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**2014-2015**

**Parent/Student Handbook**

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***A Fine Arts and Physical Development Magnet School***

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**Mission Statement and Goals**

**Our Mission**

The mission statement of John E. Codwell Elementary School of Fine Arts and Physical Development is to promote innovative educational opportunities to address the whole child emotionally, socially,and academically; therefore creating leaders of tomorrow.

“Vision without action is a dream. Action without vision is simply passing time. Action with vision is making a positive difference.”

 -Joel Barker

**Goals**

 **To improve student achievement in reading:**

|  |  |
| --- | --- |
| **Goal 1:** | By the end of the 2012-2013 school year, * the percentage of students in grades K-8th reading at or above grade level on the Stanford 10 (Total Reading) will increase to 80%.
* 80% percent of students in grades 3rd-8th will meet College and Career standard for Reading on STARR
 |

**To improve student achievement in mathematics:**

|  |  |
| --- | --- |
| **Goal 2:** | By the end of the 2012-2013 school year, * the percentage of students in grades K-8th reading at or above grade level on the Stanford 10 (Total Math) will increase to 80%.
* 80 % percent of students in grades 3rd-8th will meet College and Career standard for Math on STARR
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**To improve magnet enrollment and participation:**

|  |  |
| --- | --- |
| **Goal 3:** | **By the end of the 2013-2014 school year,** * Create a positive school culture
 |

**HISD Strategic Direction**

**Core Initiatives**

* Effective Teacher in Every Classroom
* Effective Principal in Every School
* Rigorous Instructional Standards and Supports
* Data-Driven Accountability
* Culture of Trust through Action

**Houston Independent School District**

* Strengthen the system for recruiting, supporting, and developing a high-quality workforce.
* Provide equal access to rigorous instruction and academic programs to all HISD students.
* Provide a safe, secure, and healthy environment in every school.
* Engage parents, community members, and businesses in partnerships that support student achievement.

**Parents**

* Stay informed about your child’s academic progress.
* Work in partnership with school staff to help your child achieve at the highest levels.
* Communicate to your child the importance of being prepared for college and a career.

**Students**

* Come to school prepared to work hard and aim high every day.
* Respect your peers, teachers, and principal.

**Employees**

* Work hard to consistently improve your performance.
* Stay informed, engaged, and accessible to all stakeholders.
* Be an advocate of HISD with your family, friends, and community.

**Community**

* Support HISD by sharing your expertise, providing volunteers, and/or helping to fund initiatives.
* Be an advocate to students about the importance of college and careers.

**Magnet Program Overview**

The Fine Arts and Physical Development Program is designed to move children through a series of rigorous academic and developmental experiences to become young men and women leaders of the future.

**Fine Arts**

**Band**
Students in first through fifth grade are selected to participate in the band based on their interest and ability to play brass, percussion or woodwind instruments. Throughout the year students perform at special campus concerts, competitions and district music festivals

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43612&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14974&PageID=38150) **Choir / Music**All students participate in general music throughout the week. The choral program spotlights the vocal talents of many of our students from third through fifth grades.

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43612&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14981&PageID=38150) **Dance**
Dance students are exposed to such techniques as ballet, modern and jazz. The dance company emphasis formal and group choreography along with other performance elements that complement each performance. Throughout the year, dance workshops are conducted for the students in ballet, hip-hop and modern dance by various dance artists in the city.

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43612&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14984&PageID=38150) **Violin Ensemble**
Instruction is offered in Suzuki strings for students in beginners and advanced violin. Students learn to play classical as well as popular music for competitions and school concerts. The Ensemble delights audiences at many venues around the city. Some of the members performed at New York’s Carnegie Hall.

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43612&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14985&PageID=38150) **Physical Development**

**Archery**
This recreational activity enhances the students’ aim, coordinators and accuracy.

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43619&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14987&PageID=38150)**Basketball**
The competitive sport of basketball is enjoyed by students in third through fifth grades. Strong self-esteem and self-discipline is the key to working together as a team. Students compete in district leagues throughout the year and they both won first place.

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43619&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14988&PageID=38150) **Cheerleading**
Students perform organized routines such as tumbling, dance, jumps, cheers and stunting for spectators at various school-related sports games and pep rally events. The team also performs in district and other invitational competitions.

[Comments (-1)](http://www.houstonisd.org/../site/default.aspx?PageType=3&ModuleInstanceID=43619&ViewID=ed695a1c-ef13-4546-b4eb-4fefcdd4f389&RenderLoc=0&FlexDataID=14989&PageID=38150)**Track Team**
Many of our students in second and third grades compete in spring track. Team members strive for the best through diligent practice and cooperative team effort. Students compete in various district sponsored track meets during the school year.

