concerns.

School Sponsored Events
School sponsored events require one or more volunteers per classroom to ensure the safety of our students. School sponsored events are for MLK students only.
• Parents must complete a VIPS online several months prior to the date of the event.
• Parents may not bring siblings to the event.

School Events
School events during the school day are for MLK students only.
• Siblings are not allowed in classrooms or on campus for some events due to space, safety, and school, state and district attendance policies.
• School-age students are not allowed on MLK’s campus during the regular school day.

Shared Decision-Making Committee
Martin Luther King, Jr. Early Childhood Center is governed by a board made up of the principal, teachers, non-instructional personnel, community members and parents. This committee, called the Shared Decision-Making Committee (SDMC), is the governing body of the school. Every year, there are two spaces on the SDMC reserved only for parents of Martin Luther King students. There will be an election at the first PAC (Parent Advisory Committee) meeting to nominate parents to serve on the committee. Parents can also address the SDMC to resolve concerns pertaining to Martin Luther King, Jr. Early Childhood Center. SDMC Agenda Request Forms are available in the office.

Campus Security Plan
To ensure the safety of all students and staff members, the following procedures are in effect:
• All visitors, including parents, must report to the office to sign-in. A driver’s license must be provided for identification purposes. Visitors will be given a badge to wear while visiting and must return it to the office and sign-out before leaving the building.
• Side entrance (Bathurst) is the designated area for carpool drop-off and pick-up.
Registration Requirements

- Every school district requires identification of each student as a condition of enrollment, which must be under a student’s legal name as shown on that student’s birth certificate or another legal document.
- Required documents include: a child’s birth certificate or other proof of age and identity, proof of your identity and residential address (driver’s license and utility bill), and a record of your child’s current immunizations signed by a doctor.
- The parent or legal guardian must furnish documentation of the student’s identity, age, and residence and a copy of the student’s records within 30 days of enrollment (or 90 days if the student was born outside the U.S.). If the student does not have a Social Security number, HISD will assign a Public Education Information Management System (PEIMS) number.
- Student enrollment will not be denied solely because of failure to meet the documentation requirements. Enrollment is provisional, however, pending receipt of the required documentation and verification of eligibility.

A parent or legal guardian who resides with relatives or friends within HISD and who wishes to send a child to an HISD school must submit a statement of residence. The parent or guardian must complete the statement at the zoned school and must supply

- Photo identification
- Letter from the official resident of the address at which the applicant is living, stating how long the applicant has lived at that address
- Name of the school the student attended most recently
- A copy of the official resident’s most recent bill for electricity, gas, or water
- If the residence is an apartment, a valid lease giving the name of the official resident.

Enrollment Cards

- In order for the school to handle emergencies, you must fill out two cards at the time of enrollment.
- If your address, telephone, name, or other information changes, please notify the office as soon as possible. We must have an emergency phone number. Enrollment cards will not be accepted without a phone number.
- Make sure anyone eligible to pick-up your child is noted at the bottom of the enrollment card.
- Please provide the name and number of a relative or friend as an EMERGENCY CONTACT.

Emergency Information

Closing of Schools: The Superintendent of Schools may close schools because of inclement weather or emergencies (flooding, icy roads, power failures, etc.). HISD announces such closings on radio and television as soon as a decision is made. Parents will also be contacted via district wide telephone program regarding any changes due to unforeseen circumstances.
Martin Luther King, Jr. Early Childhood Center

Parent Involvement Policy

Martin Luther King, Jr. Early Childhood Center is committed to the goal of providing a nurturing school environment where excellence and academic readiness is evident in the actions of students, staff, and school leadership. Parents are valued partners in the educational process, serving as the child’s teacher in the home. It is our goal to work with the parents and the community to promote the development of correct social skills, student achievement, and teacher excellence. Martin Luther King, Jr. Early Childhood Center’s success can only be accomplished with the committed involvement of the parents, teachers, school leadership, and community members.

A. Our Parent Involvement Policy
   1. MLK holds will hold Parent Orientations in August to review Title I requirements, Parental Involvement Policy, an explanation of the curriculum, a review of the School Improvement Plans and the calendar for the school year with all parent expectations. Monthly parent trainings are offered in the morning and evenings to highlight activities to improve children’s literacy/math skills and conduct parenting classes. Our trainings are guided by parent and teacher input.
   2. Parent conferences are scheduled during the teachers planning time or before or after school.
   3. Parents are invited to participate in a variety of meetings and activities throughout the school year. Meet and Greet Day is scheduled the week before the first day of school. Children and parents can meet the teacher and hear about social and academic school and at their scheduled planning time to accommodate as many parents as possible.
   4. MLK annually invites parents to review and discuss our School Improvement and Parental Involvement Policy. The PTO and SDMC review school policy in a timely manner. A PTO has been established in our school as a forum for parental input.
   5. MLK and its teachers communicate with parents about the state curriculum and assessments. In addition, our school communicates expectations for student performance, evaluation of student work, and classroom activities and routines pertinent to the academic success of the students. MLK distributes information to parents through our Parent Handbook, monthly newsletters, Class Dojo, school website, communication folders, conferences, and parent meetings to ensure that parents are involved with student achievement.