**Academic Support and Enrichment**

**Academic Intervention**

In order to ensure the academic success of the scholars, it important that they attend during school, after school interventions and Saturday interventions. Your child’s teacher will provide you written notification if your child is required to attend intervention. It is important that transportation arrangements are made in advance for your child to be picked up after academic intervention sessions.

**Extra Curricular Activities**

Select students will be eligible to participate in co-curricular performance groups and sports. Participation is based on meeting and maintaining the school’s behavior and academic expectations and guidelines. Students may participate school clubs and organizations, if they have satisfactory grades and conduct.

**Field Lessons and Outreach Activities**

All grade levels will have an opportunity to take part in field lesson and/or in school outreach activities monthly. Students are required to follow school rules while representing Codwell off campus. **Parents interested in participating as chaperones must be cleared through the Houston Independent School District’s Volunteers in Public Schools (VIPS). Participation in all field lesions and outreach activities is based on eligibility (see discipline behavior expectations).**

**Student Dress Code**

**Uniform Policy**

**The fundamental reasons for the John E. Codwell Elementary Dress Code are to:**

1. Ensure the health and safety of everyone in the learning community.
2. Foster a positive, orderly school climate for optimal academic success.
3. Avoid any unacceptable disruptions to the learning environment.
4. Expose student to appropriate dress habits.

**Shirts:**

* Students must wear Gold or Navy collared (polo style) shirts
* All shirts must be worn tucked into bottoms
* Shirts must cover the shoulder blades, chest back and naval areas of the body.
* Students are allowed to wear the school sprit-shirt or college/university shirt with jeans on Fridays (only)
* School shirts with the Codwell logo are available for purchase.

**Bottoms:**

* **Boys**- may wear khaki or navy bottoms
* **Girls**- may wear khaki or navy bottoms skirts, jumpers, and skorts (solid only)
* **Girls** -may also wear khaki or navy pants/skirts (All skirts must be 2 inches above the knees)
* All bottoms must be secured with a belt **(no sagging)**

**Friday Attire:**

* Students are allowed to wear **blue jeans pants** with a Codwell or College t-shirt.

**Head Coverings:**

* **Hair must be neatly combed and clean in appearance.** The following hair grooming items are prohibited: metal rakes, combs, brushes, wrap scarves, bandanas, wave caps and alike
* Hats are not allowed to be worn in the building.

**Jackets:**

* The hoods of jackets or pullovers cannot be worn inside of the building/classroom
* Jackets should be open and allow the school uniform to be visible. No pullover or sweatshirts are allowed.
* Zip up sweaters and pullovers only.

**Shoes:**

* **All shoes must be closed toe and back**
* **No flip flops or sandals**

**Jewelry:**

* Expensive or irreplaceable jewelry should not be worn
* Jewelry depicting or making references to drugs, alcohol, or vulgar/obscene language may not be worn.

***Body art or piercing should not be exposed; boys are not permitted to wear earrings.***

Students who are not dressed according to the mandatory dress policy, parents will be contacted to bring a change of clothes for the students. More than **3 documented** dress code violations will result in a detention.

**Electronic Devices**

**Electronic Devices:** I-pods, MP3’s, CD players, cell phones, and game systems are not allowed. The school is not responsible for any theft or loss of property.

**CELLUAR PHONES:** Cannot be used during the instructional day. Cell phones will be collected and secured at the beginning of school and returned at the end of the day. Cell phones used during the instructional day will be collect and parents will be subject to a **$15.00 processing fee**.

**Attendance**

**COMPULSORY SCHOOL ATTENDANCE LAWS**

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This letter is to inform you of the Senate Bill 1432 as passed by the Texas Legislature effective
September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of days in a six month period:

1) The student’s parent or legal guardian is subject to prosecution under TEC §25.093

2) The student is subject to prosecution under TEC §25.094

It is your duty to monitor your student’s attendance, require your student to attend school and request a conference with a school official to discuss the absences. You are subject to prosecution under sec 25.093 (b) for failure to require your child to attend school.

**NOTES ARE NEEDED FOR ALL ABSENCES**

Excused Absences are those resulting from

* Illness
* Injury
* Medical appointment
* Family emergencies
* Suspension
* Legal reason (court)

The excused note needs the following information:

1. Full legal name of student.

Please write both first and last name

1. Exact date(s) the student was absent

Please do not write yesterday or last Tuesday

1. Reason for the absence(s)
**If more than 4 days in a row, a doctor’s note is needed**
2. Parent’s Signature and daytime phone number
3. The notes need to be turned into the student’s teacher no later than three days after absences
4. School will keep filed excuse notes for school records

***When Students Miss School They Miss Out!***

**Attendance**

**Make Up Work Policy**

When students are absent for any reason, it is the responsibility of the student to collect make up work from their teachers. Students will have 5 instructional days to submit make up work to their teachers following the last date of the absence.

**Tardy Policy**

It is important that students not only attend school but are on time for school. School begins at 7:45 am. Your child will be considered tardy after 7:50 am. If students are late for school, they must report to the main office for a late pass. Students will receive a documented warning for their 1st offense and an afterschool detention for each addition tardy.

**Signing a Student In/Out**

A student will only be released to parents or other authorized persons as specified on the student school records. **Authorized persons must produce a valid photo ID in order to sign out a student.** The student being picked up must be signed out from the main office.

**Anti-Bullying Policy**

This policy has been created to ensure that all students are respected and feel safe in their learning environment. This policy applies to all students and adults on the campus.

**What is bullying?**

**Bullying** occurs when a student, or group of students, attempts to take power over another student. Often bullying is repeated, where students fall into the roles of **bully** (the student that is bullying), **bully supporter** (a student that goes along with the bully), **target** (the child being bullied).

**Types of Bullying**

**Physical bullying**, when a student uses physical force to hurt another student by hitting, pushing, kicking, spitting, pinching, getting in their way, or holding them down. It is also bullying to interfere with another student’s belongings, to take or break their possessions, and to demand or steal money.

**Verbal bullying**, when a student directs words at another student with the intention of humiliating them. This includes but is not limited to threatening, taunting, intimidating, shouting, insulting, name-calling, teasing, put-downs and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student.

***Never take revenge or ask someone to retaliate against a student that has reported bullying.***

**Addressing Bullying**

Confirmed cases of bullying will include the following:

* Student and Dean Conference
* Parent and Principal Conference
* Suspension
* Continually bullying will result in school reassignment

**How parents can help us support a culture of no bullying**

* We ask that parents support our school’s values all their interactions with other parents, faculty, staff, and students.
* Familiarize yourself with the school protocol for dealing with student interactions. Trust that teachers have the best interests of the children at heart; try not to make assumptions—check things out with the teacher directly.
* Encourage your child to show respect and caring for the dignity and worth of every student, parent and adult that works at the school.
* Do not allow your children to intimidate or bully each other.
* Monitor how you talk about others in front of your child. If you exclude or put down others, you are teaching your children to do the same.

**Behavioral Expectations**

**Daily Rules**

The guiding principle for all daily rules is respect. We strive to create an environment where students learn to show respect for themselves, for others, and for their surroundings. Rudeness, unkindness, or malicious behavior, whether physical, verbal or written, will not be tolerated. This includes behavior in class, school assemblies, and while or school transportation. Throughout the day, students are expected to demonstrate the basics of courteous behavior. Students should say “please”, “thank you”, and “excuse me” when appropriate. Students should answer all adults with “yes sir”, “no sir”, “yes mam” or “no mam”.

**Assembly Behavior**

In assemblies or any formal gathering, students are expected to:

* Come to order and give their attention to the speaker when the hand signal is used.
* Refrain from all screaming – enthusiasm and approval can be and should be expressed by applause
* Wait to be dismissed by class
* Leave in a straight line with no talking. There should not be any pushing or crowding.

**Cafeteria Behavior**

During lunch, students are expected to:

* Enter the cafeteria in a straight and quiet line.
* Proceed to their assigned table.
* Come to order and give attention to the speaker when the hand signal is used.
* Only leave their assigned seat when given permission by the cafeteria monitor.
* Talk at a low tone. If the noise level is deemed too loud by school administration, students will be required to have silent lunches.
* All trash must be placed in the containers provided.

**Hallway/Breezway**

* Because classes and other school activities are always in session, every effort must be made to maintain reasonable quiet and order in the hallways, entryways, and outside areas adjacent to classrooms and offices. All hallways are designated as quiet zones during instructional time.
* To maintain an atmosphere that is conducive to learning, cell phones should be turned in at the beginning of the day and will be returned at the end of the day.

**Campus Cleanliness**

Maintaining the attractive appearance of the campus is the joint responsibility of all members of the community.

* Students and staff are asked to place all trash in trash cans.
* Everyone is responsible for disposing of litter properly, whether one’s own or someone else’s

**Behavioral Expectations**

* Eating or drinking is not allowed in the library, in hallways, or on playing fields.
* Eating or drinking is not allowed in the classrooms unless a student has permission to do so from a teacher or dean.