B. Shared Responsibilities for High Student Academic Achievement
   1. The education is the responsibility of the school, the teacher, and the parent. MLK has developed a Parent/School Compact. This document serves as an agreement between the parent and the school and states what is expected of the school and the parent. It is reviewed with the parents annually at the Parent Orientation in August. Our compact is used to motivate and encourage parents to become involved in the educational process and to let parents know they are our partners in education. In addition, parents receive a Progress Report during the 6 Week Grading Cycle. Report cards are sent home every six weeks for all students.
C. Building Capacity for Involvement
1. MLK will provide assistance to parents through parent meetings for an explanation of the states’ curriculum, student achievement and the school’s assessments. Parents will work with teachers to monitor the child’s progress and improve achievement.
2. During parent meetings, parents will learn math and literacy activities to help their children at home.
3. MLK faculty is cognizant of educational research on parent involvement. Parents will give input throughout the year about their needs and concerns. Information from this will be used by the administration to strengthen the tie between school and home for the purpose of increasing student achievement.
4. Our school integrates parent involvement and activities with our families and the community. Parents are encouraged to volunteer and assist in the classroom and throughout the school. MLK collaborates with Baker Ripley, Inc. Parents are encouraged to participate throughout the school year in a variety of activities.
5. MLK has made it a practice to send home school correspondence in English and Spanish. This ensures that information about school and parent activities is received by everyone.

D. Full Opportunities for participation
1. All students are an important part of our learning community regardless of language, mobility, or disability. Every parent is afforded the opportunity become involved with their child’s school environment. Assistance is provided to any parent with a special need. This support comes by sending home forms/letters in the language of the parent, translations in school wide meetings, and providing interpreters for conferences as needed.
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Title I Notification

Martin Luther King, Jr. Early Childhood Center has a school wide Title I program. Title I is a federal funded program with the intent to improve the academic achievement of students who are economically disadvantaged. The purpose of Title I, Part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education based on the Texas Essential Knowledge and Skill (TEKS) and reach, at a minimum, proficiency on the State of Texas Assessment of Academic Readiness (STAAR).

Under the No Child Left Behind Act of 201, Title I funds enable Martin Luther King, Jr. Early Childhood Center to employ and train highly qualified teachers and paraprofessionals; purchase instructional materials and classroom computers; and sponsor parental involvement activities. To increase student academic achievement, Title I funds provide the following programs offered at Martin Luther King, Jr. Early Childhood Center:

- Summer School
- Literacy Training and Instruction
- Parent Involvement

If you have further questions or comments, please contact the Title I Coordinator, Kaya Savannah at 713/797-7900 during school hours or please stop by the office for more information.
Explanation of Curriculum

The No Child Left Behind (NCLB) Act requires all Title I schools to provide to parents a description and explanation of the curriculum in use at the campus. The State Board of Education adopted the Texas Essential Knowledge and Skills (TEKS) as the official K–12 curriculum for all Texas schools. The TEKS identify what students should know and be able to do at every grade level and in every course in the foundation and enrichment subjects as they move successfully through schools. These learning standards will help ensure that all students can meet the following challenges of the 21st Century:

- Each student must become a more effective reader.
- Each student will have to know and apply more complex mathematics.
- Each student needs to develop a stronger understanding of science concepts, especially in biology, chemistry, and physics.
- Each student must master social studies skills and content necessary to be a responsible adult citizen.
- Each student must master a wider range of technology.

To view the descriptions of the TEKS online, visit:
http://www.tea.state.tx.us/index2.aspx?id=6148

If you do not have access to the Internet, please call the contact person listed at the end of this letter and this information will be provided to you.

The HISD curriculum, which is based on the TEKS, includes non-negotiable objectives that must be taught at every grade level; however, individual schools are held accountable for innovative, instructional programs and results. Every student will be provided equal access to rigorous instruction and academic programs. HISD recognizes, however, that some students may need extra assistance to obtain high academic achievement, and this assistance is available through the Title I program. HISD will include parents in appropriate decision-making opportunities to support student academic achievement.

If you have questions concerning this letter or need paper copies of the material referenced on the web site, contact the school’s Title I Campus Contact Person, Kaya Savannah at 713-797-7900 during school hours.
The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires Martin Luther King, Jr. ECC to notify you and obtain consent or allow you to take your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (protected information surveys).