**Student Discipline and Behavior**

**Disciplinary Policies and Procedures**

The school has the right to impose discipline and consequences for conduct occurring both on and off campus. **Students who commit minor infractions (i.e. talking out of turn, not bringing supplies not following instructions, etc.) will be held to consequences on the teacher level.** Multiple minor infractions may be treated cumulatively as a major infraction. Those students will then be referred to their grade level dean for further disciplinary actions.

All classes will implement the same rules and consequences. Behavioral expectations will be posted in all common areas such as the hallway, cafeteria, stairwell, and gym.

**Detention**

Detentions are held weekly at the teacher’s discretion. Any student who receives detention will receive at least a 24 hour notification. The notification is to be signed by a parent or guardian and then returned to the grade level dean or detention supervisor when the student serves detention. Students are required to sit quietly and complete the detention assignment for the duration of the detention period. A student who receives three or more detentions in a semester may be subject to further disciplinary action.

Detentions can be issued for any level offense which can include but is not limited to:

* Tardy to school or class
* Dress code violation
* Talking back
* Use of inappropriate voice level
* Profanity
* Skipping tutorials

**In School Suspension (ISS)**

Students whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the John E. Codwell community will be placed in In School Suspension for 1 – 5 days. During the specified length of time they are assigned to ISS, students who commit a major rule violation are likely to be suspended from school.

**Student Discipline and Behavior**

**STUDENT ASSIGNMENT/EXPECTATIONS**:

* Students will only be assigned to serve days in ISS by an administrator and parents will be notified by phone and letter
* The length of placement will be a minimum of 1 day and will not exceed 5 consecutive days. Students must be present each day in order to receive “IN SEAT” credit which will apply to a successful completion
* While serving ISS, students may not leave the ISS room without the appropriate school personnel assigned to ISS
* While serving ISS students may not participate or practice in any extra curricular activities until each day is served in its entirety.
* Students will be escorted to use the restroom three times each day (after breakfast, before lunch, after lunch)
* Students will be escorted to receive their lunch out of the cafeteria and will bring it back to the ISS room to eat
* Students will receive work from each of their assigned classes and will have a character education/silent reading time during their elective period
* No sleeping, disruptions or incomplete assignments will be allowed. If a student fails to comply, “IN SEAT” credit will be denied for that day and the student must make that day up

**Out of School Suspension**

* Major violations of school rules may result in out of school suspension for 1 – 3 days.
* Students are not allowed on campus or to participate in after school programs including sporting events and field trips during the duration of the Out of School Suspension.
* Students are given 5 instructional days to complete missing class assignments. It is the students responsibility to get make up work from the teacher.
* Students will have the opportunity to make up assessments on the day they return to school.
* Woodson’s out of school suspension policy is aligned with the HISD Code of Student Conduct.

**Referral to a Disciplinary Alternative Education Program**

* The grade level dean or school principal may recommend a referral to a DAEP for a length of 15 – 45 days (Elementary) for repeated major offenses or a serious offense, even on the first offense, if a student’s continued presence is deleterious to school or school community.
* When a student is referred to a DAEP, he/she is automatically suspended for 1-3 days. Upon completion of the suspension, the student may be placed in ISS until a decision is met on placement.
* Students are required to attend school each day he/she is assigned to the DAEP. Days are only counted as served when a student is physically present.

**Student Behavior and Discipline**

**Procedures for Disciplinary Infractions**

A teacher is responsible for front line discipline in the classroom. The following procedures are to be followed:

Determine the nature of the disciplinary action (refer to the conduct and consequences guide). If the disciplinary action is a Level I or II:

**Step 1: Clear Verbal Warning** - Student initials are noted on the board where possible. This incident is recorded in GradeSpeed

**Step 2: Isolation** - The teacher may choose to place the student in isolation inside the classroom or in a buddy teacher’s classroom (time out) making it clear that this is a final opportunity for the student to change her/his behavior and compose her/himself in relation to the Classroom Expectations. This incident should be recorded in GradeSpeed.

**Step 3: Documented Student/Teacher Conference w/ Parent Contact** – The teacher will hold an individual or team conference with the student about their behavior. Parent contact will be made via the telephone or email. The conference will be documented and a copy of the documentation will be placed in the student discipline folder. An official warning notice will be sent home and signed by the student.

**Step 4: Detention w/ Parent Contact** - Detention will be held each week. All detention noticed will be sent home for parent signature. Teachers will give students and parents at least a 24 hour in advance notice for the assigned detention.

***\*\*After 4 documented occurrences, the student is then referred to administrator.\*\****

**1st Referral**

 In School Suspension (ISS)

**2nd Referral**

Out of School Suspension (OSS)

**3rd Referral**

In School or Out of School Suspension (ISS or OSS)

***After the 3rd referral, the grade level dean will then hold a conference with the parent to discuss further disciplinary actions including removal to a Disciplinary Alternative Education Program.***

**CONDUCT AND CONSEQUENCE QUICK LOOK**

|  |  |
| --- | --- |
| **Level One Behaviors** (nuisance behaviors)* Violations of rules or procedures established by the teacher
* Failure to participate in classroom activities
* Unexcused tardiness to class
* Failure to bring required classroom materials or assigned work to class
* General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
* Any other act that disrupts the classroom or interrupts the operation of the class
* Failure to deliver or return written communications between home and school
* Disruptive or noncompliant behavior on a school bus or at a school bus stop
* Failure to protect individual computer-account passwords from disclosure
 | **Level One Consequences*** Verbal warning
* Natural consequence to rebuild trust (written apology, ex., pick up litter, go back and walk in hallway)
* Student-teacher conference
* Phone call to parent/guardian
* Discipline referral sent home and signed
 |
| **Level Two Behaviors** (hurtful toward feelings, persons’ or property on an individual basis)* Repeated violation of classroom or transportation rules under Level I
* Cheating, plagiarism, or copying the work of other students
* Leaving the classroom or school grounds without the permission of school personnel
* Cutting class or skipping school
* Possession of matches or other flammable materials
* Inappropriate display of affection
* Posting or distributing unauthorized materials on school grounds
* Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
* Loitering in unauthorized areas
* Use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication system, on school campuses or at functions during school hours. In addition to disciplinary action, the unauthorized use or operation of paging devices will result in confiscation.
* Possession of iPods, Mp3 players, personal radios, or personal music devices at school
* Cafeteria disturbance
* Violation of a school’s mandatory school-uniform policy
* Disruptive behavior on a school bus or at a school bus stop
* Any other acts that interfere with the orderly educational process in the classroom or the school
* Accessing materials and sites on the Internet that are deemed to be inappropriate by HISD
 | **Level Two Consequences*** Natural consequence to rebuild trust
* Student-teacher conference
* Phone call to parent/guardian
* Discipline referral sent home and signed (automatic)
* Administrative Detention
* 1 to 5 days In-school suspension (ISS)
 |
| **Level Three Behaviors** (disruptive to entire learning community)* Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
* Fighting
* Gambling
* Misdemeanor stealing/theft of property
* Smoking, using, or possessing tobacco or tobacco products
* Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel, disrespect
* Changing school records or documents or signing a parent’s name on school documents
* Failure to adhere to terms of behavior contracts
* Indecent/unsolicited sexual proposal/sexual harassment
* Harassment/Threatening a student/Bullying/Cyberbullying
* Participation in activities by groups such as gangs
* Failure or refusal to cover up while on campus or at a school related activity any tattoo that is inappropriate, obscene, offensive, vulgar, or gang-related
* Profanity, vulgar language, or obscene gestures
* Possession of laser pens or laser pointer
* Any other Level III offense outlined in the HISD Code of Student Conduct
 | **Level Three Consequences*** Natural consequence to rebuild trust
* Student-teacher conference
* 1 to 5 days In-school suspension (ISS)
* 1 to 3 days Out of School Suspension (depending upon severity and frequency)
* Phone call to parent/guardian
* Discipline referral sent home and signed (automatic)
* Referral to a DAEP (Discretionary)
 |
| **Level Four Behaviors** (unlawful)* Assualt with bodily injury
* Selling or in possession of a controlled substance or controlled drug.
* Possessing, using, or being under the influence of alcohol
* Felony stealing/theft
* Burglary of an HISD facility
* Defacing of school property with graffiti or other means
* Any other Level IV offense outlined in the HISD Code of Student Conduct
 | **Level Four Consequences*** Conference between student/guardian/principal and other applicable staff members
* Phone call to parent/guardian (automatic)
* Discipline referral sent home and signed (automatic)
* Referral to a DAEP (Mandatory)
 |

**Student Arrival**

|  |  |  |
| --- | --- | --- |
| TIME | GRADE LEVEL | SUPERVISOR/DESTINATION |
| 7:15 a.m.-7:45 a.m. | All | **Ms. Love - Front of School****Mr. Ross - Front Gate** |
| 7:15 a.m.-7:45 a.m. | Elementary Students | 7:30 a.m.: PK-5th grade teachers meet students in cafeteria**Charchere Supervising****7:30 am – ???? (Pre-K/K Hall)****7:45 am – ???? (1st/2nd Hall)** |

**RELEASE OF STUDENTS DURING SCHOOL HOURS**

The school day ends at 3:00 pm for students. No student is permitted to leave school during school hours without following the school procedures:

1. Parents that come for students before 2:30 p.m. will be asked to wait in the office and the student will be notified to come to the office to meet their parent. Parents will sign a Leave Early Log book, indicating their name, the child's name, the time, and the date.
2. Teachers are not to release students to parents or anyone at any time after 2:30 p.m.
3. When students are picked up early, the authorized adult must provide a valid photo ID.