Enmienda a los Derechos de los Pupilos

La Enmienda de protección de los Derechos de los Pupilos (PPRA), 20 USC 1232h, requiere que el Martin Luther King, Jr. ECC le notifique y obtenga consentimiento suyo si usted opta por que su hijo/a no participe de ciertas actividades escolares. Estas actividades incluyen una encuesta de estudiantes, análisis o evaluación que concierne una o más de las siguientes ocho áreas (encuesta de información protegida).
The **IOWA** is a norm-referenced achievement battery. It measures students’ school achievement in reading, language arts, mathematics, science, and social science. Stanford 10 assesses skills based on the second-half of a given school year and into the first-half of the next school year.

**Logramos** is a norm-referenced achievement battery for students whose primary language of instruction in Spanish. It measures students’ school achievement in reading, language arts, mathematics, science, and social science.

**The State of Texas Assessments of Academic Readiness (STAAR):** commonly referred to as its acronym STAAR, are a series of standardized tests used in Texas public primary and secondary schools to assess a student's achievements and knowledge learned in the grade level. It tests curriculum taught from the Texas Essential Knowledge and Skills (TEKS), which in turn is taught by public schools. Satisfactory performance on STAAR at Grade 11 is a prerequisite to obtain a high school diploma.

**Reading Proficiency Tests in English (RPTE):** These tests are designed to measure annual growth in the English reading proficiency of second language learners and are used along with English and Spanish TAKS to provide a comprehensive assessment system for limited English proficient (LEP) students. LEP students in Grades 3-12 are required to take the RPTE until they achieve a rating of advanced.

**State-Developed Alternative Assessment (SDAA):** This assessment is for students in special education, Grades 3-8 who are receiving instruction in the Texas Essential Knowledge and Skills (TEKS) but for whom TAKS is an appropriate measure of their academic progress. The test assesses the areas of reading, writing, and mathematics. Students will be assessed at their appropriate instructional levels, as determined by their admission, review, and dismissal (ARD) committees, rather than at their assigned grade level. The SDAA is administered on the same schedule as TAKS and will be designed to measure annual growth based on appropriate expectations for each student as decided by the student’s ARD committee.

The alternative assessment will be designed in such a way as to bridge in to TAKS TM. It became a part of the school accountability system in the 2002-2003 school year. To find out more about study guides and released tests that the public may view go to the Texas Education Agency website at [www.tea.state.tx.us/student.assessment](http://www.tea.state.tx.us/student.assessment).

**High Frequency Words Test:** This is a district-wide test administered in grades 1-2. This test measures the student’s ability to read identified words from a list as well as in sentences. The High Frequency Words have been selected from the Most Frequent words in books for Beginning Readers and the Dolch Word List. The student is responsible for all the word listed. Performance on the High frequency Word Evaluation is a measure for promotion in 1st and 2nd grades.

**Campus Report Card**

By law, schools must provide a Campus Report card each year to parents. Each report card contains the following information:

- Academic excellence indicators (AEIS, including TAKS results and dropout rates),
- Student/teacher ratios,
- Administrative and instructional cost per student,
- Disaggregated data on student academic achievement,
- The school's performance.
The federal McKinney-Vento Homeless Education Improvements Act and Texas state law (Texas Education Code Chapter 25) protect the right of homeless children and youth to receive a free and appropriate public education. Nearly everyone in Texas who is between the ages of 5 and 21 on September 1st of the school year and has not been expelled has the right to attend school.

The federal McKinney-Vento Act and Texas state law guarantee that you can enroll in school if you live:
- In a shelter (family shelter, domestic violence shelter, youth shelter or transitional living program):
- In a motel, hotel, or weekly-rate housing:
- In a house or apartment with more than one family because of financial hardship or loss in an abandoned building, a car, at a campground, or on the street;
- In temporary foster care or with an adult who is not your parent or legal guardian;
- In substandard housing (not electricity, no water, and/or no heat); or
- With friends or family because you are a runaway or unaccompanied youth.

Furthermore, if you live in one of the above situations, your student has a right to:
- Enroll and attend school without proof of residency.
- Enroll and attend classes while the school arranges for immunization records TB skin test result, school records, legal guardianship papers, or any other documents required for enrollment.
- Continue to attend the school in which the student was last enrolled, even if you have moved away from the school’s attendance zone or districts.
- Receive transportation from your current residence to the school the student last attended.
- Enroll and attend classes even while the school and you seek to resolve a dispute over enrolling your student.
- Receive free and reduced –price lunch and other district food programs.
- Participate fully in all school activities and programs for which the student is eligible without regards to the student’s housing accommodations.

Finally in accordance with Section 115(b)(2)(E) of the No Child Left Behind Act of 2001, the District provides Title I, Part A services to any student who is homeless and attending any school served by the District, regardless of whether or not the school is an eligible Title I, Part A school. Your student has a right to receive services in the same manner as does other students on the campus.