**Student Dismissal**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **GRADE LEVEL** | **STUDENTS** | **DESTINATION/SUPERVISORS** |
| 3:00 p.m. | Pre-K-5th | **Walkers** | **Exit Campus (Toward Front of School)**Elementary students will wait in the cafeteria until walkers are dismissed.. |
| 3:00 p.m. | Pre-K-5th | **Car Riders** | Elementary students will wait in the cafeteria until called. |
| 3:00 p.m. | Pre-K-5th | **Afterschool****Programs** | Elementary Students will be picked up from the cafeteria. |

**RAINY DAY DISMISSAL**

The regular dismissal schedule will be followed for all students.

**DISMISSAL DUE TO SERVERE WEATHER**

When school is closed due to inclement weather or other conditions, parents are urged to listen to their radio or television for information about who is or who is not to report to school. In addition you will get a Connect-Ed message via phone call.

**DESIGNATED AREAS FOR DISMISSAL**

**Cars**: Elementary car riders will access the campus on Southview and to pick up on the back parking lot.

**Private/Nursery** **buses**: Students will be picked up from the back parking lot.

**Walkers:** Will exit the campus in the front of the campus through the front of the school.

***Unless students are participating in afterschool activities they must be picked up no later than 3:30 pm.***

**Conference Scheduling**

The Houston Independent School District is committed to academic achievement and creating the best schools in the nation. This can only be done by providing students with the foundation needed to be prepared for college and beyond. As a part of this commitment, we respectfully request that students remain at school the duration of the school day excluding emergencies. Starting this school year,
Mrs. Love, Principal and the Leadership Team will be spending two full days every week in classrooms in order to help improve the teaching and learning that happens on a daily basis. Therefore, we may not always be available to speak with you when you drop in or telephone us. However, we really do value communicating with you. When you want to speak with the campus administration, please contact the school secretary, Ms. Hawkins, who will schedule a time for
an appointment. Thank you for your ongoing support of our school and your patience and understanding as we implement these practices.

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| **Teacher Conference Schedule** |
| **Grade level** | **Days** | **Times** |
| **PreK** | **Monday & Wednesday** | **9:45 – 10:45 am** |
| **Kindergarten** | **Monday & Wednesday** | **9:45 – 10:45 am** |
| **First** | **Monday & Wednesday** | **12:45 – 1:45 pm** |
| **Second** | **Monday & Wednesday** | **12:45 – 1:45 pm** |
| **Third** | **Monday & Wednesday** | **10:55 – 11:55 am** |
| **Fourth** | **Monday & Wednesday** | **8:35 – 9:35 am** |
|  **Fifth**  | **Monday & Wednesday** | **1:45 – 2:45 pm** |
| **Ancillary Teachers** | **Monday & Wednesday** | **7:45 – 8:30 am**  |

Parents – Please schedule conferences in advance with the teacher. Teachers can be contacted via email (see next page for email addresses) or by phone. Phone contact will require a message to be left with the main office at 713-732-3580. If you are not able to meet with a teacher(s) on the scheduled conference day, please work with your child(ren) teacher(s) to schedule an alternate day and time.

**Elementary Lunch and Ancillary Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Level** | **Teacher's Name** | **Lunch Time**  | **Ancillary Time**  |
| **Pre-Kindergarten**  | **Williams** | 11:00 -11:30 | 9:45 – 10:45 |
| **Pre-Kindergarten**  | **Utley** | 11:00 -11:30 | 9:45 – 10:45 |
|  |  |   |  |
| **Kindergarten**  | **Bunjo** | 11:00 -11:30 | 9:45 – 10:45 |
| **Kindergarten**  | **Campbell** | 11:00 -11:30 | 9:45 – 10:45 |
| **Kindergarten**  | **Evans** | 11:00 -11:30 | 9:45 – 10:45 |
|  |  |   |  |
| **1st Grade**  | **Curry** | 10:00 - 10:30 | 12:45 – 1:45 |
| **1st Grade**  | **Joseph** | 10:00 - 10:30 | 12:45 – 1:45 |
| **1st Grade**  | **Emmers** | 10:00 - 10:30 | 12:45 – 1:45 |
|  |  |   |  |
| **2nd Grade**  | **C. Hall** | 10:00 - 10:30 | 12:45 – 1:45 |
| **2nd Grade**  | **Ellison** | 10:00 - 10:30 | 12:45 – 1:45 |
| **2nd Grade**  | **Wright** | 10:00 - 10:30 | 12:45 – 1:45 |
|  |  |   |  |
| **3rd Grade**  | **Harper** | 10:30 - 11:00 | 11:05 – 12:05 |
| **3rd Grade**  | **Knupp** | 10:30 - 11:00 | 11:05 – 12:05 |
| **3rd Grade**  | **Sanford** | 10:30 - 11:00 | 11:05 – 12:05 |
|  |  |   |  |
| **4th Grade**  | **Thompson** | 11:30 - 12:00 | 8:35 – 9:35 |
| **4th Grade**  | **Lewis** | 11:30 - 12:00 | 8:35 – 9:35 |
| **4th Grade**  | **Ana** | 11:30 - 12:00 | 8:35 – 9:35 |
| **4th Grade**  | **D. Walker** | 11:30 - 12:00 | 8:35 – 9:35 |
|  |  |   |   |
| **5th Grade**  | **Collins** | 10:30 - 11:00 | 1:45 - 2:45 pm |
| **5th Grade**  | **Forward** | 10:30 - 11:00 | 1:45 - 2:45 pm |
| **5th Grade**  | **Mitchell** | 10:30 - 11:00 | 1:45 - 2:45 pm |

**Teacher Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Grade | Subject | Teacher | Room |
| Pre-K | Self Contained | Williams |  |
| Pre-K | Self Contained | Utley |  |
| Kindergarten | Self Contained | Evans |  |
| Kindergarten | Self Contained | Campbell |  |
| Kindergarten | Self Contained | Bunjo |  |
| 1st | Self Contained | Curry |  |
| 1st | Self Contained | Joseph |  |
| 1st | Self Contained | Emmers |  |
| 2nd | Self Contained | Cynovia Hall |  |
| 2nd | Self Contained | Ellison |  |
| 2nd | Self Contained | Wright |  |
| 3rd | Self Contained | Harper |  |
| 3rd | Self Contained | Sanford |  |
| 3rd | Self Contained | Knupp |  |
| 4th | ELA/SS | Thompson |  |
| 4th | Math/Science | Lewis |  |
| 4th | ELA/SS | TFA |  |
| 4th | Math/Science | D. Walker |  |
| 5th | Reading | Collins |  |
| 5th | Math | Forward |  |
| 5th | Science | Mitchell |  |
| 1st-5th | Resource | Harris |  |
| 6th | Reading - Girls | Simmons |  |
| 6th | Reading - Boys | TFA |  |
| 6th | Math – Girls | Foreman  |  |
| 6th | Math – Boys | Miller  |  |
| 6th | Science |  |  |
| 6th | Social Studies | Muhammad |  |
| 7th | ELA | Thomas |  |
| 7th | ELA |  D. Hall |  |
| 7th | Math | Sutton-Rivers |  |
| 7th | Science | McFarlin |  |
| 7th | Social Studies | Vickers |  |
| 8th | ELA | Ferrias |  |
| 8th | Math | Knight |  |
| 8th | Social Studies |  |  |
| 8th | Science | Banks |  |
| 6th-8th | Resource Reading | P. Harmon |  |
| 6th-8th | Resource Math | R. Harmon |  |
| 6th-8th | Resource | Ewing |  |
| 6th-8th | BSC | Crowder |  |
| Elective | P.E. - Elementary | Mayo |   |
| Elective | P.E. - Middle | B. Walker |   |
| Elective | Dance - Elementary | Wingate |   |
| Elective | Dance - Middle | Wingate |   |
| Elective | Music - Middle |  |   |
| Elective | Technology - Elementary | Barnes |   |
| Elective | Science Lab - PreK - 5 | Odutayo |   |
| 6th | Reading Elective | Flowers |   |

**Important Dates**

The 2013-2014 calendar is included for your convenience. Students will not attend school on the following dates:

|  |  |
| --- | --- |
| **Labor Day** | September 2, 2013 |
| **Fall Holiday** | September 13, 2013 |
| **Thanksgiving** | November 27-29, 2013 |
| **Winter Break** | December 23, 2013–January 3, 2014 |
| **Martin Luther King Day** | January 20, 2014 |
| **Spring Break** | March 17-21, 2014 |
| **Spring Holiday** | April 18, 2014 |
| **Memorial day** | May 26, 2014 |

|  |
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| Early Dismissal Days |
| Wednesday, September 25, 2013 |
| Wednesday, October 30, 2013 |
| Wednesday, November 20, 2013 |
| Wednesday, January 29, 2014 |
| Wednesday, February 19, 2014 |