If you have any question about receiving Title I, Part A services at the local campus, contact the supervisor for the Title I, Part A Parental Involvement Program at 713-556-6928.
Dear Parent / Guardian:

The Family Educational Rights and Privacy Act (FERPA) allows parents and students 18 years of age or older certain rights with respect to the student’s education records. The rights are:

Right to inspect and review the student's education record within 45 days from the day a request for access is made. Parents or eligible students must submit to the school principal a written request that identifies the record (s) they wish to inspect. The school principal or other relevant school official will make arrangements for such access and notify the parent or eligible student of the time and place where they can inspect the record.

Right to request amendment of the student's educational record that the parent of The family or eligible student believes that it is inaccurate, misleading or otherwise violates the student's privacy rights under FERPA. Parents or eligible students can write to the school principal, clearly identify the part of the record they want changed and specify the reason why it should be changed. If the DCPS decides not to amend the record as requested by the parent or the eligible student, the school will notify the parent or eligible student of its decision and inform them of their right to a hearing regarding the amendment request. Additional information concerning the proceedings of the hearing will be provided to the parent or eligible student when notified of the right to it.

Right to consent to the disclosure of personally identifiable information contained in the student's education record, to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without consent to school officials that have been determined by DCPS to have legitimate educational interests. A school official is a person employed by DCPS as an administrator, supervisor, teacher or support staff member (including health or medical personnel and police unit personnel); a person or company with whom the DCPS has entered into a contract to perform a special task (such as a lawyer, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or, assisting another school official in the performance of their duties

Right to file a complaint with the U.S. Department of Education concerning an alleged breach of the requirements of FERPA by the Contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Martin Luther King, Jr.  
Early Childhood Center  

School-Parent Compact

As a school, we will:

• Provide hands-on learning daily  
• Read to students a minimum of four times daily  
• Provide homework activities that supports activities learned in school  
• Provide small group instruction in literacy and math daily  
• Provide monthly vocabulary packets related to the unit of study in class  
• Implement technology daily  
• Provide weekly science experiments  
• Communicate feedback from assessments given in class  
• Reinforce Social Skills throughout the day  
• Conference with parents a minimum of 3 times a year  
• Provide timely Progress Reports

As a parent, I will:

• Ask my child about their learning at school  
• Promote the importance of reading by reading, listening, and providing reading materials for my child  
• Visit the local library regularly  
• Work with my child on homework activities  
• Review the monthly vocabulary list with my child  
• Participate in Family Literacy, Math and Science at MLK  
• Attend Parent Conferences  
• Reinforce and support Social Skills at home  
• Communicate regularly with my child’s teacher  
• Volunteer to assist as needed  
• Assure my child comes to school everyday and arrives on time

Child: ____________________________________________
Teacher: __________________________________________
Parent Signature: _________________________________
Date: _________________________________
Martin Luther King, Jr. Early Childhood Center

Parent Quality Assurance Standards

As a parent of Martin Luther King, Jr. Early Childhood Center, I am committed to the following:

- I will make sure my child attends school everyday and arrives on time (7:30 am).
- I will follow all school policies and procedures as stated in the parent handbook.
- I will make sure all parent contact information is current.
- I will make sure my child's immunizations are up to date.
- I will make sure my child is in standard MLK dress code.
- I will attend all family events.
- I will check my child’s homework folder daily.
- I will ensure that my child understands all school rules.
- I will attend the Project Class Social Skills in-service.
- I will incorporate the school's Social Skills at home.
- I understand that siblings will not be allowed at certain school events (field day, parties, field trips, etc.).
- I will respond in person within 30 – 60 minutes for discipline or school emergencies.
- I will support my child, by communicating with the teacher and school administration to resolve any issues or concerns.
- I will support my child, by talking about the importance of doing well in school.

Failure to adhere to these standards will result in an administrative conference.

__________________________
Parent Name (print)

__________________________
Parent Name (signature)

__________________________
Date
Martin Luther King, Jr. Early Childhood Center
School Supply List

1. Kleenex (2 boxes)
2. Storage Baggies (1) quart size box
3. Storage Baggies (1) gallon size box
4. Baby Wipes (2 refills)
5. Lysol/Clorox Disinfecting wipes (1)
6. Markers (broad or thin)
7. Elmer's Glue Sticks (2 per student)
8. Elmer's Glue (1 8oz bottle)
9. Crayons (2 boxes-16 or 24 count)
10. Fiskars Blunt Scissors
11. Backpacks (No rolling backpacks, please.)
12. A full change of clothing in a zip lock baggie with the student’s name should be in the backpack every day. Please label all clothing, backpacks, and lunch kits with your child’s name.