**The last day of school for students is May 30, 2014.**

**Prekindergarten**

|  |
| --- |
| **Grading Cycle**  |
| August 26, 2013 ‐ November 8, 2013 |
| November 11, 2013 – February 14, 2014 |
| February 17, 2014 – May 26, 2014 |

**Kindergarten - 8th**

|  |  |  |
| --- | --- | --- |
| **Grading Cycle**  | **Progress Report** | **Report Card Day** |
| August 26, 2013 - October 25, 2013 | October 4, 2013 | November 1, 2013 |
| October 28, 2013 ‐ December 20, 2013 | November 22, 2013 | January 10, 2014 |
| January 7, 2014 ‐ March 14, 2014 | February 14, 2014 | March 28, 2014 |
| March 24, 2014 ‐ May 29, 2014 | May 2, 2014 | May 29, 2014 |

***Each Month a Calendar of Events will be Sent Home***

**Security**

**BUILDING SECURITY**

 a. Visitor notices are posted throughout the building.

b. All visitors, including parents or school personnel**, must** sign in at the Main Office before
visiting anywhere on campus. All Visitors must wear a clearly display badge and report to the office to sign-out before exiting the building.

c. Parents are encouraged to make an appointment with their child's teacher so that
instructional time will not be interrupted.

**PERSONAL SECURITY**

 (a) Secure personal belongings when exiting your vehicle, keep valuables out of plain view.

 (b) Early arrivals should exercise good judgment and caution when leaving their cars and walking to the building.

**CLASSROOM SECURITY**

Teachers/staff will not allow any visitors into the classroom unless they have checked in at the Main Office and have a Visitors' Badge.

**SCHOOL-WIDE SAFETY**

Students are encouraged to lock their bicycles, walk on the sidewalks, and obey the core school rules daily. An enrollment card on each student will be kept in the office. Please maintain an updated telephone number and address information all times. We utilize the information to send district and campus Connect ED call-outs notifying parents of upcoming events or emergencies.

Parents must provide the school with information regarding persons authorized to pick up their children from school.  Persons picking up students must be prepared to show identification.  Request to pick up a child before the end of the school day must be made in writing.  Teachers will not release students to anyone without a badge granting approval for early release. A “Rainy Day Emergency Plan” must be on file for each student.

HISD POLICE will be used in emergency situations.

Classroom doors will be locked when not in use. Students and Parents will not be allowed to enter into a classroom when the teacher is not present and/or after hours without an administrator’s escort.

**EMERGENCY CARD INFORMATION**

It is imperative that the school office be notified immediately of a change of address, personal or office telephone number or of a change in emergency information during the academic year.

**Grade Reporting**

Computerized report cards are issued at the end of the nine-week grading period for students in Grades K-5. Report card grades reflect student academic achievement and are not reduced for disciplinary reasons. Students will have 5 instructional days to make up work for excused absences. Parents may access GradeSpeed, a web based program, to review their child’s daily progress. Progress Reports are sent to parents during the fourth week of each reporting period. Parents must sign and return the form to the teacher acknowledging a receipt. Pre-K progress reports are issued at the end of each twelve week reporting period.

Students may be promoted from one grade level to the next only on the basis of academic achievement. Students in grades 3rd-5th will be required by the State of Texas and HISD to pass one or more STAAR test in addition to passing grades and sufficient attendance in order to meeting promotion standards.

HOMEWORK POLICY

Homework is assigned everyday with exceptions of some Fridays. The student is required to complete the homework and return it to school on the due date. Homework should be a review or an extension of what the student has already learned at school.

**School Celebrations and Programs**

PARTIES AND OTHER CELEBRATIONS

Children will celebrate two parties yearly. These include Winter Break and End of the Year parties. Room parents will assist with the parties, which are usually scheduled one hour prior to the end of the school day. There will be no in-class birthday parties at any grade level. Pre-packaged birthday treats may be brought to the school for students to eat during their scheduled lunch period. According to State guidelines, no one may distribute to elementary students any food or beverage on the Dept. of Agriculture’s “Foods of Minimal Nutritional Value” list. Items on this list include all carbonated soft drinks, candy, and chewing gum. We will recognize student birthdays once a monthly via the morning announcements beginning in September. Birthday celebrated during the summer month will announced during last week of school.